

Queensland Indoor Bowling Association Inc.
OPERATIONAL PROCEDURES
(updated December 2018 – to be reviewed 2020)

CONTENTS

Page

1.	Meetings	
1.1	The business to be transacted at every Annual General Meeting.....	2
1.2	The business to be transacted at every Delegates Meeting	3
1.3	The business to be transacted at every Committee of Management Meeting	3
1.4	The business to be transacted at a Special Meeting	3
2.	Restricted Events.....	
2.1	Procedure for Hosting a Restricted Event	3
2.2	Protocols for Restricted Events	4
2.3	Restricted Events	4
2.4	Nominations and Withdrawals	4
2.5	Draw for Restricted Event.....	4
3.	State Title Championships	
3.1	Procedure for Hosting a State Title Championship Event	5
3.2	Protocols for State Title Championship Events	5
3.3	State Title Championship Events	5
3.4	Nominations	6
3.5	Withdrawals.....	6
3.6	Draw for State Championship Event.....	6
3.7	Prize Money.....	6
4.	State Run Compulsory Practice	
4.1	Procedure for State Run Compulsory Practice.....	7
4.2	Protocols for State Run Compulsory Practice	7
4.3	Nominations and Withdrawals	7
4.4	Draw for State Run Compulsory Practice	7
5.	Modified Rules.....	7
6.	Nominations	
6.1	Committee Positions.....	8
6.2	Events	8
6.3	State Team.....	9
7.	Referees and Umpires	
7.1	Becoming a Queensland Referee	9
7.2	Becoming an Australian Umpire.....	9
7.3	Becoming an Australian Measurer	9
8.	Coaching	
8.1	Requesting a Coaching Clinic	9
8.2	Becoming a Qualified Coach	10
9.	Health and Safety	
9.1	Incident Procedure	10
9.2	Claims Procedure.....	11
9.3	Witness Statement.....	11

1. MEETINGS

1.1 The business to be transacted at every **Annual General Meeting** shall be-

- a) Welcome and opening remarks given by President
- b) Roll Call (to determine voting power for the meeting) under headings of Committee of Management, Delegates and Proxies, receive apologies
- c) Minutes of the previous Annual General Meeting (moved as read)
- d) Business arising from the AGM Minutes
- e) Confirming and adopting of the Minutes
- f) Inward and outward correspondence
- g) Business arising from the correspondence
- h) Inward correspondence received / outward correspondence endorsed
- i) Treasurer's report / Report from the Auditor
- j) Accounts for payment
- k) Business arising from the Treasurer's report
- l) Adoption of the Treasurer's and Auditor's reports
- m) President's Report presented for adoption
- n) Committee of Management reports and adoptions
- o) Sub-Committees reports
- p) President declares all positions vacant
- q) Select 3 Scrutineers
- r) Election of Committee of Management
 - i. Patron
 - ii. President
 - iii. Senior Vice President
 - iv. Junior Vice Presidents (2 positions)
 - v. Secretary
 - vi. Treasurer
 - vii. Publicity Officer
 - viii. Assistant Secretary
- s) Appointment of Registrar and Games Director from members of the Committee of Management
- t) Appointment of Auditor
- u) Elected Positions
 - a. Standing Committees
 1. Selection
 2. Referees
 3. Umpires
 4. Disputes
 5. Finance and Fundraising
 6. Health and Safety
 7. Coaching
 8. Publicity
 9. Strategic Planning Committee (endorsed)
 - b. Sub-committees, if required
 - c. AIBBC Committee of Management member
 - d. AIBBC Delegates
 - e. AIBBC Selector (every second year)
 - f. AIBBC President – Elect (every fifth year)
- v) AIBBC – Other nominated positions
- w) Determine date for Strategic Planning Workshop (First Saturday in March)
- x) Setting of Fees
 - a. Membership Fees (payable by the 31st March each year)
 - b. Affiliation Fees (payable by the 31st March each year)
 - c. Nominations Fee for restricted events
 - d. Nomination Fees for State Titles
 - e. Travelling expenses
 - f. Honorariums
- y) Notices of Motion
- z) Business from Committee of Management

- aa) General business
- ab) Conclusion of business
- ac) Closure of meeting by President

General Meeting may be convened if deemed necessary after Annual General Meeting.

