



# NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC

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## NDBA ADVISORY COMMITTEE PAMPHLET NO.15

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### FUNCTION OF THE GAMES SECRETARY

The Games Secretary is the “life blood” of a Bowling Club and to a large extent he can make or break a club. He must have a close liaison with all Club Officers and Committees or Board of Directors and the Greenkeeper or Greens Liaison Officer. ALL GAMES SECRETARIES SHOULD ENDEAVOUR TO BECOME A NATIONAL UMPIRE.

The following is a basic guideline of the role of the Games Secretary.

#### Club Diary

Enter in the Club Diary all matters relating to the Year’s Programme including:

- (a) Dates of Association events – entry and closing dates and commencement, e.g. Champion of Champions.
- (b) Pennants.
- (c) Association Fixtures, e.g. Veterans’ & Super Veterans’ Day; NDBA Delegates’ Day and President/Secretaries Day.
- (d) Recognised fixtures by other clubs.
- (e) Special Days, e.g. Mother’s Day, Anzac Day, Fathers Day.
- (f) Mixed Bowls Day.
- (g) Inter-club visits (where possible).
- (h) Greens renovation period.
- (i) Coaching of new members.
- (j) Annual Meeting – Games Secretary’s Report.
- (k) Monthly Meeting.
- (l) Association Meetings and Functions.

#### The Club Programme

##### 1. Pennants

- Side Managers, Selectors’ responsibility. Refer NDBA Advisory Committee Pamphlets Nos.17 and 26 – No.17 Guide for Club Selectors and No.26 Duties of a Pennant Side Manager.
- Nomination form for entries – early in season to permit pennant trials – function of selectors.
- Displaying of teams – copies for members to be placed in a prominent position on Club Noticeboard.
- Preparation of cards – drawings for opponents and for rinks. Full teams on cards and result sheets.
- Appointment of official umpire, where possible, for each green – checking of bowls.
- Forwarding of results – weekly on Noticeboard – summing up at end of season.
- Competition for non-pennant players – don’t over enter in pennants.

2. Year’s Programme must be clearly planned in the light of outside commitments. Programme to show initiative, variety and consistency in carrying through accepted policy.

### 3. Club Games

- (a) Inter-club – entry forms.
- (b) Social Games – entry forms – encourage entry of full names of team – unattached list – number of rinks available – time of starting.
- (c) Conditions
- (d) of Play

Form for consolation, prize, if any – whatever the system use it in all galas. Systems could be:

- (i) Point Score.
- (ii) Draw to the Jack (policy – yardstick).

If the latter outline exact policy. Outline policy if there is no outright winner – what of consolation, show these conditions in writing and stick to them at all times. Time to be set for closing of gala.

### 4. Types of Events

- (a) 3 games, 7 ends – win/lose.
- (b) 2 games, 12 ends – 1 point end, 7 points win.  
Find a winner – 2<sup>nd</sup> game winners to play winners, losers to play losers.
- (c) 2 games, 12 ends – total scores plus 1 point each end, 4 points win.
- (d) 25 ends – draw for prizes. Draw arranged on merit.

### 5. Special Days

- (a) Point Score Competition – number of Saturdays – rules for conduct of competition – result sheet.
- (b) Chairperson's or President's Trophy – results of each. Saturday's play over a set period. To include all types of play – e.g. Roll up, Social Games, Inter-Club Games.
- (c) Friend's Day.
- (d) Management Committee or Board of Directors Day.
- (e) Under and over Day.
- (f) Husband and Wives.
- (g) Father and Son.
- (h) Charity Days – use of spider – policy re decision.
- (i) Mother's Day – Father's Day.
- (j) President's or Chairman's Day.

### 6. Inter-Club Visits

- (a) Association Shield – recording of results.
- (b) Suggest 25 end games – no trophies.
- (c) Check beforehand re number of teams, time of starting etc.
- (d) Recognised and advertised activities of other clubs. Have special board. Keep them in date order – keep board up to date.
- (e) Invitations – replies – tear off slip. Never fail to reply to an invitation and always honour your obligation.
- (f) Available lists on Board.

### Club Competitions

1. Championships to be held – conditions to be displayed, e.g. Major, Minor, Consistency, Novice etc., Handicapping of individual members, Handicapping in consistency etc. – plus or minus, Policy of handicaps when playing; e.g. each member must play 150. Scoring in consistency, e.g. Tie End.
2. Entry policy – common policy for all entries whether club or district.  
Conditions of Play to be placed on Noticeboard. Have closing date 6.00pm on a Sunday – at least a month's notice – remind members frequently – NO late entries. Keep a copy of each championship entry. Compile a list of members for quick reference as substitutes.

3. Drawing for Championships – systems of byes – seeding – open draw – use of printed forms. A draw sheet for an event shall not be added to, amended, altered, or in any way interfered with by any player. Any permitted changes shall be made by the appropriate Cub / District / Zone / State official. Penalty: Disqualification from the event.
4. Markers – A marker shall be appointed for each singles game. A player defeated in an AM game, must mark a PM game, if so required by the Controlling Body. If more markers are available then required names shall be drawn by lot, before the first game. A substitute marker may mark. A player defeated in club singles game, must mark a game in the subsequent round, if so required by the Controlling Body. If more markers are available then required names shall be drawn by lot, before the first game. A substitute marker may mark.
5. Notice of Games – a least 6 days notice – Play or Forfeit Rule – on or before date – all championship games in correct dress.  
Members may inform you of future engagements – indicate everything will be done to meet their wishes.
6. Aim to complete competition in sufficient time to have results in Annual Report and for Presentation Evening.
7. Player leaving a club or being a member of two clubs – Refer to RNSWBA State Conditions of Play.

