

## **Guidelines for Communications Officers**

- Bowls Matters:** Magazine issued bi-annually
- The Roll Up:** E-newsletter emailed fortnightly (Friday) to all who have subscribed
- Clubhouse News:** E-newsletter emailed monthly (Friday) to all Club Secretaries

Please submit all articles and photos as soon as possible after the event. Submissions received more than two months after the event may not be published.

All articles and photos should be emailed directly to: [news@womensbowlsnsw.org](mailto:news@womensbowlsnsw.org). Wherever possible please submit stories via email and photos via jpeg attachment. Hardcopy photos received will only be published if they can be scanned to a high enough quality.

**ALL PHOTOS RECEIVED MUST HAVE A CAPTION ADVISING THOSE IN THE PHOTO. IF NAMES ARE NOT RECEIVED THE PHOTO WILL NOT BE PUBLISHED.**

### **Bowls Matters Content:**

Articles:

- Around the Greens maximum of 500 words
- Special Days maximum of 200 words
- Life Memberships
- District News
- Club Spotlight maximum of 500 words
- What's on in your Club include: Event Name, Event Date/s, Name & Number of contact

### **The Roll Up:**

If submitting results, please ensure the following is included as part of the article:

- The Club Name
- The Event and Date
- The event the players participated in i.e. Mixed Pairs
- Names of Players in order of left to right and their club (District Events)

Due to the number of clubs and events, Women's Bowls NSW will publish **ONE** photo of all the winners together, not individual photos. In the event individual photos are received, one photo will be selected at the discretion of the editor to be published in The Roll Up.

Only submit Club Championship results when all disciplines have been completed.

The form for submitting results can be found here or alternatively:

[Womens Bowls NSW website](#)-> News -> Publications

### **What's on In Your Club:**

Women's Bowls NSW can publish your event on our website [Club Events page](#) if your secretary provides us the details of the event: Details required include: Event Name, Event Date/s, Contact Name and Contact Phone Number. If your club has a Flyer and/or Entry Form for the event, this can be submitted as well and will be linked to your event on the calendar.

This information is designed as a guide to assist Communications Officers.

Magazine deadlines and electronic copies of [Bowls Matters](#) and [The Roll Up](#) are available on the Women's Bowls NSW website.

If you have any questions, please contact the Women's Bowls NSW:

**Email:** [communications@womensbowlsnsw.org](mailto:communications@womensbowlsnsw.org)

**Phone:** (02) 9267 7155

**Mail:** Suite 8.01, Level 8, 289 King Street, Mascot NSW 2020