

Queensland Indoor Bowling Association Inc.  
**OPERATIONAL PROCEDURES**  
(updated July 2011 – to be reviewed July 2014)

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**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) Determine date for Strategic Planning Workshop
- w) Setting of Fees
  - a. Membership Fees (payable by the 31<sup>st</sup> March each year)
  - b. Affiliation Fees (payable by the 31<sup>st</sup> March each year)
  - c. Nominations Fee for restricted events
  - d. Travelling expenses
  - e. Nomination Fees for State Titles
  - f. Honorariums
- x) Notices of Motion pertaining to structural matters
- y) Business from Management Committees
- z) Other tabled business
- 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
    - (i) Financial statements
    - (ii) Payment of accounts
  - (h) Sub-committee reports
  - (i) AIBBC Report / Minutes
  - (j) Notices of Motion
  - (k) General Business
  - (l) 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
    - (i) Financial Statements
    - (ii) Payment of Accounts
  - (h) Reports
  - (i) AIBBC Report / Minutes (if available)
  - (j) General business
  - (k) 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.

### **3 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 (minimum of 12). 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: \$40, \$25.
  - (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 morning tea and light lunch for Committee of Management during / following their morning meeting
  - (e) To provide a venue for the Delegates meeting
  - (f) Provide supper for delegates during the meeting
  - (g) Have meals and snacks available for purchase, during the day
  - (h) Notify if an evening meal prior to the meeting will be available at the venue.

#### **2.2 Protocol for Restricted Events**

1. The draw for Restricted events are done at approximately 10.30am 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 at the discretion of the Games Director. Times are approximately 11.30am-12pm for singles and pairs and 11am for 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; caution with “driving”; and any other safety issues etc.
6. Play commences

7. All Singles and Pairs to be single-headed games
8. 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
9. Presentations for winners and runners-up will occur during the delegates meeting, usually just prior to Standing Orders.
10. Presentation Protocol:
  - 3.1.1 Games Director calls winners and runners-up
  - 3.1.2 Executive to organise Presenter of perpetual trophy, prize and certificates.

### 2.3 Restricted Events

1. Restricted Ladies Singles and Restricted Gents Singles are held on the first Saturday in February. This is played on 24 foot mats, using 4¾ inch bowls, over 12 ends, 4 bowls per player, playing Queensland Rules.
- 4 Restricted Open 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.
- 5 Restricted Rinks are held on the first Saturday in November. This is played on 24 foot mats, using 4 ¾ inch bowls, over 12 ends, 3 bowls per player, playing Queensland Rules.
- 6 Non attendance, without notification, after the draw has been completed, may result in your Association not being able to nominate for all restricted events at the beginning of the year, rather having to nominate for each event individually.
- 7 Withdrawal before the draw will result in the nomination fee being credited for the Association for the next restricted event.

### 2.4 Nominations and Withdrawals

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 14 days prior to the event.
2. Registered players, representing their Association, can be changed up to the commencement of play, if necessary.
3. Should an Association need to withdraw a Singles Player or Team, a member of the Committee of Management is to be notified BEFORE 10.30am on the day of the event (ie BEFORE the draw is done). This is to minimise the number of forfeits.

### 2.5 Draw for Restricted Events

1. The draw is to be conducted using the excel program designed by Jason Moore 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 Restricted events are done at approximately 10.30am on the morning of the event.
3. Using the excel program, the Associations are randomised three times prior to the draw being finalised.

