



GUIDE FOR CLUB SECRETARIES/OFFICE BEARERS

Period of Office 2019-2020

This guide has been written to assist Secretaries, Treasurers, Club Tournament Officials, Membership & Marketing Officers and Duty Officers of Bowling Clubs who are involved in the normal running of affairs connected with Club and Western Province Bowls.

It deals with the problems that have arisen from time to time, when newly elected Club Officials have been launched into the world of Bowls Administration without sufficient guidance from their predecessors, who in many cases have been only too pleased to be relieved of an onerous task.

It is suggested that all new Committee Members who have been elected for the first time read this guide and then familiarize themselves with the particular section that pertains to their Club duties. It would also be wise of them to browse through the Constitution and Bye Laws of Western Province Bowls.

The WP Bowls Office is always willing to help where and whenever possible, and if any part of this guide is not understood, we would welcome a telephone call to sort out matters rather than get involved in lengthy time wasting correspondence.

PLEASE DO NOT TAKE CHANCES – THIS HAS LED TO UNNECESSARY CORRESPONDENCE AND TELEPHONE CALLS IN THE PAST.

The WP Bowls Office staff makes every effort to provide a good service to Clubs and can only succeed if Clubs, in turn, reciprocate.

1. **WPB CIRCULARS**

All circulars to Clubs are sequentially numbered. In the event of a circular not being received, please contact the WP Bowls office immediately as important information may have gone astray or alternatively, all correspondence is available on our website www.wpbowls.co.za.

2. **LINES OF COMMUNICATION**

Note that **ALL** correspondence should be addressed to the Secretary, WP Bowls - no correspondence should be sent directly to Bowls South Africa.

Club members should also be told that **ALL** correspondence must be sent via their Club Secretary **after the approval** of the Clubs' Management Committee and should be duly minuted.

Postal address: P O Box 41
HOWARD PLACE 7450

Physical address: St Stephen's Road (Pinelands Bowling Club)
Pinelands 7405

Telephone: 021 531 5872 (Lynette) & 021 531 1541 (Denise)

Fax: 021 531 5210 / 086 631 3001

Email: wpbowls@mweb.co.za (Lynette), wpbacc@mweb.co.za (Denise – finances & membership)
Wpbowls4all@mweb.co.za (Taz - marketing)
wpbcomp@mweb.co.za (Chris – Competition Secretary)

Website: www.wpbowls.co.za

3. POSTAL ITEMS

Please avoid delays and unnecessary expenses by ensuring that:

- (a) Club postal addresses are correct and updated whenever necessary;
- (b) Envelopes are clearly and correctly addressed;
- (c) Non-standard mail has adequate postage affixed. Standard envelopes have a minimum size of 90mm x 140mm with a maximum size of 120mm x 235mm; the mass must not be more than 50gm and the thickness not more than 5mm. Envelopes, which do not conform to these measurements, attract extra postage and delays.

4. MEMBERSHIP

Clubs are at liberty to keep their records in the matter that they see fit. However, there are certain basic requirements and we suggest that by adopting the following format you will ensure that all the information required by WP Bowls and Bowls South Africa will be available.

| | | |
|---------------------------------|--|------------------------|
| Bowls SA No | | (Provided by Bowls SA) |
| Surname | | |
| Full Initials | | |
| First Names | | (No Nicknames) |
| Known Name | | |
| RSA ID No | | |
| Postal Address | | |
| | | |
| |Postal Code..... | |
| Telephone No. (H) | | |
| | (W) | |
| | (C) | |
| Category: | If a novice, when did member start playing | |
| Date Accepted by Club Committee | | |
| Umpire Badge No | | |
| Coach Badge No | | |

5. NEW MEMBERS

- (a) When a **NEW** Bowler applies to join your Club he/she should complete a **Club Membership Application Form**. When the member has been accepted he/she must be **registered with WP Bowls within 14 days of acceptance**. This is done by completing a **“WP Bowls Supplementary Advice Form”** (obtainable from the WP Bowls office) and forward it to WP Bowls via email. You should soon receive a WPBA Invoice detailing the amount involved for WP Affiliation as well as that of BSA. On receipt of the payment advice the member’s details will be recorded on the Bowls SA database and a BSA number will be allocated.
- (b) When a bowler who is or was a member of another Club applies to join your Club the same procedure applies as in 5(a). If the member is not in transit on the BSA website, then you would need to get a **Clearance Certificate(s) from the previous Club(s)**. Applicants applying for Dual Status at your club must produce some form of Clearance Certificate or Letter of Good Standing from their Main/Mother Club.
- (c) When submitting the Supplementary Advice Form. Please remember to quote the BSA Membership number of bowler(s) transferring from Clubs in this District. Please note that your Club is liable for dues of each member as well as the administration fee allocated to the registration of a dual member.