1.2 The business to be transacted at every **Delegates Meeting** shall be–

- a) Welcome and opening remarks given by President
- b) Roll Call (to determine voting power for the meeting) under headings of Committee of Management, Delegates and Proxies, receive apologies
- c) Confirmation of Minutes of Previous Meetings (chronological order)
- d) Business arising from Minutes
- e) Confirmation/adoption of Minutes
- f) Correspondence – Inward and outward
- g) Business arising from correspondence
- h) Inward correspondence received/outward correspondence endorsed
- i) Treasurer’s Report for adoption (1) Financial statements
(2) Payment of accounts
- j) Sub-committee reports
- k) AIBBC Report / Minutes
- l) Notices of Motion
- m) General Business
- n) Closure of meeting by President

1.3 The business to be transacted at every **Committee of Management Meeting** shall be–

- (a) Welcome and opening remarks given by President
- (b) Roll Call (to determine voting power for the meeting), receive apologies
- (c) Confirmation of Minutes of previous Meeting(s)
- (d) Business arising from Minutes
- (e) Confirmation/adoption of Minutes
- (f) Correspondence – Inward and outward
- (g) Business arising from correspondence
- (h) Inward correspondence received/outward correspondence endorsed
- (i) Treasurer’s Report for adoption (1) Financial Statements
(2) Payment of Accounts
- (j) Standing Committee Reports
- (k) AIBBC Report / Minutes (if available)
- (l) General business
- (m) Closure of meeting by President

1.4 The business to be transacted at a **Special Meeting** shall be only the business for which the meeting was called. No other business will be transacted unless deemed so in the notice of the Special Meeting.

2. RESTRICTED EVENTS

2.1 Procedure for Hosting Restricted Events

1. Associations wishing to request the hosting of Restricted Events, are to apply in writing to the Secretary.
2. On approval from the Committee of Management, Associations are entered onto the Restricted Events rotating roster.
3. Venue must be capable of holding a minimum of 8 – 10 mats for Rinks and Pairs, and up to 16 mats for singles. If a Host Association has difficulty with supplying the number of mats required, they are to inform the Committee of Management at least 6 weeks prior to the event. Henselite bowls are to be used.

4. The Host Association is requested to:
 - (a) Purchase raffles on behalf of the QIBA Inc. If unable to do so, they are inform the QIBA Inc, at least 4 weeks prior to the event. Values as follows: Daily raffle: Combined value \$60
 - (b) If possible, provide people willing to sell raffle tickets
 - (c) To provide a venue for a Committee of Management meeting
 - (d) To provide a venue for the Delegates meeting
 - (e) Have meals and snacks available for purchase, during the day
 - (f) Notify if an evening meal during to the meeting will be available at the venue.

2.2 Protocol for Restricted Events

1. The draw for Restricted events are done by 9.10 on the morning of the event .
2. Notice of draw to be posted around the venue, as soon as possible after the draw
3. Call of cards by Games Director by 9.30am for Singles, Pairs and Rinks.
4. State President welcomes everyone and hands over to the Games Director
5. Safety awareness by QIBA Inc Safety Officer, detailing emergency exits, fire and safety equipment; and any other safety issues etc.
6. Chairman of Referees/Umpires to issue warning of driving and any other rulings.
7. Play commences
8. All Singles and Pairs to be single-headed games
9. Finals
 - a) A Referee/Umpire is appointed for each game
 - b) Referee to also act as Spotter for singles game
 - c) Scoreboard and attendant for each final
10. Presentations for winners and runners-up will occur at the beginning of the delegates meeting.
Presentation Protocol:
 - a) Games Director calls winners and runners-up
 - b) Committee of Management to organise Presenter of perpetual trophy, prize and certificates.