## 3. STATE TITLE CHAMPIONSHIPS

### 3.1 Procedure for Hosting a State Title Championships

1. Associations wishing to host State Championship events, are to apply in writing to the QIBA Inc Secretary.
2. If a Delegates meeting is scheduled within a short period of time, the request for hosting the State Championships is made by the Delegates, otherwise it is 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)
5. The Host Association is requested to:
  - 7.1.1 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.
  - 7.1.2 Provide people willing to sell raffle tickets
  - 7.1.3 Provide a Official morning tea for Committee of Management and guests and Host Association's guests
  - 7.1.4 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 (eg 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 Title Championship Events

1. Official Morning Tea (VIPs and partners, Host Association and partners, Committee of Management members and partners).
2. Call of cards by Games Director and Committee.
3. Host President welcomes everyone. 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".
4. Hands over to Games Director.
5. Safety awareness by QIBA Inc Safety Officer/ Committee, detailing emergency exits, fire and safety equipment; caution with "driving"; and any other safety issues etc.
6. Play commences.
7. All Singles, Pairs and Triples to be single-headed games.

8. Finals
  - 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
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) Executive to organise Presenter of perpetual trophy, prizes, badges and certificates.

### 3.3 State Title Championship Events

- 3.1 State Title Championship events are conducted 3 times per year.
- 3.2 The “Winter” Championships are held on the Labour Day long weekend in May. Event are as follows:
  - Saturday – Junior Open Pairs and Open Pairs;
  - Sunday – Junior Girls Singles, Junior Boys Singles, Junior Open Singles, Ladies Singles 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.
- 3.3 The “Small Bowls” championships are held on the last weekend in July. Events are:
  - Saturday – Open Pairs;
  - Sunday – Open Fours.
 These events are played on 30 foot carpets, using 4 inch bowls, over 12 live ends, playing modified Australian Rules.
- 3.4 The “Summer” Championships are held on the third weekend in October. Event 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. Nominations close 30 days prior to the event. All players are to be registered. Nominations for singles events must be made through the Association the player is registered with; teams events may include registered players from other affiliated Associations or independent Clubs. Players may only nominate in one team per event.
2. Registered players in teams events, may be changed up to the commencement of play, provided one original member of the team remains. 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.
3. 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. No replacements are allowed for singles.

### 3.5 Draw for State Championship Events

1. The draw is to be conducted using the excel program designed by Jason Moore 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 21 days prior to the event (in the presence of at least 2 other COM members and/or interested registered players).
3. Using the excel program, the players in knock-out events are randomised three 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, no later than 2 weeks prior to the event

## 4. STATE RUN COMPULSORY PRACTICE

### 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 inform the QIBA Inc, at least 2 weeks prior to the event. Values as follows: Daily raffle \$40, \$25.
  - 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

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. Hands over to Games Director.
4. Safety awareness by QIBA Inc Safety Officer/ Committee, detailing emergency exits, fire and safety equipment; caution with “driving”; and any other safety issues etc.

5. All Team Members to play in their respective teams, with other outside nomination to be positioned into teams to suit the draw.
6. Play commences. Two games of 16 live ends for teams events and 21 live ends for singles events are played. Skills exercises may also be scheduled.
7. Criteria for the determination of winners is determined by the Games Director and must be notified prior to the commencement of games.
8. Swingers are issued to team members (if received from AIBBC Secretary)
9. Team Managers and Assistant Team managers elected
10. Team Liaison Officers elected
11. Presentation after completion of games on Sunday.
12. Presentation Protocol:
  - a) Games Director calls winners and runners-up.
  - b) Executive to organise Presenter of prizes.
13. A representative of the Coaching Committee and Umpires Committee may wish to speak with the team

#### 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. 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 designed by Jason Moore 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. Small bowls state titles pairs are played following the Australian rules, modifying the number of live ends from 16 to 12.
3. Small bowls state titles fours are played following the Australian rules, modifying the number of live ends from 16 to 12.
4. The Controlling Authority has the right to change rules as needed to ensure a well run, well timed event. Any rule changes, beyond those listed above, will be notified on the flyer.

### 6. NOMINATIONS

#### 6.1 Committee Positions

1. **Office Bearers of Committee of Management:** Nominations for positions of Office Bearers shall in writing and signed by the registered player and his 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 3 (b) page 9 of the Constitution).
2. **Standing Committees:** Nominations for positions on any of the Standing Committees shall in writing and signed by the registered player and his 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 Committees:** Nominations for positions on the Selection Committee (one per Association) shall in writing and be lodged through the Regional Association Secretary with the State Secretary at least six weeks before the Annual General Meeting. Five Selectors shall be elected with the person attaining 6<sup>th</sup> highest votes during the election be to 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 Team is to occur by the end of February.
4. If insufficient nominations have been received, nominations will be received off the floor at the AGM.

