

WESTERN PROVINCE BOWLS

STANDING COMMITTEE DEVELOPMENT

NORTH REGION

GUIDELINES FOR THE ORGANISATION OF

CORPORATE BOWLS FUNCTIONS, BUSINESS

LEAGUES AND NEWBIE BOWLS

Ref: WPBA/SCD.NORTH R.1
Date: 15 December 2009

1: INTRODUCTION

According to the new dispensation Bowls Development in the Western Province District has been divided into 7 Regions, together with a Control Centre.

At the 1st Meeting of the Control Centre held at the Mowbray Bowling Club on 17 November 2009 the North Region reported that their preferred initial development activities would be the organisation of Corporate Functions, Business Leagues and Newbies. The reason for this decision was that most of the Clubs in the North Region had considerable experience and success in this regard. Corporate Functions, Business Leagues and Newbies were furthermore potential money and membership generators.

The North Region were requested by the other Bowls Development Regions to draw up some guidelines for the Organisation of Corporate Functions, Business Leagues and Newbie's so as to assist other Clubs who did not have the experience of initiating such projects.

This Report deals with some important aspects of getting such projects started, together with the required organisational and labour components and typical financial profits that could accrue.

2: DEFINITIONS OF CORPORATE FUNCTIONS, BUSINESS LEAGUES AND NEWBIES

There are many similarities in these three types of bowls functions as they are all organised for participants who are non-bowlers. The main difference is whether the participants are mostly business people, general public or a mixture of both these.

2.1: CORPORATE FUNCTIONS (Addendum A: Leasing of club facilities)

A Corporate Bowls function is organised for one particular commercial or industrial company/firm such as a Banking Group, Insurance Company, Garage Group, Paint Supplier, Hardware Firm, Chain Stores, etc.

A Corporate Bowls function for a particular firm is generally a half- to a full day fun competition held, in most cases, on a yearly basis. Companies are combining seminars, end of year functions, team building etc with also playing bowls at the club.

The specific Corporate firm generally invites its own participants to play bowls from amongst its staff and family and also their clients, Various Divisions of the Corporate firm would compete against each other for prizes which is a good strategy for team-building e.g. Sales Division versus Financial Division.

The Corporate firm would pay the Bowling Club for all the expenses incurred during the function such as hire of Clubhouse facilities, green fees, bowls usage, meals/snacks, liquid refreshments and prizes, etc. Corporates usually prefer to operate a bar account and settle the total cost at the end of the function.

2.2: BUSINESS LEAGUES

In comparison, a Business League is organised for various different commercial and industrial Corporate Firms.

A Business League is a more competitive bowls competition which is held after business hours, such as Friday evenings and generally extends over a period of 4 to 10 weeks depending on day length and the availability of flood lights. At Edgemoor Bowling Club, flood lights allow them to have a business league running most of the year every Tuesday evening.

Each Corporate firm would pay for their own expenses incurred by the players representing them. Business League teams generally wear Corporate clothing and often market their products alongside the greens which are additional income for the Bowling Club. There are generally more supporters during Business Leagues which all generates extra revenue for the Bowling Club. The general public could also enter a team during these events.

2.3: NEWBIES (ALSO CALLED SOCIAL BOWLS OR FUN BOWLS) **(Addendums B & C)**

Newbie Bowls is organised for the general public such as other Sport Clubs, Church Groups and families and friends of Bowling Club members.

A Newbie is generally a half-day bowls competition held over the weekend and younger children are often participants. In this instance, each participant pays for himself/herself.

3: HOW TO GET THE PROJECT STARTED i.e. SUFFICIENT PARTICIPATION

A Bowls Corporate Function is not difficult to organise. The most difficult aspect of organising a Business League is to get enough participants (Teams) for the first one. Thereafter, the organisation thereof is so much easier as Commercial and Industrial firms realise the benefit/cost advantages of a bowls-day as compared to say a golf-day.

A concerted effort must be made by all the Club members to achieve the required participation.

- An appointed tournament organiser with computer skills should develop and maintain a database of participants **(Addendum D)**
- An appropriate promotional pamphlet should be prepared for distribution by club members **(Addendum E)**.
- Marketing strategy to be followed by club members **(Addendum F)**
Various actions be taken to advertise the event; The most successful strategy is to approach a known "contact person" at a local business firm i.e. "word-of-mouth". Club members all know someone of this nature who is family-, friend-or business-related. Participants will find it difficult if not impossible to take part in your tournament if they are not within reasonable distance from your club to start at say 17:30. Pamphlet-drops at local Commercial and Industrial firms. The firms should be informed that the members of a Bowling Club have considerable buying power and are clients of local shops, garages, bottle stores, chemists, butchers, attorneys, etc.
- Place Advertisements in local newspapers.

All initial approaches to local firms must be followed up by preferably e-mail. Repeat e-mails, personal visits, telephone calls or faxes until confirmation of participation has been received. Feedback should be carefully noted in your database.