2.3 Restricted Events

1. Restricted Rinks are held on the first Saturday in February. This is played on 24 foot mats, using 4 ¾ inch bowls, over 12 ends, 3 bowls per player, playing Queensland Rules.
2. Restricted Pairs are held on the first Saturday in July. This is played on 30 foot mats, using 4 inch bowls, over 12 live ends, 3 bowls per player, playing modified Australian Rules. Refer to Section 5.
3. Restricted Ladies and Gents Singles are held on the first Saturday in November. This is played on 24 foot mats, using 4¾ inch bowls, over 12 ends, 4 bowls per player, playing Queensland Rules.

2.4 Nominations

1. Nominations are to be lodged with the Secretary. Nominations close 30 days prior to the event. Names of players representing their Association are to be forwarded to the Secretary 7 days prior to the event.
2. Registered players, representing their Association, can be changed up to the commencement of play, if necessary.
3. All nominations are to be received on the approved official nomination form.

2.5 Withdrawals

1. Withdrawal before the draw will result in the nomination fee being credited for the Association for the next restricted event.

2.6 Draw for Restricted Events

1. The draw is to be conducted using the excel program held by the Games Director. Copies are held by other members of the Committee of Management for safe keeping.
2. The draw for Restricted events is done at approximately 9.10am on the morning of the event.
3. Using the excel program, the Associations are randomised the agreed number of times prior to the draw being finalised.

2.7 Prize Money

1. Rinks - open winners \$30 each, open runners-up \$25, consolation winners \$25 each, consolation runners-up \$20 each.
2. Pairs – open winners \$35 each, open runners-up \$30, consolation winners \$30 each, consolation runners-up \$25 each.
3. Singles (Ladies and Gents) - open winner \$40 each, open runners-up \$35, consolation winners \$35 each, consolation runners-up \$30 each.

3. STATE CHAMPIONSHIPS

3.1 Procedure for Hosting a State Championships

1. Associations wishing to host State Championship events, are to apply in writing to the QIBA Inc Secretary.
2. If no Delegates meeting is scheduled within 14 days, the confirmation for hosting the State Championships is made at the discretion of the Committee of Management.
3. On approval, Associations are placed on the first available date to host the Championships.
4. Venue must be capable of holding a minimum of 24 mats, and preferably 32, subject to Committee of Management and Games Director discretion. Henselite bowls are to be used. (see 7.3 for specific mat requirements). Distance between mats to be a minimum of 30cm and at least 1m, but preferably 1.5m, clearance at each end of mat.
5. The Host Association is requested to:
 - i. Purchase raffles on behalf of the QIBA Inc. If unable to do so, they are to inform the QIBA Inc, at least 4 weeks prior to the event. Values as follows: Daily raffle \$40, \$25. Three day raffle: \$50, \$30, \$20.
 - ii. Provide people willing to sell raffle tickets
 - iii. Have meals and snacks available for purchase, during the day
6. Inform the QIBA Inc Secretary whom Host Association wishes to open the Championships, at least 6 weeks prior to event (e.g. Mayor or other person). This allows the QIBA Inc Secretary to approach and request this person's presence.
7. Liaise with QIBA Inc Safety Officer/Committee regarding any safety issues or concerns.

3.2 Protocol for State Championship Events

1. Host President welcomes everyone. During May State Championships State President introduces Committee of Management and Sponsors and asks Invited Guest to open the Championships. Opening by Invited Guest. State President or Senior Vice President replies and invites Guest to "roll a bowl".
2. Safety awareness by QIBA Inc Safety Officer/Committee, detailing emergency exits, fire and safety equipment; and any other safety issues etc.
3. Chairman of Referees/Umpires to issue warnings of all rules before start of play
4. Hands over to Games Director.
5. Call of cards by Games Director and Committee.
6. Play commences.
7. All Singles, Pairs and Triples to be single-headed games.
8. Finals
 - a) Games Director to ensure Referee/Umpire is appointed for each game
 - b) Referee to also act as Spotter for singles game
 - c) Scoreboard and attendant for each final
9. Presentations for previous days play between the first and second games except on last day when at conclusion of games.
10. Presentation Protocol:
 - a) Games Director calls winners and runners-up
 - b) Committee of Management to organise Presenter of perpetual trophy, prizes, badges and certificates.