#### 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:
 

Singles:	One month prior to First Saturday in February
Pairs:	One month prior to First Saturday in July
Rinks:	One month prior to First Saturday in November.

Associations may nominate for all restricted events at the beginning of the year, (see 6.3). Names of registered players representing the Association are to be supplied to the State Secretary by 2 weeks prior to the event.

2. **State Championship Events:** Players to nominate through Association Secretary of each event they wish to participate in, refer to Section 4. This is to be sent in writing to the State Secretary one month prior to the event, accompanied by the nomination fee. Singles nominations must be through the player's registered Association secretary.

Nominations close for:

Winter Championships one month prior to Labour Day Weekend

Small Bowls Championships one month prior to the last weekend July.

Summer Championships one month prior to the third weekend in October.

### **6.3 State Team (to represent Queensland at the National Championships)**

Players to nominate through Association Secretary. Nominations are to be sent in writing to the State Secretary 30 days prior to the AGM. The list of nominated players shall be give to Selectors at the completion of the February Meeting. All nominees shall be notified in writing of their selection/non-selection in the State Team.

## **7. NATIONAL CHAMPIONSHIPS**

### **7.1 Timetable – Countdown to the National Championships**

#### **5 years to next Queensland Hosted National Championships (Year of current Queensland Hosted Championships)**

1. Request Associations and / or interested Players to obtain quotes for possible venues for Championships, to be verbally presented to the Delegates at November meeting, for a decision at the AGM in February. General information on the availability of accommodation in the area of each possible venue should be presented also.

#### **4 years prior to the Championships**

1. Once the venue for the Championship has been voted upon by the Delegates, book the venue promptly, with deposits paid and receipts obtained.
2. Convene a meeting of Interested People and local and district Associations and Clubs representatives to develop committees. (see 16.3)

#### **3 years prior to the Championships**

1. Put together the various sub-committees as required.
2. Initial contact should be made with the local council to inform them of the upcoming event, and the benefits to the area.

#### **2 years prior to the Championships**

1. A sponsor for the Pre-tournament is to be sought so the sponsor can be included on the pre-tournament flyer going to Tasmania. Organise information packs to be taken to Tasmania the year before Queensland hosts the Titles, with pre-tournament and accommodation information, a minimum of 500. This is required to be completed in time to take the information packs to The Australian Championships in Tasmania, in August the year before Queensland hosts the National Championships.
2. An initial letter for expressions of interest for sponsorship is to be sent out in the June of the year prior to hosting, with a follow-up letter to be sent in January, prior to the AGM. Representatives from the QIBA Sponsorship Committee to follow-up with a visit before the end of April.
3. A letter to be sent to all Associations and Independent Clubs to see if there is any interest (either from themselves or individuals) in donating any raffles prizes, or prize items for the major art union.
4. Contact should be made with the local council to re-inform them of the upcoming event, and the benefits to the area. It should contain mention of the requirement for a mayoral reception, and the possibility of sponsorship in some way from the council, whether it be via a grant, or 'in kind' with regard to hall hire.
5. A letter to be written to the Mayors Office, inviting him/her to open the National Titles.

#### **1 year prior to the Championships**

1. Follow-up contact with local Council regarding a Mayoral/Civic reception.
2. Follow-up invitation to Mayor for opening.
3. Obtain confirmation of hall booking in writing.
4. Obtain quotes for printing of score book, raffle tickets, dinner tickets
5. Obtain quotes for catering
6. Obtain quotes entertainment
7. Obtain quotes and venues for AGM and other meetings, and catering if required.
8. Obtain quote for venue and catering of Team Dinner
9. Follow-up on any other items from "2 years" list
10. A full meeting of all members of the QIBA Committee of Management, the Steering Committee, and all sub-committees is to be convened by the Steering Committee to be held on the Saturday morning of the May State Titles the year prior to the Championships.

