WESTERN PROVINCE BOWLS

# Club Secretaries and Office Bearers

# A Guide

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 contains details of how to deal with the administration requirements between your club and WP Bowls.

All new Committee Members should go through this guide to obtain an overview of the basic requirements. Committee Members can then focus on the specific section that is related to their portfolio.

This guide should also be used a reference for your club Administration. It is updated when any changes are made. The latest version can always be accessed on our website at wpbowls.co.za.

It is strongly recommended that all Committee Members also familiarise themselves with 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 or e-mail to sort matters out.

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

If you are in any doubt about how to do something, or if you have any problems, please contact the WP Bowls office. We are here to help the Clubs and getting things right first time always saves an immense amount of time in the long run.

# Contents

# Communication from WP Bowls

## Circulars

Any important information from WP Bowls is sent to Clubs as a Circular. All Circulars are sequentially numbered so you can always tell if you are missing one. The Circulars should be distributed to your Club Members to ensure that they are kept up to date.

In the event of a circular not being received, please contact the WP Bowls office as important information may have gone astray.

Alternatively, all circulars are available on our website.

## Minutes of WP Bowls Meetings

Copies of Minutes of Meeting of the WP Bowls Council and 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 are kept aware of what is going on.

# Lines of Communication

There are over 2000 registered bowlers in Western Province and many more around the country. To ensure that lines of communication are effective it is necessary to have controls in place.

## Club Members

Club Members should not contact WP Bowls directly. Their point of contact is their Club Committee. If the Club Committee feels that they cannot resolve a member's issue or query, the Club Secretary should contact WP Bowls, preferably by e-mail.

## Clubs

The Club Secretary should contact the WP Bowls Secretary with any correspondence from the Club. The correspondence should have been approved and minuted by the Club's Executive Committee. Clubs should not contact Bowls South Africa directly. If WP Bowls feels that they cannot resolve a Club's issue, they will contact Bowls South Africa.

## To Summarise

| | | |
|---|---|---|
| Club Members | → | Club Executive Committee |
| Club Executive Committee | → | WP Bowls Secretary |
| WP Bowls Secretary | → | WP Bowls Executive Committee |
| WP Bowls Executive Committee | → | Bowls South Africa |

# Contact Details

Pinelands Bowling Club, St Stephen's Road, Pinelands

021 531 1541

www.wpbowls.co.za

**Administrator**
Chris
083 412 3628
admin@wpbowls.co.za
*All correspondence between Clubs and WP Bowls, other than what is specified below.*

**Finance and Accounting**
Denise
021 531 1541
finance@wpbowls.co.za
*All accounts, invoicing and membership queries.*

**Marketing**
Taz
074 118 2753
bowls@wpbowls.co.za
*Marketing, business leagues, school programs, etc.*

**Competition Secretary**
Barrie
079 876 6485
competitions@wpbowls.co.za
*Competition entries, draws and results.*

# Membership Records

Clubs should keep records of all their members. The Club Secretary will also have access to the Bowls South Africa (BSA) online membership database.

Your club records should contain the following information about all members as this is what is needed to complete the information on the BSA system

| | | | |
|---|---|---|---|
| Surname | | Known As | |
| First Names | | | |
| BSA Number | | RSA ID Number | |
| E-mail Address | | | |
| Home Phone | | Work Phone | |
| Cellular Phone | | | |
| Postal Address | | | |
| | | Postal Code | |
| Physical Address | | | |
| | | Postal Code | |
| Disabilities * | | Race * | |
| Umpire Badge No | | Coach Badge No | |
| Date accepted by Committee as Member | | Date first Registered | |

* This information is recorded on the Bowls SA database to comply with SASCOC reporting requirements.

# Member Registrations & Resignations

Any bowler joining your club will need to be registered with WP Bowls and Bowl SA if they want to compete in Bowls competitions at any level. This does not apply to events which are aimed at promoting, marketing, or developing the sport of bowls, such as Youth Days, Family Days, etc.

## Brand New Bowler Joining your Club

When a new Bowler applies to join your Club, they should complete a Club Membership Application Form. Your Club will have its own procedures for how a new member is approved.

When the member has been approved, they should be registered with WP Bowls within 14 days of acceptance. This is done by completing a **WP Bowls Supplementary Advice Form**. You can get this form from the WP Bowls office or download it from our website. The form should be sent to Denise.

Denise will add the member to the BSA database. This must not be done by anyone at your Club. The member's details will be recorded on the Bowls SA database and a BSA number will be allocated.