3.3 State Championship Events

1. State Title Championship events are conducted 3 times per year.
2. The May Championships are held on the Labour Day long weekend. Event are as follows:
Saturday – Junior Open Pairs and Open Pairs

Sunday – Junior Girls, Junior Boys, and Junior Open Singles, Ladies and Gents Singles;

Monday – Open Rinks of Four (4x3).

These events are played on 24 foot mats, using 4¾ inch bowls, over 12 ends, playing Queensland Rules.

3. The July 4th Championships are held on the last weekend in July. Events are:
 - Saturday – Open Pairs;
 - Sunday – Open Triples.These events are played on 30 foot carpets, using 4 inch bowls, over 12 live ends, playing modified Australian Rules. **Refer to Section 5.**
4. The October Championships are held on the third full weekend in October. Events are as follows:
 - Friday Night – Ladies Pairs and Gents Pairs;
 - Saturday – Open Singles;
 - Sunday – Open Triples.These events are played on 24 foot mats, using 4¾ inch bowls, over 12 ends, playing Queensland Rules.

3.4 Nominations and Withdrawals

1. Nominations are to be lodged through affiliated Association and Independent Club Secretaries to the State Secretary and to be listed on website.
2. Nominations close 21 days prior to the event. All players are to be registered.
3. Nominations for singles events must be made through the Association the player is registered with.
4. Team events may include registered players from other affiliated Associations or Independent Clubs. Players may only nominate in one team per event.
5. All registered players in team events, may be changed up to the commencement of play. Seeking a registered player as a replacement, after the draw has been completed, is the responsibility of the team members, not the Games Director or Committee of Management. After attempting to source a replacement player, the Secretary may be requested to approach the host Association Secretary for a replacement.
6. Should a player need to withdraw from a Singles event, a member of the Committee of Management is to be notified as early as possible before the event commences. Replacements are allowed for singles.
7. All nominations are to be received on the approved official nomination form.

3.5 Draw for State Championship Events

1. The draw is to be conducted using the excel program which is held by the Games Director. Copies are held by other members of the Committee of Management for safe keeping.
2. The draw for the State Championships events are done approximately 14 days prior to the event (in the presence of at least 2 COM members and/or interested registered players).
3. Using the excel program, the players in knock-out events are randomised the agreed number of times prior to the draw being finalised.
4. For round robin event, the list of players is randomised prior to being inserted into the round robin draw.
5. The draw for State Title events will be circulated to affiliated Association and independent Club Secretaries as soon as possible, emailed and put on the QIBA website not later than 1 week prior to the event.

3.6 Prize Money

1. **Pairs** – open winners \$60 each, open runners-up \$45, consolation winners \$45 each, consolation runners-up \$35 each.
2. **Singles (ladies and gents)** - open winner \$80 each, open runner-up \$60, consolation winner \$60 each, consolation runner-up \$40 each.
3. **Triples** - open winners \$40 each, open runners-up \$35, consolation winners \$35 each, consolation runners-up \$30 each.
4. **Rinks** - open winners \$40 each, open runners-up \$35, consolation winners \$35 each, consolation runners-up \$30 each.
5. **Singles (junior)** - open winners \$50 each, open runners-up \$40, consolation winners \$40 each, consolation runners-up \$30 each.

- 6. Pairs (junior)** - open winners \$40 each, open runners-up \$30, consolation winners \$30 each, consolation runners-up \$20 each. If these are played round robin instead, then first place \$40, second \$30, third \$20, fourth \$15, fifth \$10.