ALL QUOTES SHOULD BE READY TO PRESENT AT THE AGM IN FEBRUARY (YEAR OF TITLES) FOR PERUSAL BY DELEGATES.

**YEAR OF THE CHAMPIONSHIPS****January-April the year of the Championships**

1. Speak to local Council regarding a Mayoral/Civic reception
2. Steering Committee to finalise sponsorship by end of April, with a visit. All confirmed sponsors to supply copy for ad by end of June (earlier, if possible).
3. Check on location, condition and quantity of score boards, scorecard boards, rope, stands etc. If more needed, organize.
4. Menus for farewell dinner to be finalized.
5. Entertainment to be booked.
6. Organize venues for various meetings, catering if required.
7. Organize team dinner.
8. Have floor plan of stadium and prepare layout.
9. Print raffle tickets and distribute to Associations and players for selling.
10. Locate the printed badges and ensure there are enough.
11. Caterers and Bar (if required).
12. If we are not doing the bar ourselves, make arrangements with Rotary, Lions, football club or somebody to do it for us.
13. Locate all carpets, bowls and kitties able to be borrowed, arrange transport details.
14. Talk to Henselite regarding extra carpets, bowls and kitties required, when they can be delivered (approx 1 month prior), and where they will be stored until required.
15. After carpets arrive, roll out and check for defects, cuts etc, and that markings are correct, if necessary replace defective carpets.
16. Send out additional pre-tournament information and entry forms, closing date will be advised by Committee of Management.

**May-June the year of the Championships**

1. A full meeting of all members of the QIBA Committee of Management, the Steering Committee, and all sub-committees is to be convened by the Steering Committee to be held on the Saturday morning of the May State Titles the year of the Championships.
2. Queensland President, National President and Mayor to complete their Welcome Report for the Scorebook. These are to be forwarded to the Games Direction Committee.
2. Update previous results, get adverts from sponsors for inclusion in the scorebook. The ad information needs to be available by 30 June, otherwise we start to run short on time.

**July-August the year of the Championships**

1. Organise photographer for Official Team Photograph.
2. Return of Queensland Team members medical and accommodation forms by the first compulsory practice. The medical forms are returned sealed and are returned to the Team Member at the completion of the Championships, unless it was required in the case of a medical emergency, where it is sent with the person to the hospital / medical centre. Collate accommodation information and pass onto the Team Manager at the second compulsory practice so it is in the Team Manager's possession prior to arrival at the Championships.
3. Team lists from other states should be received by early July.
4. Print score books, dinner tickets.
5. Obtain liquor license if we are doing bar ourselves.
6. Trading table goods to be priced and sorted.
7. Purchase stationery supplies required.
8. Arrange volunteers/team for setup and cleanup.
9. Do pre-tournament draw, ensure enough carpets, bowls, kitties, plus 2 spare sets.
10. Floor/Hall Convenor to be in contact with Games Director to confirm number of teams for pre-tournament to ensure sufficient carpets, bowls, plus 2 spares.
11. Need a meeting of all committee members at the venue prior the Championships, probably on the set-up Sunday, to ensure that everyone knows what is expected of them over the coming week.

**During the Week of the Championships**

1. Ensure all shields / trophies have been collected.
2. Make sure the badges are pinned to the pennants by Friday afternoon, ready for the next day.

**7.2 Suggested Venue Criteria**

The venue for the next event needs to be selected as soon as possible after the current event has finished, so that committees can be formed and planning started for the next event. At the July meeting prior to the current event, COM should request that Associations or Interested Players obtain quotes for possible playing venues, detailing the information below, to be sent to the QIBA Secretary. The information is to be verbally presented to the Delegates at November meeting, and a decision made at the AGM the following February.

