

#### GUIDELINES ONLY

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**Authority:** WOMEN'S BOWLS NSW

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**Applies to:** All

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**Date Revised:** March 2018, Oct 2019

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## OFFICIAL VISITS & FUNCTIONS - GUIDELINES

The purpose of these guidelines is to provide Clubs & Districts with a guideline procedure for official occasions when the State President of Women's Bowls NSW or State representative has been invited to a Club/District function.

On all official occasions it is emphasised that the Women's Bowls NSW President or representative takes precedence over all other guests. The exception to this would be Vice – Regal attendance, in which case, their office will provide appropriate protocols for them.

The following guidelines can be applied to all functions attended by the Women's Bowls NSW President or representative and can be **modified** if the occasion warrants e.g. a more relaxed event i.e. an informal morning tea or light lunch.

Should a club be in doubt on any point, the club Secretary may contact Women's Bowls NSW Head Office to obtain relevant answers to any queries.

The Women's Bowls NSW President or representative on the day, should take precedence over all local officials, Parliamentary and Civic representatives. Officers of the host club should take precedence over all other people present including Mayors, Shire Presidents and Members of Parliament at bowling functions.

When the President of another State Bowls authority visits a club or district within NSW, it is usual for the Women's Bowls NSW President to be invited.

When the Women's Bowls NSW President visits any member club it is usual for the respective District Association President to be present unless the function is informal. The President of the Men's Bowling Club or representative takes precedence over all other male visitors at a bowling function and is addressed immediately after the women officials.

### 1. [Invitation/Application Form](#)

As much notice as possible should be given of the proposed official function, **but not in excess of twelve months ahead**, so that arrangements can be made by the Association for the Women's Bowls NSW President or representative to be present.

For District functions, bearing in mind the travelling distance and time involved for the officials, the District Secretary should endeavor, as far as practicable, to coordinate forthcoming official

functions within their district on a regional basis, so that where possible, appropriate dates may be planned to allow several functions in adjoining Districts to be covered during the one official visit.

With the increasing calls being made on the time of the Women's Bowls NSW President, it will not always be possible for the President to attend in person. In these cases a representative will be nominated by Women's Bowls NSW. An **Application for Official Representation** form can be downloaded from the Women's Bowls NSW Website and needs to be completed.

Secretaries will be emailed as soon as possible after receipt of the application to acknowledge receipt. Women's Bowls NSW will advise the club or District Secretary approximately 6 weeks prior to the event which Women's Bowls NSW representative will be attending.

Once approved, a fee of \$50 will be invoiced to the member Club or District which is used to help with covering expenses. (*Payment may be made by cheque or direct deposit on receipt of invoice*)

Official openings and State Presentations, to which the State President is invited, will be paid for by WOMEN'S BOWLS NSW .

## 2. Official Parking

If at all possible, special parking reservations should be provided for the Women's Bowls NSW Official(s), District Representatives and for any other VIP's attending.

## 3. Reception of Official Visitors

Clubs/Districts should endeavour to arrange for officials and committee members to meet and welcome official representatives at the parking area if appropriate or suitable reception area of the clubhouse (some clubs/Districts, as past tradition dictated, formed a Guard of Honour for officials but this is optional). Officials' bowls bags should to be taken and placed in a secure area near the appropriate rink or in case of rain, other suitable location.

## 4. Flags of the Women's Bowls NSW State President and District

If the Women's Bowls NSW President is in attendance, arrangements should be made for the President's official flag to be flown on the club's flagpole. The flag should be flown below the Australian flag, if only a single flag pole is provided; otherwise it should be flown on the yard-arm or jack-staff. If the Women's Bowls NSW President is unable to attend and a delegated representative is in attendance there is no requirement for the President's flag.

Also, it should be recognised that the Women's Bowls NSW President's flag will fly above the club's flag. It is important that a member of the club, deputised for this purpose, remembers to strike and furl the President's flag at the conclusion of the day's play and hand it back to the President.

The District flag can only be flown when the District President is in attendance on official occasions. On all occasions when the Women's Bowls NSW President is in attendance, the District President's flag may be flown in conjunction with the Women's Bowls NSW President's flag but at a lower level.