## Registered Bowler Joining your Club

When a registered (or previously registered) Bowler applies to join your Club, they should complete a Club Membership Application Form. Your Club will have its own procedures for how a new member is approved.

When the member has been approved, they should be registered with WP Bowls within 14 days of acceptance. This is done by completing a **WP Bowls Supplementary Advice Form**. You must please ensure that you include the member's BSA number on the form. You can get this form from the WP Bowls office or download it from our website. The completed form should be sent to Denise by e-mail.

Denise will make the changes to the Member's Club on the BSA database. This must not be done by anyone at your Club.

If the member is not showing as **In Transit** on the BSA website, then you will need to get their old Club to send a **Resignation Advice** form to the WP Office. You can get this form from the WP Bowls office or download it from our website. The completed form should be sent to Denise by e-mail.

## Bowler Joining your Club as a Dual Member

When a Bowler applies to join your Club as a Dual Member, they should complete a Club Membership Application Form. Your Club will have its own procedures for how a new member is approved.

When the member has been approved, they should be registered with WP Bowls within 14 days of acceptance. This is done by completing a **WP Bowls Supplementary Advice Form**. You must please ensure that you include the member's BSA number on the form. You can get this form from the WP Bowls office or download it from our website. The completed form should be sent to Denise by e-mail.

Denise will add details of the Dual Membership to the BSA database. This must not be done by anyone at your Club.

Your Club should keep a record of all Dual Members, both those who have your Club as their Main Club, and those you are only Dual Members at your club. A Member cannot be a Dual Member at a Club unless they are a full member at another Club.

A member who resigns from their Main Club, also loses their Dual Membership at any other Club.

### Resignations

When a member resigns from your club, you should insist that they do so in writing. The Club Secretary must then complete a **Resignation Advice Form**, stipulating why that member has resigned and that they have complied with all the clearance requirements. You can get this form from the WP Bowls office or download it from our website. The completed form should be sent to Denise by e-mail.

Note that if a member is currently suspended or has not paid their subscriptions fees, this must be noted on the form.

Denise will mark the Member as **In Transit** on the BSA database. This must not be done by anyone at your Club.

## Annual Returns of Membership & Fees

In November of each year, your Club will be billed the Bowls SA and WP Bowls Membership fees. These fees are subject to annual escalation and are divided proportionally between all member clubs.

This is also the time to update your Club Membership list to ensure that the data on the Bowls SA database is correct. This can affect the proportionate allocation of fees for the District and your Club, so it is imperative that you check it correctly.

The steps and dates are as follows;

1. Club secretaries and administrators ensure that their membership lists are up to date and accurate by the end of August.
2. The WP Bowls office will send the Bowls SA database totals to Clubs, and you will need to confirm these with them by 20 September.
3. You will then receive a **Declaration of Membership form** from WP Bowls and will need to complete it and return it to the WP Office by 5 November.
4. WP Bowls will send you an Annual Return Invoice by 20 November.
5. Your membership fee must be paid to the District Office not later than 30 November each year. When making any payment, use your Club name as the reference.

## Business Leagues, Functions and Similar

When anyone who is not a member of an affiliated bowling club, and has not been previously registered, bowls on your greens, they need to complete a **WPBA - Guest Affiliation Form** and be added to the Bowls SA database. Your club is not charged any fees by either Bowls SA or WP Bowls for this, but it is a requirement for bowls to comply with SASCOC and other government regulations.

The form to use for this can be obtained from the WP Bowls office or downloaded from our website.

You can register the bowlers on the BSA database yourself, setting their BSA Member Class as Corporate Bowler, their District Class as WPB Corporate Bowler, and their Affiliated Club Class as a Corporate Bowler.

## The Bowls SA Database

The Bowls SA database is the official record of all Bowlers in South Africa, including Registered Bowlers, Dual Members and Business League Bowlers. The database is used to confirm that Bowlers may enter competitions as well as several other purposes, including obtaining government funding for Bowls.

### Database Access

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.

### Database Use

All Club Secretaries have access to the BSA database where they can check on their Club membership and other details and make changes in terms of contact details, Identity numbers, etc.

What you must not do is Add or Delete Club Members from the Database. Adding and Deleting Club Members on the Database is only done by Denise in the WP Office.

New Club Secretaries and database administrators should update their Club details as and when they change and remove the outgoing administrators. This is important and if in doubt, you are welcome to contact Heather Boucher for assistance.

### Business League Bowlers

It is the duty of the Club Secretary to capture their Business League bowlers onto the system.