4: EXAMPLES OF PROMOTIONAL PAMPHLETS & INFORMATION LETTER

Certain important information must be given on the promotional pamphlets (**Addendum E**) to advertise the event, such as:

- Advantages of participation such as Networking for Business, Team Building, fun and relaxation aspects.
- Dates and times
- Contact details of Organising Committee members
- Format of Bowls Competition
- Cost of Competition
- Cash bar
- Background music to accompany a relaxed atmosphere
- Dress Code

The layout should be inviting, to the point and on one page. Various examples of pamphlets used by Clubs in the North Region are given.

An information letter (**Addendum G**) could serve to give more detailed information

5: ORGANISATIONAL AND LABOUR COMPONENTS

The success of these types of bowls functions is to have a sufficient and reliable labour force from amongst the members to perform the necessary duties. (**Addendum H**)

5.1: BEST MONTHS, DAYS AND TIMES

- Summer months are very popular in the Western Cape due to the lowest rainfall and longest daylight hours. Bowling Clubs with floodlights have a greater scope for selecting suitable months
- Friday evenings between 17h00 – 20h00 are generally suitable for Corporates who don't work on Saturdays. Otherwise Sunday morning/afternoons are also popular. Clubs with floodlights may choose to run this tournament on a Tuesday evening throughout the year (Edgemoed).

5.2: FORMAT OF COMPETITION

- 2-Bowl-Trips are more popular than conventional Fours. Twelve Teams of Trips can be accommodated per Green which relates to 36 players. A Club with 3 Greens can thus accommodate some 108 players.

5.3: LOAN OF BOWLS

- Club members must make their bowls (various sizes) available for the function.
- Appoint specific persons to organise the distribution and return of the bowls. Club members' bowls and bags could be marked with corresponding numbered stickers. Bowls of the same size could be placed together. When the players arrive they will be assisted to select the correct sizes of bowls. Stickers with their names on it could be placed in/on the container whereto the players will return the bowls so that the players may get the same bowls every week.

5.4: MINIMAL COACHING REQUIRED

- When starting your Business League for the first time it is strongly recommended to have a voluntary Introductory Friday Evening a week before the official Business League kicks off. This is for coaching the mere basics of the game. Appoint an official coach at your club or from elsewhere able to handle a large group to explain only the basics of the game. Sufficient Club members must be available to assist the players when practising for the first time. Thereafter, during the tournament, assistance should be given only when requested. Club members should not interfere with the players taking up the time they need to relax and have fun not even with the measuring and scorekeeping.
- Care must be taken not to enforce the conventional Bowls etiquette/rules as this may frighten off potential new members. Corporates, Business Leagues and Newbies must be fun bowls.
- Inform the Teams that they are welcome to come earlier to practice if they wish.

5.5: BAR SERVICE

- Sufficient Barmen together with Stewards should be available to serve liquid refreshments.
- The Clubs normal liquor arrangements should be relaxed for Corporate Functions and Business Leagues to allow the players and supporters to enjoy a drink while playing bowls.
- Bar prices should be normal and clearly displayed.

5.6: SNACKS AND MEALS

- A catering convenor and sufficient assistants must be appointed to oversee the preparation of all snacks and meals.
- Boerewors rolls are popular before/during play and could be included in the entry fee.
- Popular meals are curry/rice, lasagne, chicken pie, buttered bun with salads etc.

5.7: MUSIC

- Club members must be delegated to provide appropriate amplified music in the Clubhouse and around the Greens

5.8: DRESS CODE

- The Club's normal dress code must be relaxed to allow civvies (e.g. T- shirts and jeans) to be worn.
- Flattish, soft soled shoes such as takkies, crocs should be allowed.
- Corporates often wear fancy dress and colour should be encouraged.

5.9: COST OF PARTICIPATION

- The Entry Fee per game per player should not be so high as to discourage participation. A reasonable affordable price could be the order of 50% above costs for snacks and meals.
- Generally the Entry Fees for Corporate Functions and Business leagues are higher than for Newbie bowls.
- Bar profits and entrance fees are generally the main source of income. Half of the entrance fees could be used serving a light dinner. **(Addendum J)**

6.0: TYPICAL BUDGET AND POTENTIAL PROFITS

The Old Oak Bowling Club recently organised a Business League on 4 consecutive Friday Evenings (16h30 – 19h30) during 6 – 27 November 2009. Twenty Teams of 4 players per Team were catered for. A profit of some R20 000 was achieved as reflected by the Budget presented below. **(Addendum J)**