4. STATE RUN COMPULSORY PRACTICE (July)

4.1 Procedure for State Run Compulsory Practice

1. Venue must be capable of holding a minimum of (16) sixteen 30 foot carpets. Henselite four inch bowls are to be used.
2. The Host Association is requested to:
 - a) Purchase raffles on behalf of the QIBA Inc. If unable to do so, they are to inform the QIBA Inc, at least 4 weeks prior to the event. Values as follows: Daily raffle to combined value of \$60.
 - b) Provide people willing to sell raffle tickets
 - c) Have meals and snacks available for purchase, during the day
3. Liaise with QIBA Inc Safety Officer/Committee regarding any safety issues or concerns.

4.2 Protocol for State Run Compulsory Practice (July)

1. Cards are distributed after the fees for the weekend have been paid.
2. Host President welcomes everyone. State President thanks Host Association for hosting.
3. Safety awareness by QIBA Inc Safety Officer/Committee, detailing emergency exits, fire and safety equipment, and any other safety issues etc Hands over to Games Director.
4. Chairman of Umpires to issue warnings of rules before start of play.
5. Hand over to Games Director.
6. All Team Members to play in their respective teams, with other outside nomination to be positioned into teams to suit the draw.
7. Play commences. Two games of 16 live ends for team events and 21 live ends for singles events are played. Mentoring sessions may also be scheduled.
8. Winners are determined by wins/aggregate and ends.
9. Team Managers and Assistant Team managers elected
10. Team Liaison Officers elected
11. A representative of the Coaching Committee and Umpires Committee may wish to speak with the team.
12. Presentation after completion of games on Sunday.
13. Presentation Protocol:
 - a) Games Director calls winners and runners-up.
 - b) Committee of Management to organise Presenter of prizes.

4.3 Nominations and Withdrawals

1. State Team members are automatically entered. Nominations from registered players not selected in the State Team are to be lodged through affiliated Association and independent Club Secretaries to the State Secretary. Nominations close 2 weeks prior to the event.
2. State Team members unable to attend must provide a medical certificate or letter from employer indicating they could not be released from work to attend the compulsory practice, or immediate family members wedding (immediate family is classed as parents, siblings, children, grandparents and grandchildren). Other important family functions will be considered at the discretion of the selectors, with sufficient prior notice. The Chairperson of Selectors and QIBA Inc Secretary are to be notified.

4.4 Draw for State Run Compulsory Practice

1. The draw is to be conducted using the excel program which is held by the Games Director. Copies are held by other members of the Committee of Management for safe keeping.
2. The draw for the State Run Compulsory Practice is done approximately 7 days prior to the event.

5. MODIFIED RULES

1. Restricted Open Pairs is played following Australian rules, playing 6 bowls per team instead of 8, each player playing 3 bowls, modifying the penalty score to 1, 1, 2, 2, 3, 3.

2. State 4” Championship pairs are played following the Australian rules, modifying the number of live ends from 16 to 12.
3. State 4” Championship triples are played following the Australian rules, modifying the number of live ends from 16 to 12 and is played following Australian rules, playing 6 bowls per team instead of 8, each player playing 2 bowls, modifying the penalty score to 1, 1, 2, 2, 3, 3.
4. There will not be a roll-up in any event.

6. NOMINATIONS

6.1 Committee Positions

1. **Office Bearers of Committee of Management:** Nominations for Office Bearers positions shall be in writing and signed by the registered player and their proposer and seconder, shall be lodged with the Secretary at least six (6) weeks before the Annual General Meeting at which the election is to take place (as per section 14 1(b) page 6 of the Constitution).
2. **Standing Committees:** Nominations for positions on any of the Standing Committees shall be in writing and signed by the registered player and their proposer and seconder, shall be lodged with the Secretary at least six (6) weeks before the Annual General Meeting at which the election is to take place.
3. **Selection Committee:** Nomination for position on the Selection Committee (one per Association) shall be in writing and signed by the registered player and their proposer and seconder and be lodged through the nominees Association Secretary with the State Secretary at least six weeks before the Annual General Meeting. Five Selectors shall be elected with the person attaining the 6th highest votes during the election to be the Reserve Selector, who can stand in for any one of the Selectors unable to attend the Selection Meeting for any reason. The selection of the State Squad is to occur by the end of February. The State Team positions are selected by the Sunday of the May State championships. All five Selectors must travel with the State Team to the National Championships.