### Association Fixtures

1. Entry as per Club Championships – money **MUST** accompany entry – Retain a copy of entries of Championships for your records. Highlight closing date.
2. Draw received – highlight games of club members. Notify the Association, the opponent(s) and the venue club(s) of any forfeits. Forfeits must be given no later than 4.00pm on the day preceding that on which the match is to be played.
3. Games on Club Greens
  - (a) Ensure that a responsible Club Official is at the Club early to run the game.
  - (b) Obtain from the Greens Liaison Officer number of rinks to be used. Clubs are required to provide their best available surface for the playing of Association Events.
  - (c) Ensure that a National Umpire is appointed and show his name on the blackboard alongside the draw. If no Club National Umpire is available, then the Association should be notified so that suitable arrangements can be made for the supply of a National Umpire.
  - (d) Prepare score cards, showing the names of players, captain or Club on front and back. Issue one card to each team or player on arrival.
  - (e) Display the draw, with the rink numbers, in a prominent place in the Club House for all players to see.
  - (f) Call the cards in time for trial ends of two ends before the commencement of play.
  - (g) Ensure that all games commence at the stipulated time. A 30 minute period of grace is allowed **IN CASES OF EMERGENCY ONLY** beyond the specified time of starting and any team or side not being ready to commence after the expiration of that time will be disqualified.
  - (h) At the stipulated time for commencement of play announce on the P.A. System that the time of commencement has arrived and, if it applies, announce that as a certain team has not arrived, a forfeit may be awarded to the opponents.  
**SHOULD PLAYERS BE NOT READY TO COMMENCE AT THE STIPULATED TIME AWARD A FORFEIT TO THE OPPONENTS OR DISQUALIFY BOTH TEAMS OR PLAYERS IF NEITHER IS READY ON TIME. BEING IN THE CLUB HOUSE DOES NOT MEAN BEING READY TO START.**
  - (i) The names of all players of a team must be entered on the score card for each District Championship round. These cards are to be kept by the Club hosting that round until the completion of the competition.

- (j) Collect cards from the players at the conclusion of the game, checking to make sure that both agree and are signed by both captains or players.
- (k) IMMEDIATELY EACH ROUND IS FINISHED phone the results to the pick-up point as shown on the draw sheet. Do not wait until your own game is finished - a recorder is waiting for your results so that he can phone them to the main centre. Give the results in the same order as on the draw sheet in this manner: -

Jones	17	Smith	31
Brown	31	White	15

### **General**

- (a) Position of phone – phone list of all members on hand – list of major numbers, e.g. Association, Press, Taxi, Radio, Ambulance, Police, Doctor, Fire Brigade etc.
- (b) Cancellation of games
  - (i) Association Fixtures: In the event of wet weather, unless conditions are such that it is quite obvious that play will not be possible, the NDBA Match Committee is dependent on advice from the Venue Clubs as to the condition of their greens before deciding whether play will be on or off. ALL MATCHES ARE CONSIDERED TO BE ON UNTIL NOTIFICATION IS GIVEN TO THE CONTRARY. A RECORDED MESSAGE RE PLAY BEING ON OR OFF WILL BE AVAILABLE BY TELEPHONING **19009 20243** AND THE COST TO THE CALLER IS 60 CENTS PER MINUTE. THIS MESSAGE WILL BE RECORDED AS EARLY AS POSSIBLE ON THE MORNING OF THE FIXTURE.
  - (ii) Club Fixtures: Adopt a set policy and display this policy on the club noticeboard.
- (c) Bowls Days: Novelty Events
  - (i) Nearest Jack
  - (ii) Nearest Ditch
  - (iii) Trail Jack
  - (iv) Total distance in metres and centimeters from Jack with 4 bowls.
- (d) Special Competitions
  - (i) Round Robin
  - (ii) Two Life Competition
  - (iii) Consolation Championship
  - (iv) Ladder System – Cock O’Walk
  - (v) Progressive Pairs (mid-week)
- (e) Master Events  
Qualifications as adopted by Bowls Australia and can be downloaded from the Bowls Australia website.
- (f) Draws
  - (i) 3 games, 7 ends
  - (ii) 2 games, 12 ends
  - (iii) Progressive – draw for any number of teams
  - (iv) Use of computer programmes e.g. Drawmaker
- (g) Application to Association for permission to hold competitions – enclosing posters, trophy values, entry fees, method of conducting etc.
- (h) Return of equipment to clubhouse – encourage personal interest in these matters.
- (i) What to do with team or person who fails to arrive.
- (j) Publicity a “Must”. Close liaison with Publicity Officer.
- (k) Use of rubber stamps for routine matters: e.g. Club name etc.
- (l) Questions or Suggestion Box.