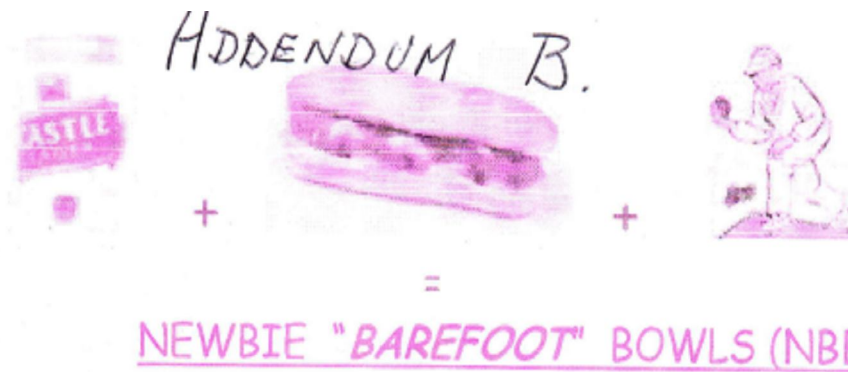
7.0 ADMIN FOR THE FIRST AND SUCCESSIVE BUSINESS LEAGUES

- First Business League is the most difficult one to organise. If you could make a success of it the next one is plain sailing.
- Communicate with the prospective teams via e-mail.
- Keep record of payments made **(Addendum K)**
- E-mail the pamphlet and tournament letter to the teams at least a month to two weeks before the tournament starts. A follow-up letter **(Addendum L)** could be a reminder for those not yet entered for the competition and a confirmation for those already entered.
- Put a list **(Addendum M)** on the notice board for the teams to indicate whether they are going to participate in the next business league.
- Inform the teams via e-mail, well before each event, on the following:
 - Menu for the light evening meal. To be served as from 19:00. How and where to collect the tickets for the meals.
 - Results of the previous week and the draw for this week including the green and rink they are going to play on. Also put a copy of it on the notice board.
 - How and where to collect the bowls on arrival at the club.
- Result: Players arrive at the club, collect and even book their bowls for the whole of the tournament, check where they should go on the notice board and start with warming up while waiting for their opponents to arrive. Refrain from using the sound system and giving endless instructions.

Addendum A

TARIEWE: OLD OAK ROLBALKLUB

| KATEGORIE | DEPOSITO | KLUBLEDE | NIE-LEDE |
|---|----------|--|--|
| Saal + Kleedkamers + Braaigeriewe | | | |
| 50 | R250 | R250 | R500 |
| 100 | R500 | R500 | R1000 |
| 150 | R500 | R750 | R1500 |
| Saal + Kleedkamers + Braaigeriewe + Kroeg | | | |
| 50 | R350 | R350 | R600 |
| 100 | R500 | R600 | R1200 |
| 150 | R500 | R700 | R1700 |
| Saal + Kleedkamers + Braaigeriewe + Kombuis | | | |
| 50 | R400 | R400 | R750 |
| 100 | R500 | R650 | R1250 |
| 150 | R500 | R850 | R1750 |
| Saal + Kleedkamers + Braaigeriewe + Kombuis + Kroeg | | | |
| 50 | R500 | R500 | R850 |
| 100 | R500 | R750 | R1450 |
| 150 | R500 | R1000 | R1950 |
| Baanfooie | | | R30/speler R500minimum |
| Opruimenskoonmaak | | R150 | R150 |
| Spyseniering OldOak | | Prys bygevoeg by bostaande soos van toepassing | Prys bygevoeg by bostaande soos van toepassing |
| Buite-spyseniers kan gerêel word. | | Prys bygevoeg by bostaande soos van toepassing | Prysbygevoeg by bostaande soos van toepassing |



Bowls is on the MARCH!!!! The game is CHANGING!!!! It's no longer old man's MARBLES!!!! Imagine playing a game of bowls with mates in a relaxed yet competitive environment on a Sunday afternoon.....well here it is **NEWBIE "BAREFOOT" BOWLS**.

- What is **NEWBIE "BAREFOOT" BOWLS (NBB)**?

N.B.B is a bowls competition held over 3 Sunday afternoons for **COOL PEOPLE** who want to play in an exciting and competitive **BOWLS** competition.

- Who can enter **NEWBIE "BAREFOOT" BOWLS**?

ANYONE and everyone can enter. Granny's ex boyfriend's sister's brother is welcome. No age restriction at all.

- How does the **NEWBIE "BAREFOOT" BOWLS** competition work?

The format is simple. It is a **2 BOWL TRIPS COMPO**...that means there are 3 people in a team and each person gets to bowl 2 bowls per end (end = when you bowl from one side of the green to the other side). The Durbanville Bowling Club has 3 greens and we can thus accommodate 36 Teams. Teams will play 3 six end games per afternoon. The compo will flow into a **STRENGTH vs STRENGTH** format so don't worry, you will be playing against others just as good as you. Don't stress too much about the **RULES** because **FIRSTLY**, they are pretty simple; **SECONDLY** there will be someone there to help and **THIRDLY**, we will be sending you an email of the basic rules of bowls before the first game.

- What do I have to wear when I play **NEWBIE "BAREFOOT" BOWLS**?

ANYTHING. There are no dress restrictions (we do however **DISCOURAGE** you to wear any white clothing). You can play **BAREFOOT** or with **FLAT SOLED SHOES** such as takkies. This is for obvious reasons as a heel on a shoe does some serious damage to the greens.

- Where do I get bowls from to play **NEWBIE "BAREFOOT" BOWLS**?

No worries.....**WE WILL SUPPLY** each team with bowls. Borrow Grandpa's bowls if you can. We will have a sticker numbering system whereby you get the same bowls every week.

- Can I win anything in the **NEWBIE "BAREFOOT" BOWLS** competition?

OF COURSE!!! All the teams that enter will **WIN** something, with first prize at R450.

There will also be a **RAFFLE** every afternoon. Just by entering the N.B.B you are automatically entered into the raffle. Every team will be given a number for the duration of the compo and if your number comes out your team will win a cash prize, of for example R150. However there's a twist, there will be a chance that on a particular afternoon nobody's number will be drawn...there will be a carryover. If there is still no winner on the last afternoon we will draw until there is a winner. The raffle will be 1 hour after the end of play and you have to be there to collect.