1. Size. Minimum size of 2 basketball courts for the playing area.
2. Time specifications. Preferably exclusive use of the hall 24hours/day from Sunday to Sunday – this allows for set-up and pack-up days.
3. Flooring. Where possible, take a carpet and bowls and try areas of the hall.



4. Seating. Grandstands, preferably two, but one would suffice. They must occupy an area other than the 2 basketball courts required for play area.
5. Toilet Facilities.
6. Medical Facilities. A room available for treatment of minor complaints.
7. Disabled Facilities.
8. Kiosk. A reasonably sized kiosk and an eating area, or a restaurant, preferably separate to the play area, but if possible overlooking the play area.
9. Bar Area. An area, separate from, but if possible overlooking, the playing area. This area needs to be separate from the eating area.
10. Parking. Enough parking space for at least 100 cars, more if possible, with allowance for buses.
11. Games Control Room. A reasonably central room that can be used for Games Control, with other rooms available for umpires and other officials.
12. Meeting Rooms.
13. Raffles. An area for table for raffle sellers.
14. Craft. An area for 6 – 8 tables for Craft stall.
15. Storage Area. For bowls boxes, craft items etc.
16. Extras. Lighting, chairs, tables – are there additional costs for these?
17. Accommodation. What accommodation is available in the surrounding area?
18. Dining.
19. Shops.
20. Floor Plan.
21. Cost.
22. Additional Stadium Information.

The Committee of Management is to collate the information for submissions and circulate to Associations for Delegates to Vote on. They are not to exclude any of the submissions being circulated to the Associations.

### **7.3 Organising Committees**

Committees should be established at least 3-5 years prior to the Championships, as some things need to be started early. A meeting open to all interested parties to be held as soon as possible after the Venue has been selected. Local and District Associations assistance is greatly appreciated and vital for the successful organization of the Championships. Committees of nominated people, subject to their approval, are to be ratified at the following Delegates Meeting. All nominated people are to be supplied with a letter of authority from QIBA for the position they are acting in.

Committees need to be formed to cover the following:

1. Farewell Dinner (including Entertainment).
2. Sponsorship
3. Umpires
4. Health and Safety
5. Games Master and Control Room
6. Publicity
7. Hall Convenor
8. Presentation

The Committee of Management and one member of each of the above Committees form the Steering Committee. The Steering Committee is responsible for maintaining the overall direction for the planning for the National Championships. It is essential that this Committee meets several times a year, and to keep in touch whenever required. During the 2 years prior to the titles more meetings may be required.

Each Committee to select their own Chairperson who is responsible for overseeing that the tasks are being completed, and is required to attend Steering Committee meetings to inform the Committee of Management of progress. It would be desirable that this person or a representative of each Committee be in attendance at Delegates meetings to inform the Delegates of progress. The committee membership is to be ratified by the Delegates at the next Delegates Meeting.

All meetings are to be minuted, and minutes sent to the QIBA Inc Secretary. Correspondence between members of a Committee should be in writing / email. All members should keep notebooks detailing telephone / in person conversations, which then should be written up for future reference.

## 7.4 Details for Committees

### 1. Farewell Dinner / Entertainment.

To investigate possible suitable venues for the Farewell Dinner, including entertainment options and provide written quotations to Committee of Management for circulation to Associations for decision at the Delegates meeting. The venue is required to seat 350 – 400 people. Dinner is required to be served to tables, smorgasbord is not acceptable to AIBBC. Entertainment is open to whatever we can find. Some suggestions are: band, bush poet, comedian, dancers, magician. Entertainers are to perform on a stage, as people not situated on close tables are not able to see. Suitable sound system / microphone is a necessity. Overall cost of venue hire, dinner and entertainment to be best available price.

### 2. Sponsorship.

To locate individuals, businesses, clubs or associations willing to provide sponsorship, either by money or goods. To make contact with local and state government to see if grants can be obtained. The overall cost of the National Championships is approximately \$40,000 to run – AIBBC provides \$7000. The cost of the farewell dinner (\$11,000 to \$13,000) is usually covered by the attendees, QIBA has to cover the balance of expenses.