Please bear in mind that unregistered bowlers may not represent your Club in WP Bowls, BSA or Inter District events i.e. All Cape. For unregistered bowlers being allowed to bowl,

please refer to point 11.1.4 of the BSA Constitution. This does not apply to events which are aimed at promoting, marketing or developing the sport of bowls i.e youth days, family days, business leagues, etc.

6. DUAL MEMBERSHIP

Clubs must keep a record, no matter whether the member is holding main membership with your club and holds dual status elsewhere, or whether the member holds main membership elsewhere and has dual status at your club. Please remember that a member cannot hold dual status at any club, unless he holds a main membership at a club. **IMPORTANT TO NOTE THAT ONCE A MEMBER HAS RESIGNED THEIR MAIN MEMBERSHIP, THAT THEIR DUAL STATUS FALLS AWAY AT THAT CLUB.**

7. RESIGNATIONS

When a player resigns from your club, you must submit to the office, a **Resignation Advice**, stipulating why that player has resigned and furthermore that he/she complies with all the clearance requirements. If they are in suspension, this **MUST** be noted. If they have not paid subs, this **MUST** be noted on the form.

8. ANNUAL RETURNS OF MEMBERSHIP & SUBSCRIPTIONS (DUES)

- (a) Club secretaries/administrators need to ensure that their membership lists are up to date and accurate by the end of August as the WP Bowls office will send their final totals and these need to be confirmed with them on or before the 20 September.
- (b) Affiliation fees and levies are based on the Club's declared membership as at 31 October each year. The Member Club shall duly complete the Declaration of Membership form which will be issued by WP Bowls and which must be returned by 05 November.
- (c) The District Office will present Clubs with their Annual Return Invoice by 20 November of each year and no new registration or membership change will be entertained during the month of November other than in extraordinary circumstances. Affiliation fees and levies must be paid to the District Office not later than 30 November each year.
- (d) When making any payment, **PLEASE PUT YOUR CLUB NAME AS A REFERENCE OR ABBREVIATE AND ADD THE INVOICE NUMBER** and do not leave it blank.

9. DATABASE

- (a) All Secretaries have access to the BSA database where they can check on their Club memberships and make any small changes in terms of contact details, adding ID numbers etc. However, it is requested that **NO NEW MEMBERS ARE ADDED OR MEMBERS DELETED**. This must still be completed on the relevant forms and submitted to Denise for the controlling thereof. To gain access to the Database and be registered as an Administrator, you are required to contact Heather Boucher on heather.boucher@bowlssa.co.za.
New secretaries/database administrators are requested to update their club particular as and when they change and to also remove the outgoing administrators. This is important and if in doubt, you are welcome to contact Heather Boucher for assistance.
- (b) All Secretaries are requested to capture their Business League bowlers onto the system.
- (c) Novice Status is for a period of 3 years from when the member joins. Should the member however join after the WP Novice Competition has been drawn or played, they will still qualify for a further 3 years of novice status. These details can be found on the database.
- (d) Bowlers, 90 years & older are exempt from BSA & WP affiliation fees.
- (e) Scholars do not pay BSA & WP affiliation and this information is also captured on the

database and they have special numbers when they are registered. It is the Secretaries responsibility to update the office about these details when these youngsters start working.

10. COMPETITIONS

IN ALL INSTANCES, PLEASE ONLY USE SPONSORS SCORECARDS WHERE APPLICABLE AND DO NOT USE THE SPONSORS SCORECARDS FOR YOUR CLUB COMPETITIONS.

In addition to the Modus Operandi governing WP Bowls Competitions, the following should be noted.

As soon as the Annual General Meeting has confirmed the Fixture List for the coming season, an Excel Competitions book, which indicates all WPBA Competitions, will be e-mailed to Clubs.

- (a) Print and place a copy of all the forms except Flag and Muter and Champion of Champions on the notice board, and draw the attention of members to them, pointing out the closing dates for the early competitions.

When submitting the entry form with the relevant entry fee to WPB, please ensure that the Skips full names & BSA numbers are correct. Entries must be received by 12 noon on the closing date. Telephone or late entries will only be considered in exceptional circumstances.