Addendum D

KONTROLE KONTAKLYS (KLUBLEDE) OLD OAK AANDLIGA NOVEMBER 2009
 CONTROL CONTACT LIST (CLUB MEMBERS) OLD OAK EVENING LEAGUE NOV 2009

* Pamflet en Inligtingsbrief is gestuur

| Klublid Club member | Kontak se Naam Name of Contact | Besigheid Business | Tel. No | Sel No of faks | e- posadre s e-mail address | Terugvoering en Naam van Span | |
|------------------------------------|---|--------------------------------------|-------------------------------------|-------------------------------|--|--|-----------|
| 1 | *Arnaud Malan | Heidi Uytendogaardt | Uytendogaardt Personal Accountant | 0219143943 | 0832310285 | heidi@uyten.co.za | JA 1 span |
| 2 | *Arnaud Malan | Kobus Swart | Schonberg Trust | 0219101483 | 0832693312 | kobus@schon.co.za | JA 1 span |
| 3 | *Arnaud Malan | Ronel Burger | Dr. Tommie Truter Tandarts Kenridge | 0219141244 | Faks (ditto) | | JA 1 span |
| 4 | *Arnaud Malan | Ronel Burger | Dr. Tommie Truter Tandarts Kenridge | 0219141244 | Faks (ditto) | | JA 1 span |
| 5 | *Arnaud Malan | Ronel Burger | Dr. Tommie Truter Tandarts Kenridge | 0219141244 | Faks (ditto) | | JA 1 span |
| 6 | *Arnaud Malan | Adele de Wet | Privaat | | 0823749885 | louwdw@mweb.co.za | 1 span |
| 7 | *Arnaud Malan | Olivia | Chaos Computers | 0219147877 | 0827074889 | kenridge@chaosnet.co.za | |
| 8 | *Arnaud Malan | Frans Meyer en Johannes Van der Meer | Kenridge Oogkundiges | 0219141521 | | info@vision4u.co.za | |
| 9 | *Arnaud Malan | Johan | Chipbase Stikland | 0219491794 | | johan@chipbase.co.za | |
| 10 | *Christien Kenny | Karen Stassen | NedBank | 0219293859 | 0836597135 | karensta@nedbank.co.za | 1 span |



OLD OAK ROLBALKLUB
BOWLING CLUB

☒ 3321
TYGERVALLEI 7536
☎ 914-0205

Addendum E1

Aandliga ELKE

**Vrydag 6,13,20, en 27 November 2009
17:00 vir 17:30**

- ❑ Dit is bedoel vir mense wat normaalweg nie rolbal speel nie
- ❑ Vier persone per span (Enige mans/dames kombinasie)
- ❑ R800 per span (R200 pp) vir die VIER aande. Ligte aandete is ingesluit
- ❑ Kontantkroeg is beskikbaar.
- ❑ Balle word voorsien
- ❑ Enige drag aanvaarbaar
- ❑ Betaling vooruit of eerste aand by klub

Dit is groot pret

Stuur inskrywings na:

Arnaud Malan 082 761 5362 of *oldoakbowling@gmail.com*

Evening League

Every

Friday 6,13,20, and 27 November 2009
17:00 for 17:30

- ❑ This is not for people playing bowls regularly.
- ❑ Four members per team (Any combination men/ladies).
- ❑ R800 per team (R200 pp) for the FOUR evenings dinner included.
- ❑ Cash bar available.
- ❑ Bowls will be provided.
- ❑ Any dress code acceptable.
- ❑ Payment in advance or the first evening at the club.

This is great fun

SMS or e-mail your entries to:

Arnaud Malan 082 761 5362 or *oldoakbowling@gmail.com*

Addendum F1

Bemarkingstrategie van Old Oak se Sakeliga vir November 2009

- Wees goed voorberei met wat jy wil sê. Veral besigheidsmense het nie baie tyd of die geduld om na langdradige en onsamehangende stories te luister nie. Wees positief, akkuraat en op die punt af met wat jy sê.
- Sien dit so: Jy verkoop `n produk en dit is die aandliga rolbal – goeie waarde vir geld en mans, vrouens, oud en jonk kan dit speel.
- Old Oak Rolbal is daarop ingestel om diens te lewer aan al die gemeenskappe rondom ons.
- Gaan sien ook veral mense en besighede wie jy ken en met wie jy besigheid doen. “Julle lewer baie goeie diens aan ons en nou is dit ons beurt om julle in die geleentheid te stel om aan ons sakeliga te kan deelneem”
- Praat dus met iemand wat jy ken en vra dat hy/sy self die ander personeellede moet werf.
- `n Uitstekende alternatief vir gewone jaarfunksies wat baie duur kan wees.
- `n Geleentheid vir personeel om mekaar op `n gelyke vlak in `n ontspanne atmosfeer beter te leer ken.
- Verhoog die samewerking, produksie, toleransie (verdraagsaamheid) ens. van jou personeel.
- Begin speel vanaf 17:30 vir 18:00 vir ongeveer 2 ure. Gaan huis toe of geniet ligte ete en kuier nog tot so 9:00.
- Kan ek ons pamflet met ons kontakbesonderhede vir jou gee?
- Sal dit in orde wees indien jy jou kontakbesonderhede vir my kan gee. Kan ons jou kontak indien ons nie binne van julle verneem het nie?
- Kan ek jou op ons databasis plaas sodat ons jou weer in die toekoms in aanmerking kan neem?
- Probeer om soveel moontlik data van mense wie jy kontak te bekom.

