

2026/2027 Double Header Process: Personal Trust WP Bowls Flag and Muter Premier Division

To: Attention all Club Tournament Officials, Match Secretaries and Captains

To ensure the smooth and efficient running of the competition, all clubs are requested to familiarise themselves with the following procedures and ensure that they are communicated to all relevant officials, captains, catering staff and greens staff.

1. Match Declarations and Home/Away Allocations

The Home and Away allocations are attached to assist clubs in completing the match declarations for each game.

- For your **Home games**, clubs must complete their scorecards in advance and bring them to the central venue.
- Before each game, all rinks will be drawn in accordance with the procedure outlined below.
- For the second game, the direction of play must change, and the rinks must be drawn again using the same procedure as for the first game.

Rink Draw Procedure

The available rink combinations are:

A1 (A2), A3 (A4), A5 (A6), B1 (B2) and B3 (B4).

For each game, the two opposing captains must draw a rink number from the list above.

Example: Goodwood vs Plumstead draw A1. They will play the morning game on rinks A1 and A2.

First Game

- The draw must take place as soon as both captains have arrived at the venue, but no later than **08:30**.
- This will allow sufficient time to complete the necessary paperwork before play commences at **09:00**.

Second Game

- The rink draw must take place no later than **12:30**.
- This will allow sufficient time to complete the paperwork before play commences at **13:00**.

All captains and officials are requested to adhere to these times to ensure that the programme runs according to schedule.

2. Green Fees and Refreshments

- The green fee is **R40 per player per day**, payable once for the day.
- There will be no tea break during games.
- Hosting clubs must provide light refreshments between Game 1 and Game 2.
- Clubs must ensure that their catering and greens staff are informed of the competition schedule and arrangements.
- Clubs wishing to offer additional food for purchase are welcome to do so.

3. Scorecards and Results

The following procedures must be followed for all matches:

1. Each side is responsible for providing a copy of its completed declaration form to the duty officer.
2. The duty officer will transpose the players' names onto the official results sheet.
3. At the conclusion of the match, the duty officer must record the scores on the results sheet.
4. Once both captains have signed to acknowledge and accept the recorded results, the duty officer must provide each captain with a copy of the signed results sheet.

The hosting club is responsible for submitting the match documentation as follows:

- **Email:** competitions@wpbowls.co.za
- **WhatsApp alternative:** If emailing is not possible, send the documentation to Paulina on 082 491 5049.

The hosting club must ensure that the match declaration, signed results sheet and scorecards are filed and retained in a safe place at the club until **one month after the completion of the competition**, in case the documents are required for verification or reference.

Please ensure that the correct official Results Sheet is used and that all sections are completed accurately.

The results will also be published on the PBA Bowls Master App as soon as the results have been finalised and submitted from all venues.

4. Scoring

- All Flag and Muter matches will be played over **three sets, with each set consisting of seven ends**.
- The scorecards and scoreboards must be completed in accordance with the following requirements.

Flag and Muter Scorecards

Scorecards must reflect:

- The number of shots scored end by end.
- The cumulative shots for each individual set, starting at zero at the beginning of each set.
- The set scores, with each new set starting at zero for scoring purposes at Ends 1, 8 and 15.
- The points awarded for each set.
- The total points and total shots after the completion of all 21 ends.

Scoreboards

- Scoreboards must reflect the total number of shots scored in each individual set, with the score for each new set starting at zero at Ends 1, 8 and 15.
- Captains and officials must ensure that scorecards and scoreboards accurately reflect the results of each set and the overall match.

5. Order of Play

The following order of play applies:

- **Start of the first set:** The winner of the toss shall decide whether to take the mat and deliver the jack or allow the opposing side to play first.
- **Start of the second and third sets:** The winner of the previous set must take the mat and deliver the jack.
- **If a set is drawn:** The winner of the last scoring end in that set must take the mat and deliver the jack.

- **Start of all other ends:** The winner of the previous end must take the mat and deliver the jack.

Captains are responsible for ensuring that these procedures are followed throughout the match.

6. Communication and Assistance

Your cooperation is essential to ensure that the 2026/2027 Personal Trust WP Bowls Flag and Muter Premier Division runs efficiently and that all results are recorded and submitted correctly.

Should you require assistance or clarification regarding these procedures, please contact:

WP Office: 021 531 1541

Competitions Secretary (on competition days): 082 491 5049

Thank you for your cooperation and commitment to the successful administration of the competition.

Yours sincerely,

Paulina Dockendorff

WP Bowls Competition Secretary