If insufficient Selectors nominations have been received, nominations will be received off the floor at the AGM.

If there are 2 or more nominations for selector received off the floor from the same association, then there shall be a vote by all committee and delegates (including proxy votes) present, and the nominee with the highest number of votes will then be the nominee from that association, and will go into any further ballot required.

6.2 Events

1. **Restricted Events:** Association to nominate in writing to State Secretary, to be included in the draw of the Restricted Event. This is to be accompanied by the nomination fee. These nominations are required:
 - Rinks: 30 days prior to First Saturday in February.
 - Pairs: 30 days prior to First Saturday in July
 - Singles: 30 days prior to First Saturday in November.

Associations may nominate for all Restricted Events at the beginning of the year, (see 2.4). Names of registered players representing the Association are to be supplied to the State Secretary by 7 days prior to the event.

2. **State Championship Events:** Players to nominate for each event they wish to participate in, refer to Section 3.4. This is to be sent on approved nomination form only to the State Secretary 21 days prior to the event. Singles nominations must be through the player’s registered Association secretary. Nomination fee to be paid prior to closing date. Nominations close for:
 - May Championships 21 days prior to Labour Day Weekend
 - July 4” Championships 21 days prior to the last weekend July.
 - October Championships 21 days prior to the third weekend in October.

6.3 State Team (to represent Queensland at the Australian Championships)

Players to nominate through Association Secretary. Nominations are to be sent on approved nomination form to the State Secretary 30 days prior to the AGM. The list of nominated players shall be given to Selectors at the completion of the AGM. All nominees shall be notified in writing of their selection/non-selection in the State Squad with the State Team positions selected by the Sunday of the May State Championships and notified in writing.

7 REFEREES AND UMPIRES

7.1 Becoming a Queensland Referee

1. Registered players interested in becoming a Queensland Referee are required to contact the QIBA Inc Secretary who in turn notifies the Chairman of Referees to indicate their interest and request examination.
2. The Referees exam comprises two parts: an oral exam and a measuring exam. The oral and measuring examinations is conducted before one Referee Panel members and one Referee or COM member.

7.2 Becoming an Australian Umpire

1. Registered players interested in becoming an Australian Umpire are required to contact the QIBA Inc Secretary who in turn notifies the Chief Umpire to indicate their interest and request examination.
2. The Umpires exam comprises three parts: a written exam which is a take home exam that you have one week to complete, a multiple choice examination and a measuring exam. The multiple choice questions and measuring examinations are usually conducted on the same day.
3. The measuring examination is conducted before one member of the Umpire Panel and one Umpire or COM member.

7.3 Becoming an Australian Measurer

1. Registered players interested in becoming an Australian Measurer are required to contact the QIBA Inc Secretary who in turn notifies the Chief Umpire to indicate their interest and request examination.
2. The Measurers exam comprises two parts: a multiple choice examination and a measuring exam. The multiple choice questions and measuring examination are usually conducted on the same day.
3. Queensland Referees are encouraged to become Australian Measurers.
4. The measuring examination is conducted before one member of the Umpire Panel and one Umpire or COM member.

8 COACHING

8.1 Requesting a Coaching Clinic

1. Associations wishing to have a Coaching Clinic are to apply in writing to the QIBA Inc. Secretary, giving an estimated number of interested people wishing to be coached. A minimum of 3 months notice is required.
2. QIBA Inc Secretary to forward the request to Chairperson of Coaching, who will discuss with the Coaching Committee members regarding possible dates and availability. A minimum of one coach for every two interested people.
3. Chairperson of Coaching to notify QIBA Inc. Secretary of acceptance of request for the Coaching Clinic within 21 days of the request being received.
4. QIBA Inc Secretary to inform Host Association of confirmed date, within 4 weeks of the request being received.
5. Host Association to provide venue with mats, bowls and kitties; accommodation for Coaches (for 2 day clinics) and refreshments. Coaches to provide teaching aids.
6. The coaching is provided free of charge to participants. Materials (eg. beginner's handbooks, rule book, etc.) cost to be reimbursed by QIBA Inc. QIBA Inc. covers travel costs. Carpooling is required, where possible.
7. Coaching Panel collated required material: handbooks, disability and teaching aids.
8. Information regarding the Coaching Clinic is to be sent out by the QIBA Inc Secretary to be received by the Host Association, a minimum of 21 days before the Coaching Clinic.

