



Regulation # 22 - Match Committees (Ladies/Men)

1. Overview

This regulation supports the club Constitution Rule 22.5 Sections.

2. Purpose

The purpose of this Regulation is to outline the criteria and establish protocols when the Board of Management acts as per Rule 22 and Rule 22.5 of the club Constitution.

3. Scope

The two Match Committees (One Men's, One Ladies) shall be responsible for conducting all club championships and social bowls recommended by the relevant sections and approved by the Board of Management.

4. Definitions

WHBC is the White Hills Bowls Club
BoM is the Board of Management
VP – Vice President / Section Chairperson
LMC is the Ladies' Match Committee
MMC is the Men's Match Committee

5. Procedure

5.1 Formation of the Match Committees

- (Ladies Match Committee – LMC)
- (Men's Match Committee – MMC)

- 5.1.1 Nominations are open to all full financial members and are to be received prior to the annual AGM.
- 5.1.2 Five members shall be elected to each of the relevant Match Committees as deemed by the Board of Management.
- 5.1.3 In the event of more than five (5) nominations being received, a secret ballot as deemed by the Board of Management shall be held.
- 5.1.4 If the number of nominations received is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all positions on each committee, then those nominated shall be declared elected.
- 5.1.5 Any casual vacancy shall be filled by the Board upon recommendation of the relevant Match Committee through the Section Chairperson. (VP)
- 5.1.6 Other members may be co-opted by the relevant Match Committee as required and ratified by the Board through the Section Chairperson. (VP)
- 5.1.7 Each Match Committee shall elect a Chairperson.
- 5.1.8 Match Committee members shall be recorded in the club handbook and the club website.

5.2 Duties of the Chairperson of each Match Committee

- 5.2.1 Be responsible for developing and maintaining a good working relationship between both committees.
- 5.2.2 Be responsible for maintaining a record of the Match Committee membership, together with the results of all Section club events, club drawn events (where applicable).
- 5.2.3 Be responsible for organising the final and the umpire for the final.

6. Social Bowls

6.1 Jointly conduct all social bowls

- 6.1.1 Develop a roster for the management of social bowls.
- 6.1.2 Prize money amounts for all occasions, together with pertinent player numbers for a runner-up award will be listed on the office white board for reference.
- 6.1.3 Match Committee members rostered for duty on advertised days undertake the following responsibilities commencing an hour before the advertised starting time.
- 6.1.4 Collate names of player entries from list on club notice board and phone message bank.
- 6.1.5 Replace notice board list with an event entry sheet for following week and delete phone message bank entries.



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- 6.1.6 Liaise with Greens Committee to determine which green is to be used and arrange for volunteers to set up the number of rinks required for play if not already undertaken by a Greens Committee member.
- 6.1.7 Determine format of day from number of entries.
- 6.1.8 Allocate players to teams with knowledge of abilities.
- 6.1.9 Complete a master sheet of teams participating, player names with jackpot numbers, and post on external club house wall/ notice board.
- 6.1.10 Complete team cards listing names, player positions, rink numbers. Distribute prior to play.
- 6.1.11 Collect green fees via office window, mark off names on entry sheet.
- 6.1.12 Deduct jackpot money from green fees received.
- 6.1.13 Prior to play one duty person welcomes participants, introduces any visitors, and announces conditions of play.

Following the games

- 6.1.14 Collect cards at completion of play to determine the winners.
- 6.1.15 Presentations and jackpot draw to follow and the results are to be provided to the Club Communications Officer (CCO) for local and social media reports or be placed on Facebook.
- 6.1.16 Balance the green fees money and notify the treasurer of the balance of takings, store same in a safe place, with the date, the amount and signature noted with the money. This to be given to the treasurer at earliest convenience or placed in a secure place.

7 Club Tournaments

- 7.1 Refer to Regulation # 22 – Appendix 1 Tournaments.
- 7.2 Liaise with and assist the Tournament Secretary in the conduct of club tournaments.

8 Club Championships

- 8.1 All members are encouraged to participate in all club championships where eligible.
- 8.2 Prepare a timeline for each event for recording in the club handbook and club website.
- 8.3 Advertise entry closing dates to all members on club noticeboards, in newsletters. In conjunction with the Club Communications Officer.
- 8.4 Event entry lists shall be displayed for a minimum of 3 weeks prior to the commencement of the Event.
- 8.5 To encourage full participation in all club championships, NO green fees will apply.
- 8.6 Collate entries and prepare a fixture for each championship.
- 8.7 The \$5 entrance fee will apply and is to be collected by the match committee with entry form prior to event.
- 8.8 If no entry money is received by the time the draw is done, no entry.
- 8.9 Once the draw is, no further entries are accepted.
- 8.10 No alterations after the draw is done. If an error is detected, then another draw must take place.
- 8.11 No seeding of players or teams. Players are to be placed in the order in which they are drawn.
- 8.12 Draw is to be done using the perfect number system.
- 8.13 Prepare scores cards for the first match.
- 8.14 Appropriate clothing to be worn in all matches.
- 8.15 Collate results, by chairperson.
- 8.16 Record all results in Match Committee Manual.
- 8.17 Arrange with the Section Chair the appropriate time and place for the presentation of the



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awards.