- (b) When the draws for the Competitions are received, please ensure that all the players concerned are advised as to when and where they must play. **DO NOT MERELY PLACE THE DRAW ON THE NOTICE BOARD.**
- (c) Players or teams withdrawing from a District competition after the draw has been published will be required to furnish valid reasons for withdrawing in writing i.e doctor's certificate for illness, letter from their company if work related. Failing to do so may result in disciplinary action and be disqualified from entering for the next season.
- (d) A player or team wishing to withdraw from any competition or championship prior to commencement of play in the first round of any competition or championship, shall:
- (i) inform the opposing skip or the Secretary of the Club of which the opposing skip is a member;
 - (ii) inform the Secretary of the Club at which the match is to be played;
 - (iii) confirm to the Competition Secretary by fax (086 556 8916) or e-mail (wpbcomp@mweb.co.za) that (i) and (ii) have been properly dealt with; and
 - (iv) thereafter inform their own Club Secretary that (i), (ii) and (iii) have been complied with.
- (e) Where the competition is a closed-up draw – follow procedure (d) (ii, iii, iv) above.
- (f) Failure to arrive for a match where no prior notification has been given and where no reasonable excuse is forthcoming MAY result in the offender/s being suspended.
- (g) See that scorecards for matches played at your Club are prepared well in advance. Use sponsors' cards where these are available.

11. COMPETITION RESULTS

Please ensure that ALL competition results are dispatched promptly by Fax or Email – preferably on the evening of the day that matches are played.

- (a) FLAG AND MUTER
The procedure for submission of results is set out in the Conditions of Play, please familiarize yourself with them.
- (b) KNOCK-OUT COMPETITIONS

The WP Competition Secretary must be advised of the results of Knock-Out Competitions matches which are played on Sundays as soon as possible but not later than the following Monday morning.

Please ensure that Skips complete and sign scorecards correctly i.e. Full Initials and Surname of all the players on the obverse side of the card and the SURNAME AND CLUB to be printed on the reverse side of the card.

12. PREPARATION OF SCORECARDS AND FLAG AND MUTER RESULT SHEETS

It is advisable to prepare scorecards well in advance of the actual match(es), in fact this could be done as soon as the draw sheets become available.

FLAG AND MUTER MATCHES

As soon as the draw has been received, the CTO (Club Tournament Official) should prepare each week's cards by inserting as much detail as possible. On the one side, put in the Round Number and date; the name of the Home Club and the Visiting Club. On the reverse put the name of the Home Club on the left and the name of the visiting Club on the right.

Once your Club's sides have been selected and confirmed complete each card as far as possible (home team first on the front and on the left-hand side of the back) and prepare the sheet in the "Results Book".

When the Captain of the visiting side arrives, you will be handed a copy of the Declaration Form for his/her side.

Once the draw for opponents and rinks has been done, enter the name of the visiting Skip and the number of the rink on which they will play on the appropriate scorecard, record this information on the results sheet and hand the scorecards to the captains. Captains must toss a coin to determine which side shall play first.

Argus results service (Flag & Muter - Premier, Div 1 & 2) – THIS IS CURRENTLY NOT TAKING PLACE BUT CLUBS WILL BE ADVISED IF IN THE NEAR FUTURE THIS TAKES PLACE AGAIN

Fax, email or deliver the completed and signed "Results sheet" to the WP Office by no later than **Noon on the following Monday.**

Please keep the Scorecards, the two Declaration Forms and the original Result sheet in a safe place at the Club until the competition is completed.

OTHER COMPETITIONS

First & Second Round matches. The Cards for the relevant Competition should have been prepared from the Draw Sheets sent to you by WP Bowls. Use sponsor's cards where these are available.

When the players report for play:

- (i) get the Skip to enter his team on the scorecard;
- (ii) ask the Skip for the relevant green fee for his team;
- (iii) retain the card pending the arrival of the opponent.

When the opponents arrive:

- (i) get the Skip to enter his team on the scorecard;
- (ii) ask the skip for the green fee for his team

- (iii) get the skips to draw a rink (do not allocate rinks);

Procedure prior to play:

Ensure that all Skips and Players are present, make the necessary announcements, do not forget to mention the sponsor and acknowledge the Umpires, Green staff, etc. Then hand out the scorecards.

It is then up to you as to what stage the players can go on the green to start the match.

At the end of the match, ensure that both Skips, and the Umpire have signed the card.

Ensure that the Umpire has certified the results from the scoreboard – **THIS IS MOST IMPORTANT.**

Enter the result on the draw sheet.

When all the results are in make out the cards for the next round if, it is to be played at your Club.

OR

After the last round at you Club, fax or email the completed draw sheet to the WP office and to Chris Nurrish, the Competition Secretary. Keep the scorecards and draw sheet in a safe place.

OR

If the matches are played on a Saturday and the following round is to be played the next day ask one of the winners to take a copy of the completed draw sheet to the next Club.

13. **NO SHOW**

In the event of a player or players failing to turn up for a match, please note on the relative draw sheet whether or not your Club and/or the opponent/s had been notified beforehand.

Endorse the scorecard accordingly and have it signed by the opponent/s. Failure to arrive for games without an acceptable reason is viewed seriously and disciplinary action will be taken against offenders.