### Novice Bowlers

A Bowler qualifies as a **Novice** for a period of three years after they are first registered as an affiliated, full member of a bowls club (i.e., not a Corporate Bowler). The only exception is when they have previously been a member of an unaffiliated bowling club. The current registration date is shown on the database.

If a bowler joins your club from an unaffiliated bowling club, then their time at the unaffiliated club is considered. The total time from them joining the unaffiliated Club to the date of the commencement of the event shall not be more than three (3) years. If this does happen, then you should complete and submit the **WP Bowls – New member from non-affiliated club** form. This can be obtained from the WP Bowls office or downloaded from our website.

### Affiliation Fee Exemptions

Scholars are also exempt from BSA & WP affiliation fees, and they have special BSA numbers to denote this. It is the Club's responsibility to notify the WP Office when a member ceases to be a Scholar.

# WP Bowls Competitions

All competitions hosted by WP Bowls are subject to both the **WP Bowls Conditions of Play for Competitions** for the relevant year, and the **Laws of the Sport of Bowls**. You can download both documents from our website.

## The Basics – Applying to All WP Bowls Competitions

### Competition Entry Book

The Fixture List of WP Competitions is confirmed every year and distributed to clubs. Once this has been finalised a **Competition Entry Book** in Excel format will be e-mailed to Clubs and made available on our website.

The **Competition Entry Book** contains the dates of all WP Competitions, including dates for all rounds, some of the entry forms, and the entry costs.

Upon receipt of the **Competition Entry Book**, details of all the competition closing dates should be printed and placed on the club notice board.

Care should be taken to draw attention to the Closing Dates for each Competition as these are strictly adhered to.

### Submitting Entries

The **Competition Entry Book** includes entry forms for the competitions that the club enters. These included Flag, Muter, Trips League, Power Trips and Champion of Champions. The Club Secretary should submit the entry form for these competitions before midday on the Closing Date.

For all other competitions, the Club or Competition Secretary should submit the entries directly on the bowlsdraw.co.za website. The **WP Bowls – A BowlsDraw Guide** is available from our website with detailed instructions. If additional training is needed, please contact the WP Bowls office for assistance.

### Competition Draws

As soon as the draws are done for a Competition they will be e-mailed to all Clubs and placed on our website. The Club Secretary should ensure that all Players concerned are advised when and where they are playing.

### Withdrawals

Players or teams withdrawing from a Competition after the draw has been published will be required to furnish valid reasons in writing. Examples are a doctor's certificate for illness or a letter from their company if work related. Failing to do so may result in disciplinary action and players or clubs can be disqualified from entering in following seasons.

A player or team wishing to withdraw from a Competition prior to commencement of play in the first round, should:

1. Inform the opposing skip or the Secretary of the Club of which the opposing skip is a member;
2. Inform the Secretary of the Club at which the match is to be played;
3. Confirm to the Competition Secretary by e-mail on competitions@wpbowls.co.za that both above have been properly dealt with; and
4. Inform their own Club Secretary that all the above have been complied with.

Failure to arrive for a match where no prior notification has been given and where no acceptable excuse is forthcoming may result in suspension.

### Scorecards

Scorecards for matches played at your Club should be prepared well in advance. Sponsors' cards must always be used where these are available.

Please ensure that Skips complete and sign scorecards correctly. This includes filling in the Initials and Surname of all the Players, as well as the Club name.

### Competition Results

It is the Club's responsibility to ensure that competition results are submitted as soon as possible. Other Bowlers (and supporters) throughout the province want to know results and any delays in the process affects everyone.

**Competition results should be entered directly onto the bowldraw.co.za website**. The **WP Bowls – A BowlsDraw Guide** is available from our website with detailed instructions. If additional training is needed, please contact the WP Bowls office for assistance.

Scorecards and declaration sheets should be retained by club until the competition has been completed in full.

#### *Flag and Muter*

The procedure for the submission of results is set out in the **WP Bowls Conditions of Play for Competitions**. Please familiarise yourself with them.

#### *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.

### 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 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 may be taken against offenders.

### Umpires

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

## Flag, Muter, and Trips League

### Home Games

When your Club is hosting a Flag, Muter, or Trips League game, a Club Tournament Official (CTO) must be appointed for the game.

The CTO should prepare the week's Scorecards and the **Declaration Sheet** by inserting as much detail as possible beforehand. On the Scorecard, the details of the competition, which round it is, and the names of the Home Club and the Visiting Club can be completed. On the **Declaration Sheet**, the same information can be completed in advance.