- 8.18 Club uniform must be worn by players and officials for all Grand Finals.
- 8.19 Completion Dates. All events must be completed by the set dates. Applications for the extension of time by both players (singles) or teams must be made to the Match Committee Chairperson or designated person. Extension will only be granted for valid extenuating circumstances.
- Forfeits/ walkover. If a player (singles) and/or team, is unable to compete before or on the designated date or is unable to complete a game in progress, a forfeit/ walk-over will be awarded to the opponent.
 - A substitute player must be found where necessary. No substitutes are permitted for singles events. Substitute players may only play for one team in a non-singles championship event and be from a team that is already lost in the competition (not still competing).
 - In the interest of the perception of impartiality, no player should have a family member appointed as an official to the match in which they are participating.
 - Bowls Australia "Laws of the Sport of Bowls" shall apply to all games.

10. Arrangement of matches

a) First named player/team on the draw is responsible for

- initiating the arrangement of date and time with their opponent before the "completion due date"
- where required, engaging an official umpire or marker.
- noting details on the "Match Board" at least 4 days prior to the scheduled date

b) The second named player/team on the draw is responsible for:

- setting up the rink in the direction and on the green as advised by the green keeper and
- organising a score card through the Match Committee

There is to be no practice on the green prior to a scheduled Club Championship game. This does not exclude a two end roll up immediately prior to the commencement of the scheduled game,

Singles Championship Winners

- Bowls Vic affiliated players enter via the clubs Bowlslink as the winner is eligible to progress to the State Level competition.
- Win is decided by the first player to reach 25 shots.
 - A minimum of eight (8) entries is required for this event to take place.

State Singles Championships - Novice. Men and Women

- Bowls Vic affiliated players playing in their first and second season of pennant, are encouraged to enter the State Novice singles championship, via the club's Bowlslink
- There is no intra-club competition at this level.



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Singles Championship – B Grade Men and Women

- i. Bowls Vic affiliated players who have never won a club singles championship or a B Grade championship in any other club within the last 10 years.
- ii. Win is decided by first player to reach 21 shots.
- iii. A minimum of eight (8) entries are required for this event to take place.

2-Bowl Singles Men and Women

- I. Open to Bowls Vic affiliated players
- II. Play with two (2) bowls.
- III. Win is decided by the first player to reach 18 shots.
- IV. A minimum of eight (8) entries are required for this event to take place.

100-Up Handicap Men and Women

- I. Open to Bowls Vic affiliated players
- II. Handicaps determined by the Match Committee are applied dependent on the ability and experience of the player. All handicaps are a minus (-) figure with reference to Bowls Vic document “Handicap Guide to determine a player’s Handicap.”
https://www.bowlsvic.org.au/wp-content/uploads/2019/01/Handicap_guide.pdf
- iii. Play with four (4) bowls.
- iv. Allocation of points (4,3,2,1) are the nearest four bowls to the kitty/jack after the completion of each end.
- v. Win is decided by the first player to reach 100 or the player who has the highest score greater than 100, after the completion of the final end.

Club Pairs Championship (Men) (Ladies) (Mixed)

- I. Open to Bowls Vic affiliated players.
- II. Participants play with four (4) bowls in the classic pairs format (2 x 2)
- III. Eighteen ends (18) for all games, plus a deciding end if required. Toss for the mat if an extra end is required.
- IV. A minimum of eight (8) entries are required for this event to take place.

9 Document History

Date	Responsibility	Committee	Change Type	Version
21/04/2020	Development - EH	GH and WS	Draft only	Draft 20200517
May 2020	EH	Match	Deletions/ additions	Version 1
29/07/2020	Sections x 2	2020/21 Match x 2	Review	Version 2
24/08/2020	Sections x 2	2020/21 Match x 2	Update 6.2.10 & 8.1	Version 3
21/09/2020	BoM		Adopted	Version 4
16/08/2021	BoM	Match x 2	Adopted	Version 5
28/3/23	Sections X 2	Match X 2	Reviewed and merged #22 & #22A	Version 6
27/6/23	BoM	LMC	Clauses added re the entry and draw.	Version 7
25/7/23	BoM	BoM	Gender specific voting clause removed. Regulation adopted at board meeting	Version 7

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