14. **UMPIRES**

It is essential for your Club to ensure that Umpires are appointed for FLAG and MUTER and for the early rounds of competitions played on your greens. Preferably, Umpires should be readily available to carry out their duties even if this means sacrificing play during their time on duty.

15. **SPONSORED DAY AT YOUR CLUB**

Please inform the WP Office as soon as possible of sponsored days or other fund-raising tournaments that your Club has arranged. This **MUST** be done even if the dates do not clash with WP Bowl's fixtures.

Please avoid holding sponsored days on dates when early Championship rounds are scheduled to be played, especially Singles and Pairs.

16. **CLEARANCE CERTIFICATES – this has fallen away but please note below:**

When a Member resigns from your Club, insist that it should be in writing. The Secretary must complete all the necessary details on the Resignation Advice and submit this to WP Bowls.

When a Member wishes to retain his/her Membership with your club as the mother club and wants to join another Club as a Dual member, insist that the intention should be in writing. He/she WILL have to be given a "CLEARANCE CERTIFICATE" or LETTER OF GOOD STANDING from your club indicating he is in clearance and vice-versa. He/she wishing to join your club as a Dual member, they need to issue you with a letter of good standing from their mother club.

A member must clearly state whether the Clearance is for his/her resignation or to become a dual member at another Club. This will avoid any misunderstanding.

It is a firm and explicit requirement that an application for membership of a club (except for new bowlers) shall not be accepted UNLESS THE BOWLER IS IN TRANSIT and has therefore been cleared by his previous club.

17. **WP BOWLS MINUTES**

Edited copies of Minutes of Meeting of the WPBA Council and the Executive Committee are sent to Club Secretaries. Please place the copy of the Minutes addressed to the Secretary on the Club Notice Board so that your Members will be aware of what is going on.

18. **FORMS USED BY WP BOWLS**

(a) Supplementary Advice Form

It must be completed in every respect and all details inserted. PLEASE NOTE THE FULL ID NUMBER IS REQUIRED FOR RSA CITIZENS. PERSONS WITHOUT AN RSA ID NUMBER MAY BE REGISTERED BY WAY OF THEIR DATE OF BIRTH. ie (yy/mm/dd 0000 000)

(b) Resignation Advice

This must be completed in detail whenever a member resigns and if not in good standing, please tick the relevant box.

(d) Amendment Advice

Completed when members details i.e. address, telephone number, etc changes. Database Administrators are responsible to keep these records up to date on the BSA database.

(e) Club Membership List.

Club database administrators are responsible to update their members' details on an on-going basis and that the most recent contact details etc are on the BSA database.

19. **BOWLS SOUTH AFRICA CARD**

Every bowler who is registered with WP BOWLS and has paid their affiliation fees (WP and BSA) will be issued with a Bowls South Africa Card which is numbered. This entitles him/her to play on any of the Western Province Bowling Association affiliated greens or those in South Africa. Clubs must ensure that all bowlers playing on their greens have a BSA card, which must be produced if asked for.

20. **MEMBERSHIP & MARKETING MANAGER/Development Officer**

Purpose of the Position

The position of the club M&M Officer is designed to support the WP M&M Manager with data collection relevant to club membership and bowls marketing. The M&M club officer is requested to follow new initiatives from the WP Office and present them to the club executive committee for discussion. S/he will then follow the progress of these projects from start to finish and communicate with the WP M&M Manager during and thereafter. S/he may be assigned to focus on supporting one or more specific projects under one or more club sub-committees in order to give feedback of the event(s) to the WP M&M Manager.

Primary Responsibilities:

Support and be abreast with all M&M initiatives assigned by the WP Office and Bowls South Africa. Support the M&M Manager by implementing and driving the initiatives as well as monitoring them throughout their duration.

Send feedback after each event to the WP M&M Manager with a progress report.

Be the liaison between the WP Office and any club sub-committees when marketing and tournament planning is required.

Supply articles for the WP Newsletter, the Mother City Toucher on behalf of your club events.

Support and be aware of the WP website and Western Province Bowls Facebook page, and encourage club members to do the same.

MOST IMPORTANT – If you are in any doubt or if you have any problems – please contact the WP Bowls office - 021 531 5872 (between 07h30 and 13h00 weekdays); Fax - 021 531 5210 or email

PLEASE MAKE SURE THAT THE CORRECT PERSON/S, AS SET OUT BELOW, ARE EMAILED SO AS TO AVOID DELAYS & UNNECESSARY TIME WASTED

Denise – wpbacc@mweb.co.za - Accounts/Invoices & Membership Queries

OR

Lynette - wpbowls@mweb.co.za

OR

Chris Nurrish – wpbcomp@mweb.co.za – Competition entries, draws, results

OR

Taz – wpbowls4all@mweb.co.za - Marketing/Business League/Schools