8.2 Becoming a Qualified Coach

1. Individuals wishing to become a qualified Coach are to get their Association Secretary to apply in writing to the QIBA Inc Secretary.
2. QIBA Inc Secretary to forward the request to Chairperson of Coaching.
3. Chairperson of Coaching to collate requests received. With the assistance of the Coaching Panel members, a suitable location is determined to host the Coaching Course. A minimum of 3 coaches is required to run the teaching and practical sessions.
4. Chairman of Coaching to inform QIBA Inc Secretary preferred region / area and preferred dates for the Coaching Course.
5. The QIBA Inc Secretary, on behalf of the Coaching Committee, is to write to the Association in the preferred area / region, to see if they are willing to host the Coaching Course.
6. The host Association will be requested to provide venue with mats, bowls and kitties; accommodation for Coaches (for 2 day clinics) and refreshments. Coaches to provide disability aids, measuring equipment and other teaching aids.
7. After confirmation from the Host Association, the QIBA Inc Secretary is to send a letter confirming dates and venue to the Coaching Panel members, Participants' Association Secretaries and individual Participants.
8. Participants are required to confirm their attendance within 14 days of receipt of the letter of proposed course and location.
9. Chairman of Coaching is to advise details of on-line course to each of the participants a minimum of 1 month prior to the Coaching Course, with a cover letter re-affirming all course details.
10. The teaching is provided free of charge to participants. Notebook to be provided by participant. Materials (eg. Coaches handbooks, pencils and paper etc) cost to be borne by the QIBA Inc. QIBA Inc covers travel costs. Carpooling is required, where possible.
11. Coaching Panel is responsible for collating the required material: handbook, photocopies, pencils, paper, disability and teaching aids, measuring equipment etc.
12. Participants must be suitably attired to bowl.
13. Successful completion of the course is assessed by the qualified Coaches at the Coaching Course.
14. Chairman of Coaching to notify QIBA Inc Secretary of participants who successfully completed Coaching Course and have been recommended for accreditation.
15. QIBA Inc Secretary to notify participant's Associations of successful completion of the Coaching Course.
16. QIBA Inc Secretary to notify the AIBBC Secretary of the successful participants.
17. Recertification is required to be renewed every 5 years.

9 HEALTH AND SAFETY

9.1 Incident Report

9.1 IN THE EVENT OF AN INCIDENT

- (a) Try to determine the seriousness of the incident
- (b) Do not attempt to move the person unless absolutely necessary
- (c) If the person loses consciousness, or is bleeding, call an ambulance
- (d) If the person has sustained any serious injury, call an ambulance
- (e) If in any doubt, call an ambulance
- (f) All witnesses should write a statement of what occurred (see 9.1.3 for inclusions)
- (g) Obtain a doctors report on any injuries sustained

IT IS RECOMMENDED THAT ALL CLUBS AND ASSOCIATIONS HAVE A FIRST AID KIT AT THEIR PLAYING VENUE

9.2 CLAIMS PROCEDURE

- (a) Association/Club to request claim form from QIBA Inc. Secretary
- (b) Claim form to be submitted to QIBA Inc. with a letter of demand, and any supporting documentation (doctors report, witness statements, police reports etc)
- (c) All claims and claim related correspondence from Associations/Clubs is to go to the QIBA, who will forward any such claim or correspondence on to our Insurance Broker, who will then liaise with the Insurance Company on behalf of the claimant.

9.3 WITNESS STATEMENT must include the following:

- (a) Name of Witness
- (b) Name of injured person
- (c) Date
- (d) Time
- (e) Location
- (f) Description of incident
- (g) Signature