| Klublid Club member | Kontak se Naam Name of Contact | Besigheid Business | Tel. No | Sel No Cell | e-posadres e-mail address | November 2009 | | | |
|---------------------------|-----------------------------------|-----------------------|---------|----------------|------------------------------|---------------|----|----|----|
| | | | | | | 6 | 13 | 20 | 27 |
| | | | | | | | | | |

Skryf die name van mense / besighede op die lys, aangebring op die kennisgewing-bord sodat klublede nie dieselfde mense / klublede probeer werf nie.

VERMY NEGATIEWE INSETTE:

Mense is dikwels skuldig daaraan om hulself te weerspreek.
 “Jy sal seker nie belangstel om in ons aandliga te speel nie”?

Wees rustig. Voer `n sinvolle dialoog (tweegesprek) i.p.v. om alles in een asem af te rammel asof jy bang is jy gaan nie die “produk” verkoop kry nie en selfs kan eindig met: “Sal jy tog nie asseblief Woensdae in ons aandliga kom speel nie. Ek belowe jou ons sal baie goed wees vir jou”

Addendum F2

MARKETING STRATEGY FOR OLD OAK BUSINESS LEAGUE November 2009

Be well prepared and to the point.

The following approach may assist you to be successful.

You are selling a product which is business league bowls – value for money and men, ladies, young and old can play lawn bowls.

Old Oak Bowls is dedicated to deliver a service to the broader community..

Talk to people and go to businesses you know and deal with. “You are delivering very good service to us and now I am in a position to enable you to take part in our business league.”

Ask your contact to enrol and recruit the other team members himself / herself.

This is an excellent alternative for an end of the year function which proof to be very costly these days.

It is also an opportunity for staff members to also get to know one another on an equal level in a relaxed atmosphere.

It will definitely improve the levels of co-operation, production, tolerance, etc. of the staff members.

Play starts at 17:30 for 18:00 for more or less 1½ hours. Afterwards a light dinner will be served while you enjoy one another’s company and even make some new friends.

Can I present you with our pamphlet for the business league?

Could you give me your contact details so that I can contact you should we not hear from you within 10 days from now?

| Klublid Club member | Kontak se Naam Name of Contact | Besigheid Business | Tel. No | Sel No Cell | e-posadres e-mail address | November 2009 | | | |
|------------------------------------|---|-------------------------------|--------------------|------------------------|--|---------------|----|----|----|
| | | | | | | 6 | 13 | 20 | 27 |
| | | | | | | | | | |

Can I put you on our data list for business league to take you into account for business league in the future?

Write the names of your contacts on the CONTROL DATA LIST on the pin board in the clubhouse to prevent our club members from recruiting the same contact for business league.

ADDENDUM G1

OP BRIEFHOOF VAN KLUB

OLD OAK AANDLIGA TOERNOOI NOVEMBER 2009

Die datums vir die toernooi is Vrydae 6, 13, 20 en 27 November 2009.

Spanne begin vanaf 17:30 speel en deelnemers is welkom om vroeër 'n paar balle kom rol vir oefening. Probeer om 17:00 of vroeër by die klub te wees indien daar mense is wat deur ons klub-afrigters en –spelers touwys gemaak wil word.

'n Span hoef nie elke Vrydag uit dieselde spelers te bestaan nie. Wat gaan jou span se naam wees? Ons sal graag wil weet en dit so aanteken.

Die koste is R800 per span (R200/persoon) en etes vir die VIER aande is hierby ingesluit. Betaling vir die span kan elektronies na die volgende rekening oorgeplaas word.

Old Oak Rolbalkklub, RekNr: 071947590 Takkode: 050410 Standard Bank

BAIE BELANGRIK: Onthou om hierdie inligting van 'n elektroniese inbetaling per faks of e-pos aan my te stuur sodat ons tesourier sal weet wat aangaan in die klub se bankstate.

Faks: 021 914 0205 of oldoakbowling@gmail.com

Die volgende moet in ag geneem word.

1. Spelers moet plat skoene met 'n gladde sooloppervlak dra om die grasoppervlak te beskerm (tenniskoene, plakkies of Crocks is in orde).
2. Daar is geen voorgeskrewe drag nie maar **enperse spandrag** word aangemoedig .(bv dieselfde kleur hemp of helder pruik). Kom somer direk van die werk in kantoordrag en trek dan net die regte skoene aan as jy so wil.
3. Ons kan/sal spelers van balle voorsien.
4. Elke speler moet asb 'n duidelike kaartjie met sy naam saambring om by die balle te sit wat hy gebruik. Sodoende kan hy verseker dat hy die volgende keer weer dieselfde balle kry.
5. Dit sal gaaf wees as jy ook 'n kaartjie met jou naam daarop dra sodat ons mekaar kan leer ken. Ons sal plakkers hiervoor kan voorsien.
6. Spelers is welkom om vroeër te kom oefen.

