



Bowls Committee Procedure

8.0.0 Social Bowls	Approval Date:	01/11/2021
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PURPOSE

To provide the framework and procedures by which Social Bowls activities are governed at the Torquay Bowls Club.

PROCEDURE SCOPE

The Torquay Bowls Club Bowls Committee is committed to ensuring a regular social bowls program for all members with the aim of providing Social bowling matches which are friendly, competitive and fun.

DETAILED PROCEDURES FOR SOCIAL BOWLS

1.1 Requirements for conducting social bowls or a special event.

- a) Provide sign-in sheet for entrants 1 week in advance of event. Members can also register for event online. Sign and Date entry sheets and file to comply with licensing and insurance requirements.
- b) Collect entry fee and allocate prize monies as per schedule
- c) Decide on the type of game, the make-up and number of teams, the scoring system and provide each team with the appropriate score card.
- d) The Manager decides whether a raffle is conducted, according to size of field.

2.1 Playing Preferences and Team Allocations

- a) The Social Bowls Committee will ask for position preferences of the members entering events. While it may not be possible to satisfy all requests, every effort will be made by the committee.
- b) The Bowls Committee will keep a record of the daily attendance of members, including visiting members of other clubs, and record the number of females and males.

3.1 Announcements

- a) Before the event welcome bowlers, introduce Club Duty Member, announce any special conditions & allow play to commence
- b) At afternoon tea (or lunch) welcome visiting players from other clubs, thank the volunteers and make any current announcements requested.
- c) At the conclusion of the game announce the prize winners.
- d) Tally the takings and write a receipt docket.
- e) Provide a finance report to the Bowls Committee each month

4.1 Players entered in Competition

- a) Any player having registered an entry for a programmed bowls event shall be required to attend at the appointed time for the game and to pay the prescribed competition fee.
- b) Failure to attend when entered on competition sheet will result in a fine equal to entry amount which must be paid before being able to play in any future event.

5.1 Unlisted Players

- a) If someone seeks a game but has not listed their name by the required day and time, every endeavour should still be made to give them a game. A lost player is lost revenue. However there have to be sensible limits to this expectation.



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6.1 Entry Fees (approved by Board - subject to annual review)

Standard events

- Social bowls Wednesday and Saturday \$8 per player
- Social bowls jackpot day (last Wed of month) \$10 per player
- Monthly Aggregate Triples (First Wed. of month) \$10 per player (includes \$2 raffle)
- Pennant Bowls (Midweek and Saturday) \$10 per player
- Club championships \$10 per player
- Thursday Nominated Open Aggregate Triples \$10 per player
- Friday Casual Bowls

7.1 Non Sponsored Social Bowls Prize Value (Subject to review before each season)

- a) For non-sponsored **triples and 4's** events, run by the Social Bowls Subcommittee, prizes will be awarded according to the schedule below:

Less than 20 players	Winner only receives \$10
Between 20 and 29 players (incl.)	Winning team -\$10 each Runners up \$10 each
Between 30 and 44 players (incl.)	Winning team -\$15 each Runners up \$10 each
Between 45 and 59 players (incl.)	Winning team -\$20 each Runners up \$15 each
60 or more players	Winning team -\$25 each Runners up \$20 each

- b) If the number of members opting to play social bowls, on any one day, is large enough (maybe more than 80) consideration could be given to dividing the members into 2 groups and running 2 events concurrently. Prizes would be awarded to each group separately according to the schedule above.

c) Jackpot days will occur once a month:

On these days only, each player will be charged \$10, being the \$8 green fee and \$2 jackpot contribution.

8.1 References for Social Bowls Organisation

- a) Social Bowls Subcommittees are requested to use the references provided by the Club as listed below. These books filed in the office and/or Conference Room, provide useful guidance about the way various competitions can be planned and managed, which makes the Committee's task of running an event much simpler.

The references are;

- **Mohn Ted:** Lawn Bowls Organisers Handbook; Henselite 1999.
- **Crewdson Bob:** Lawn Bowls Scrap Book for Social Bowls Committees. Otherwise known as the Blue Book. Its age means that some information in this reference does not conform to the laws
- **The Red Book**
- **The Blue Book:** Obsolete versions of the rules may still be in the possession of some members. The tables provided for draws are unaltered. Its current advice about rules and designated guidelines is now contained in this manual.
- **The Henselite Book** contains useful information and should not be removed from the office.

9.1 Information that should be included on the Event board.

- a) Type of game and delivery sequence e.g. Three Bowl Triples
- b) Number of Games & Number of Ends e.g. 2 Games of 12 Ends.
- c) Dead End Instructions e.g. No Dead Ends. Spot up Jack
- d) Special Instructions e.g.: Skips 2 bowls Only



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- e) Green Fees, Cards etc. e.g. Skips pay at Window and Collect Cards.
- f) Details of Tea Breaks etc. e.g. Afternoon Tea after First Game.
- g) Read board for conditions of play.

10.1 Cancellation

- a) An event can be cancelled because of insufficient entries [fewer than 20], Greenkeeper/Greens Manager direction or weather.
- b) If an event is cancelled before starting time, then advise tea persons, duty barman and any other official on duty as well as any players who entered, particularly in the case of insufficient entries.
- c) Leave entry sheet on board until after due starting time and mark across sheet EVENT CANCELLED.
- d) Leave message on answering machine and website [if practical], or man the phone until due start time.

11.1 Abandonment of Play

- a) Should play be abandoned before completion of the first game the cards will be fanned and the winners drawn.
- b) Where one or more games are completed and further play is in progress, results will be on completed games and points scored (including points for a win) calculated from the least number of ends played in the incomplete game.

12.1 Refund of Entry Fee

- a) Refund of Green Fees may be made in the following circumstances:
- b) When the event is cancelled prior to the commencement of play for the day.
- c) When the event is more than one day, a pro-rata refund equal to the number of days cancelled.
- d) Visiting players will receive priority according to funds available.
- e) Players may apply to the Social Bowls Committee in attendance for such refund up to 14 days after cancellation of the event.
- f) For a catered event, refunds of the catering component may be made as follows:
 - a. If no expenditure has been outlaid, a full refund of the catering component can be made.
 - b. If any expenditure has been made, then the Social Bowls Committee will retain an amount as determined from time to time of the catering component for each cancelled day, except that, if the catering component has been fully expended, then all of the fee will be retained.

PROCEDURE GOVERNANCE

The Bowls Committee will:

- Review this procedure, at annually, prior to the commencement of the season and amend or enhance the procedure where necessary.
- Communicate procedure content to members through Website, newsletter, email or on the Notice Board