## 5. Merit Badges

If merit badges are to be awarded by the Women's Bowls NSW President or representative, a confidential list of no more than 4 names of deserving recipient(s) and a brief outline of their contribution to the Club, is to be given to the Women's Bowls NSW President or representative on arrival. The State President or representative might contact the Club/District President directly via email to receive this information in writing, ahead of the event. Merit badges can only be presented once during a Club President's three year term, at either a President's Day; Club Birthday or; a combined President's Day/Club Birthday.

## 6. Role of the MC

The MC plays an important part in the day's program. Some responsibilities include:

- Making sure that the program for the day is available to the official guests on the official table.
- Responsibility for adherence to the program timing.
- Informing those present of evacuation procedures, including following instructions of the person in charge of an evacuation (Fire Warden).
- Inform visitors of the locations of restrooms.
- Ensure luncheon proceedings run according to the program.
- Introduce speakers & respondents if required during luncheon proceedings.
- Ensure that the functions is completed by the appropriate time.

## 7. Welcome and Morning Tea

The Club/District President may wish to extend a warm welcome to the Women's Bowls NSW President or representative present and District representatives as well as all other guests attending the function.

## 8. Calling of Cards and Rules of Play

After morning tea the cards for play are called, the Official Representative team and the Opponent host team should be called first and etiquette requires that this match should be played on a central rink. The host team is usually selected from Club/District committee with the Club President playing skip opposite the skip of the Official team, (usually the Women's Bowls NSW President or representative). There is no obligation for the Club President to skip and the Women's Bowls NSW representative will cooperate with whatever is decided.

The remainder of cards are then called and the rules of play for that day explained. If the Club decides to hold some form of bowls competition with prizes to be awarded, it is important that, the method of determination proposed for winners, be made clear when announcing the rules of play.

Play should be completed prior to the scheduled luncheon proceedings allowing time for players to freshen up. Often the official party concludes their game prior to the others on the green, allowing those persons to freshen up before lunch.

## 9. Table Seating Procedure

It is noted that the Women's Bowls NSW President or representative and any other State representative, having first guest precedence is seated on the right of the club President, second in precedence sits on the left of the club President, usually the District Representatives. It is an advantage if place cards for seating are previously arranged.

When both State and District officials are present at a Club it is desirable to include at the official table, the club committee members if possible, as well as District representatives.

## 10. Luncheon Proceedings:

It is to be noted that the Club President is the hostess and must always be the first person addressed in speeches, followed by the Women's Bowls NSW President or representative, the District President or representative. Clubs with a small membership may have a more informal event e.g. morning tea or light luncheon with Women's Bowls NSW Representation to enable Merit Badges to be awarded.

- MC announces proceedings, speakers and respondents
- Grace
- Lunch
- Toast to Women's Bowls NSW
- Response by Women's Bowls NSW President or Representative
- Toast to Club President
- Response by Club President
- Invitation from MC to the District President or representative to speak
- Invitation from the MC to a Club Patron or Life Member to speak on behalf of both parties
- Invitation from the MC for a Visiting Clubs Representative to speak
- Invitation from the MC for a Representative from the Men's Club or Club Ltd to speak.
- Presentation of Merit Badges
- Cutting of cake (if required)
- Announcement of game winners (if required) and raffle winners (if required)

## 11. Other options that may be considered:

Where it is a club/District birthday a brief history of the club and/or vision for the future may be presented by the MC (optional)

## 12. [Farewell](#)

The Club President will usually thank Women's Bowls NSW President or representative and other official guests for their attendance and wish travelers a safe trip home.

Singing of the National Anthem - optional

Club officials to ensure the guest Officials' bowls and Women's Bowls NSW President's flag are readily available.

## **Section 2. Guideline Procedures for Other Official Functions.**

### 1. [Pennant Flag Unfurling](#)

- After morning tea, guests are asked to form a guard of honour in front or leading up to the flag pole.
- The winning pennant team is then lead out onto the green or surrounds through the guard of honour, followed by the winning team, carrying the flag, while being applauded by the guests. It is acceptable to play music for this ceremony, if the club chooses to do so.
- At the bottom of the flag pole, the team gathers behind the flag for official photographs
- The team and State President or representative then raise the flag up the pole.

### 2. [Opening of New Greens or Clubhouse](#)

These procedures may be negotiated in consultation with Women's Bowls NSW as they arise.

**Document Review Process:** *These guidelines will be reviewed regularly*