Ons kan net 40 spanne huisves en die inskrywings sluit sodra die bane vol is. Moet dus nie te lank talm nie. Skryf byvoorbeeld 'n span in en maak dit mettertyd vol. Dink selfs daaraan om 'n span in te skryf en dit in die vorm van 'n geskenkbewys aan 'n potensiële of gewaardeerde kliënt beskikbaar te stel. Ek benodig net die kontakpersoon se naam en besonderhede – nie die hele span nie. Sal julle op hoogte hou van dinge. Daar is baie mense wat wil deelneem so laat weet asb dadelik as julle nie die plek gaan benut nie. Vir ons databasis is die volgende inligting belangrik.

| Kontak se Naam Name of Contact | Besigheid Business | Tel. No | Sel No Cell | e-posadres e-mail address | Spannaam The name of your team |
|---|-------------------------------|--------------------|------------------------|--|---|
| | | | | | |

Groete

Arnaud Malan

(ns Old Oak Rolbal se Ontwikkelingskomitee)

ADDENDUM G2

ON LETTERHEAD OF CLUB

The tournament will be on Friday 6, 13, 20 and 27 November 2009.

Play commences from 17:30 and players are welcome to arrive earlier for warming up.

Try to arrive at the club not later than 17:00 in case some of you would like to be coached by our club coaches.

A team does not have to consist of the same players each Friday. What name will you have for your team? We would like to know and put it on record.

The cost per team is R 800 (R200/person) and meals for the four evenings are included. Payment for each team could be transferred electronically to the following account. Old Oak Bowling Club

Acc Nr: 071947590 Branch code: 050410 Standard Bank

IMPORTANT: Proof of your electronic payment should be faxed or e-mailed to me for the attention of our club treasurer to know what is happening in the banking statements.

Fax: 021 914 0205 or e-mail oldoakbowling@gmail.com

The following should be taken into account

7. Players should wear soft, flat soled shoes to protect the grass surface of the green (tennis shoes, slip-ons or Crocks are acceptable).
8. There is no prescribed dress code. We encourage team members to wear the same shirt, wigs etc. Some of the players who arrive directly from work may decide to just change their shoes or may even play barefoot.
9. We can/will provide players with bowls.
10. Each player should bring along name tags to put with the two bowls he/she will be using. Doing so will ensure that you will use the same bowls the next Friday. For all of us to start knowing one another it will also be helpful to wear stickers with your name on . The club will provide the stickers.
11. Players are most welcome to arrive earlier to practice their game.

We can only accommodate 40 teams and the entries will be closed as soon as this limit is reached. Therefore, do not wait too long! For instance, enter a team and fill it with players afterwards. In this way you may even enter a team on a voucher basis. Buy a team voucher for a potential client or for a business associate. However, with all entries I need to have the name and contact details of one team member – not the names and details of the whole team. We will keep you up to date with any further developments. Since there are many people that would like to participate would you please let us know in time for someone else to take your place. We would like to enter the following into our data base.

| Kontak se Naam Name of Contact | Besigheid Business | Tel. No | Sel No Cell | e-posadres e-mail address | Spannaam The name of your team |
|---|-------------------------------|--------------------|------------------------|--|---|
| | | | | | |

Regards

Arnaud Malan

(for Old Oak Bowling Club Development Committee)

Addendum H

OLD OAK AANDLIGAROLBALREËLINGS OKTOBER 2009

KROEG:

Binnekroeg: 3 kroegmanne
Kroeg op die stoep (braai): 2 kroegmanne
Boskroeg (boonste baan) 2 kroegmanne
Optel van bottels, glase ens. 3 persone wat ook as “runners” kan diens doen

BALLE:

2 persone om ongeveer 80 stelle balle uit te plaas, sakke van eienaars te merk en die balle dienooreenkomstig te lys (nommers vs naam van eenaar). Te sorg dat die balle elke Vrydag presies weer so uitgesit word en beskikbaar sal wees vir dieselfde spelers wat dit voorheen gebruik het en dat die balle weer almal korrek teruggeplaas word. Kan veilig weggebêre word in beskikbare sluitkassies.

KOMBUIS:

Hoeveel klublede wat moet help: Self kosmaak of buitespysenier? Moet klublede help met bediening?

Etes @ R25 pp is reeds by die aanvanklike inskrywingsfooi ingesluit sodat die kombuispersoneel kan weet hoeveel om voor reg te maak.

ADMINISTRASIE

’n Span van 3 persone om die spanne uit te plaas wat teen mekaar gaan speel en die tellingkaarte uit te handig asook finale inligting van al die spanne aan te teken bv. kontakbesonderhede wat nog mag ontbreek

Uitslae te verwerk sodat krag vs krag teen mekaar te staan sal kom in elke opvolgende rondte. ’n Prestasielys saam te stel wat per e-pos aan al die deelnemers gestuur sal kan word voor die volgende rondte asook die span teen wie hulle gaan speel. Hierdie besonderhede ook op die kennisgewingbord aan te bring. Na die eerste rondte Afdeling 1 en Afdeling 2. Wisseltrofee vir die algehele wenspan. Pryse toegeken in beide Afdelings 1 & 2. Presidentspryse vir die die spanne met die beste gees, beste en mees oorspronklike voorkoms (kleredrag), ens.