Once your Club's sides have been selected, your team names can also be completed.

When the Captain of the visiting side arrives, the CTO will be handed a copy of the Declaration Form for their side.

The draw for opponents and rinks is then done. After it is complete, 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 **Declaration Sheet** and hand the scorecards to the captains. Captains must toss a coin to determine which side shall play first.

### Away Games

When your Club is playing away in a Flag, Muter or Trips League game, the captain needs to take a **Declaration Form** to the opposition Club.

Many of the details on the form can be completed in advance, including the details of the competition, which round it is, and the names of the Home Club and the Visiting Club.

Once your Club's sides have been selected, your team names can also be completed.

### Results

As per all other WP Competitions, results should either be e-mailed to the WP Office, e-mailed to the WP Competition Secretary, or send by WhatsApp to the WP Competition Secretary as soon as the games are finished.

Your Club must keep the Scorecards and the **Declaration Form** in a safe place until the competition is completed.

## Other WP Competitions

### Preparation

When your Club is hosting a WP Competition, a Club Tournament Official (CTO) must be appointed for the game.

The CTO should prepare the Scorecards for the Competitions in advance. They should be drawn up from the Competition Draw sheet and the Sponsors cards should be used.

When the players report for play:

1. Ask the Skips to enter their team details on the scorecard;
2. Ask the Skip for the relevant green fee for their team;

### Prior to Play

Call all the Players together and make any necessary announcements.

Key points to remember are;

- Thank the Sponsor
- Acknowledge the Umpires, Green staff, Bar and Kitchen personnel, etc.
- Cover the basic format of the day

Then hand out the scorecards, before allowing the players to go to the green and start play.

### After Play

The first step is to ensure that both Skips, and the Umpire have signed the Scorecard, and noted the time that the game ended. The Umpire should not sign the card until the results on the Scoreboard have been compared and certified.

The results should then be entered on to the Competition Draw Sheet.

When all the results are in, the next step will depend on the Competition format, whether there are additional rounds, and when those rounds will be played.

| | |
|---|---|
| If the next round is at your Club | Make out the cards for the next round. |
| If it is the last round at your Club | Send the results either by e-mail to the WP Office, by e-mail to the WP Competition Secretary, or by WhatsApp to the WP Competition Secretary. Keep the scorecards and draw sheet in a safe place. |
| If the next round is the next day | Give a copy of the completed Draw sheet to one of the Winners to take to the next Club.<br>Send the results either by e-mail to the WP Office, by e-mail to the WP Competition Secretary, or by WhatsApp to the WP Competition Secretary. |

## Events and Competitions 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 WP Bowls Competition rounds are scheduled to be played, especially Singles and Pairs.

You must not use Sponsors scorecards from WP Competitions for your Club Competitions. If you need assistance with drawing up a scorecard that you can print for your Competitions, please contact Taz.

## Forms Used by WP Bowls

### Supplementary Advice Form

A **Supplementary Advice Form** must be completed by a Club for the registration of any new member, including Full and Dual members.

None of the fields can be left blank for the form to be accepted and valid. If a member does not have a valid RSA Identity Number, then the date of birth should be entered in the format YY/MM/DD. The members Passport Number, and which Country they are from, should also be added to the form.

The **Supplementary Advice Form** can be obtained from the WP Bowls office or downloaded from our website.

### Resignation Advice

When a member resigns from your club, you should insist that they do so in writing. The Club Secretary must then complete a **Resignation Advice Form**, stipulating why that member has resigned and that they have complied with all the clearance requirements. You can get this form from the WP Bowls office or download it from our website. The completed form should be sent to Denise by e-mail.

Note that if a member is currently suspended or has not paid their subscription fees, this must be noted on the form.

## Bowls South Africa Membership Cards

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 the Bowler to play in competitions at any Club which is affiliated to Bowls South Africa. Clubs must ensure that all bowlers playing on their greens have a BSA card, which must be produced if asked for.

## Membership and Marketing Manager / Development Officer

### Purpose of the Position

The position of the club Membership and Marketing (M&M) Manager 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.

The Manager can then follow the progress of these projects from start to finish and communicate with the WP M&M Manager during and thereafter. They may be asked to focus on supporting one or more specific projects under one or more Club Sub-Committees to give feedback of the event(s) to the WP M&M Manager.

### Primary Responsibilities

- To support, and keep up to date 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.
- Act as 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 Club events.
- Support and be aware of the WP website and Western Province Bowls Facebook page and encourage club members to do the same.