MOENIE TE VEEL KLEM LÊ OP “WEN” NIE DIT GAAN EINTLIK DAAROO “OM TE GENIET EN TE ONTSPAN”

Moenie te veel inmeng tydens spel nie. Hiedie mense los maklik hulle eie probleme op. Dit is deel van “mekaar beter leer ken en ontdek” Die spanne word per e-pos vooraf ingelig oor wat om te doen wanneer hulle by die klub opdaag As die spanlede by die klub kom. Inligting reeds per e-pos uitgestuur word ook op ’n kennisgewing-bord aangebring in die klub aangebring sodat spanlede weerkan kontroleer op watter baan hulle speel en wie hulle opponent vir die aand gaan wees. Probeer om dinge so te organiseer dat dit nie nodig is om die mikrofoon en klankstelsel te gebruik om instruksies uit te saai nie.

KLANKSTELSEL

Die klankstelsel word slegs gebruik om musiek te verskaf wat kan help om ’n goeie atmosfeer teskep. Een persoon oplei om die klankstelsel te beheer. Keuse van CD’s, luidsprekers opstel en weer bête, gebruik van die mikrofoon ens.

PARKERING

3 persone behoort genoeg te wees.

Addendum J

SAKELIGA NOVEMBER 2009

STATISTIEK EN VOORLOPIGE INKOMSTEPROFIEL

A

22 spanne MINIMUM

11 BANE

88 spelers

88 NAAMPLAKKERS

X2 balle elk = 176 balle

44 STELLE VAN VIER BALLE ELK

44 DEKSELS (Dick Kwak)

R800 per 22 spanne = R 17 600

MINUS - R 8800.00 (Aandete)

Benaderde kroeginkomste = R 12000

Totale benaderde inkomste = R 20800

B

26 spanne MAKSIMUM VIR NOVEMBER 2009

13 BANE

104 spelers

104 NAAMPLAKKERS

X2 balle elk = 208 balle

52 STELLE VAN VIER BALLE ELK

52 DEKSELS (Dick Kwak)

R800 per 26 spanne = R 20 800

MINUS -- R10400 (Aandete)

Benaderde kroeginkomste = R 13 000

Totale benaderde inkomste = R 23 800

C

40 spanne 20 BANE

160 spelers

160 NAAMPLAKKERS

X2 balle elk = 320 balle

80 STELLE VAN VIER BALLE ELK

80 DEKSELS (Dick Kwak)

R800 per 40 spanne = R 32 000

MINUS -- R 16 000 (Aandete)

Benaderde kroeginkomste = R 20 000

Totale benaderde inkomste = R 36 000

Addendum K

| OLD OAK AANDLIGA NOVEMBER 2009 | | | | | Inskryf | | |
|--------------------------------|---|--------|----------|-------------|----------------|-----------------|--------|
| | | Betaal | Datum | Ekstra | Jan - Febr | Wat verkies jy? | |
| Nr | Naam en aantal spanne | R 800 | betaal | etes R25 | 2009 - 2010 | Woens. | Vrydag |
| 1 | Uytenbogaardt Personal Accountant----- -1 SPAN | | | | | | |
| 2 | Schonberg Trust ----- 1 SPAN | 800 | Sep-09 | | | | |
| 3 | Dr. Tommie Truter Tandarts Kenridge ----- -1 SPAN | | | | | | |
| 4 | Dirkie Conradie ----- --1 SPAN | | | | | | |
| 5 | Ruth Theron Algemene Praktisyn ----- - 1 SPAN | 800 | 05.07.09 | | | | |
| 6 | Andre Alberts Santam ----- - 1 SPAN | | | | | | |
| 7 | Benna Van der Merwe Ou Mutual ----- - 1 SPAN | | | | | | |
| 8 | Kobus le Roux Sanlam Priv Beleg. ----- - 1 SPAN | | | | | | |
| 9 | Melvin Pedro ABSA ----- --1 SPAN | | | | | | |
| 10 | Gideon Le Roux Basils Pick&Pay ----- -1 SPAN | | | | | | |
| 11 | Gerrit Wessels Cornfield Konstruksie ----- 1 SPAN | | | | | | |
| 12 | Adre Barnard Octofin ----- -1 SPAN | | | | | | |
| 13 | Laubscher Van Niekerk Sanlam ----- -1 SPAN | | | | | | |
| 14 | Wiaan Smit Stonevest ----- -1 SPAN | | | | | | |
| 15 | Sanette Hanni JSJ Construction ----- - 1 SPAN | 800 | 15.09.09 | | | | |
| 16 | Johann Vorster Incon Health ----- -1 SPAN | | | | | | |
| 17 | Ritha Smith R&R Wiskunde ----- -1 SPAN | 700 | 22.09.09 | | | | |
| 18 | Johannes Van der Meer Kenridge Optometrists - 1 SPAN | | | | | | |
| 19 | Carel Van Wyk Bakkie Centre ----- 1 SPAN | | | | | | |
| 20 | Lily du Toit Obsidian Centre ----- 1 SPAN | | | | | | |
| 21 | Vina Devenish Emantek ----- - 1 SPAN | | | | | | |

Addendum L

OP BRIEFHOOF VAN KLUB

01 Oktober 2009

Aandligaspeleers

Hiermee wil ek as die skakelpersoon tussen Old Oak Rolbal en die Aandligaspanne finale reëlings met julle tref.

* OPSIONELE BEKENDSTELLINGSGELEENTHEID: VRYDAG 30 SEPT. VANAF 17:00

Om sommer vir almal wat dit kan bywoon, balle uit te reik om mee te speel, basiese afrigting te gee en te oefen vir die weke wat voorlê. Dit is nie noodsaaklik dat jy hierdie sessie bywoon nie. Dit is eintlik ook bedoel om die organiseerders te help om met die eerste Aandliga van 6 November 'n goeie wegspring te kan hê en vir jou 'n voorsmakie van al die pret wat voorlê.

* SPANNE MOET NOU FINAAL BESPREEK OM TELEURSTELLING TE VOORKOM. **BESPREKINGS SLUIT WOENSDAG 21 OKTOBER.**

Skryf asseblief jou span(ne) betyds in volgens die aanwysings in die inligtingsbrief wat jy reeds ontvang het.. Jy kan ook jou inskrywingsfooi betaal op 30 September (met jou eerste besoek) of dan op 6 November. Die volgende besprekings is reeds ontvang.

| | |
|--|----------|
| Uytenbogaardt Personal Accountant ----- | 1 SPAN |
| Schonberg Trust ----- | 1 SPAN |
| Dr. Tommie Truter Tandarts Kenridge ----- | 3 SPANNE |
| Ruth Theron Algemene Praktisyn ----- | 1 SPAN |
| Andre Alberts Santam ----- | 1 SPAN |
| Benna Van der Merwe Ou Mutual ----- | 1 SPAN |
| Kobus le Roux Sanlam Priv Beleg. ----- | 1 SPAN |
| Melvin Pedro ABSA ----- | 1 SPAN |
| Gideon Le Roux Basils Pick&Pay ----- | 1 SPAN |
| Gerrit Wessels Cornfield Konstruksie ----- | 1 SPAN |
| Adre Barnard Octofin ----- | 1 SPAN |
| Laubscher Van Niekerk Sanlam ----- | 1 SPAN |

* Indien jy die Inligtingsbrief verloor het kan ek dit weer per e-pos vir jou stuur. Laat net weet.

* Daar is reeds spelers wat te kenne gegee het dat van hul familie en vriende moontlik sekere aande saam met hulle sal kom eet en kuier. Die spyseniers moet weet hoeveel mense met elke geleentheid bykomend ligte etes teen R25 elk wil bestel. Etes sal vanaf 19:00 bedien word.

Rolbalgroete.

.....
Arnaud Malan (ns Old Oak Rolbal)

Addendum M

SAKELIGA

JAN. – FEB. 2010

MERK (✓) JOU SPAN OF NAAM AF HIER-ONDER OM NOU TE BESPREEK VIR DIE VOLGENDE TOERNOOL. VOEG NUWE SPANNE BY ONDERAAN HIERDIE LYS

| NO | INSKRYWING (✓) VIR TOERNOOI 22 JAN – 12 FEB 2010 | | | | Aantal spanne |
|----|--|------------------------------|----|-----|---------------|
| | NAAM | SPAN | JA | NEE | |
| 1 | Adre Barnard | Octofin | ✓ | | 1 |
| 2 | Jan Nysschen | African Finance | ✓ | | 1 |
| 3 | Elize Malan | Elize Malan Velsorg | ✓ | | 1 |
| 4 | Vina Devenish | Lok8u | ✓ | | 1 |
| 5 | Heidi Uytenbogaardt | Uitenbogaardt Pers. Consult. | | | |
| 6 | Patty Von Molendorf | Schönberg Trust | | | |
| 7 | Dr. Tommie Truter | Tandarts Kenridge Sentrum | ✓ | | 1 |
| 8 | Dr. Ruth Theron | Algemene Praktisyn | ✓ | | 1 |
| 9 | Andre Alberts | Santam | ✓ | | 1 |
| 10 | Kobus Le Roux | Sanlam Private Beleggings | | | |
| 11 | Gideon Le Roux | Basil's Pick&Pay | | | |
| 12 | Gerrit Wessels | Cornfield Konstruksie | | | |
| 13 | Laubscher van Niekerk | Sanlam | | | |
| 14 | Wiaan Smit | Stonevest | ✓ | | 1 |
| 15 | Sanette Hanni | JSJ Construction | ✓ | | 1 |
| 16 | Johann Vorster | Incon Health | ✓ | | 1 |
| 17 | Ritha Smith | R&R Wiskunde | ✓ | | 1 |
| 18 | Carel Van Wyk | Bakkie Centre | ✓ | | 1 |
| 19 | Lily du Toit | Obsidian Centre | | | |
| 20 | Johannes vd Meer | Kenridge Oogkundiges | | | |
| 21 | Annesia van Heerden | Catherine's Bakery | ✓ | | 1 |
| 22 | | | | | |