Pre-Tournament: Prize money is usually covered by the green fees, however any sponsorship for this event is appreciated. If possible at least \$500, joint sponsors welcome. Sponsor is welcome to set up a display of goods at the venue on the day. An advertisement will be printed on the pre-tournament flyer, and an advertising banner may be displayed.

Championship Events: Prize money for events is \$100 for each winner and \$80 for each runner-up. Total amount is \$5040. Sponsors may choose to sponsor (either or both) winner and runner-up in any event or events.

**Singles** \$100-\$80 **Pairs** \$200-\$160 **Triples** \$300-\$240 **Fours** \$400-\$320

Sponsors will get an ad in the program, and are welcome to provide a banner or poster for display in the venue. They will be acknowledged at the opening and closing ceremonies.

Raffles: Any suitable goods or money accepted, any value. Sponsors will be acknowledged in the program.

A small gift for Juniors is required for presentation during the Opening Ceremony. In 2008 (Rockhampton), these were donated by Vince Lakin.

Note: Good communication between all members of the Sponsorship Committee is essential to ensure that events are not double sponsored.

Note: From past experience, personal contact seems to be the best way to obtain sponsorships, and if people are offer money or goods on the day, take it. The Treasurer will issue a receipt or invoice at a later date. Otherwise, ask for a written assurance of support, to be acted upon closer to the time.

### 3. Umpires.

Create daily schedules for umpires, measurers and markers. Liaise with State Secretary to ensure other States have sent names. Each state is required to supply 5 umpires, however not all do.

### 4. Health and Safety.

Conduct a comprehensive safety audit of the venue(s). Supervise activities (from a safety perspective) on set-up and pack-up days. (Any concerns regarding activities on set-up or pack-up days, speak with the Hall Convenor). Ensure there is an evacuation plan for emergencies, and be familiar with it. Do Health and Safety inspections of all areas of venue 2 – 3 times a day. At least one qualified first aid person or St Johns Ambulance Officer must be in attendance.

Example of Health and Safety inspection checklist:

Date: \_\_\_\_\_ Conducted by: \_\_\_\_\_ Venue: \_\_\_\_\_

<b>Housekeeping - Playing Area</b>	<b>Yes / No</b>	<b>Comments – Action Required</b>
Are walkways free of obstructions? No trip, slip or fall hazard.		
Are playing carpets cleaned ready for play?		
Are chairs and tables clean and in good order?		
Are there enough chairs available for players during play?		
Is the playing area segregated from spectators and non-playing players?		
Is there an area (e.g. mat – box) at the end of each carpet for dead bowls during play?		
Is the floor area free from spillages or leaks?		
Is there adequate space between carpets for players to walk in between?		
Is there adequate space at the end of carpets for players?		
Are sufficient waste bins provided and waste removed regularly?		
Is the level of lighting adequate for playing conditions?		
Are there any drink containers in the playing area that do not comply with set safety rules?		

<b>Housekeeping - Eating Area</b>		
Are walkways, doorways and general floor area free of obstructions? No trip, slip or fall hazard.		
Are chairs and tables clean and in good order?		
Are there enough chairs available for diners?		
Is the eating area segregated from playing areas?		
Is the floor area free from spillages or leaks?		
Is there adequate space for customers to be served – not congested?		
Are sufficient waste bins provided and waste removed regularly?		
Is the level of lighting adequate?		

<b>Housekeeping - Bar Area</b>		
Are walkways, doorways and general floor area free of obstructions? No trip, slip or fall hazard.		
Are chairs and tables clean and in good order?		
Are there enough chairs available for diners?		
Are under 18 year olds restricted access?		
Is the floor area free from spillages or leaks?		
Is there adequate space for customers to be served – not congested?		
Are sufficient waste bins provided and waste removed regularly?		
Is the level of lighting adequate?		

<b>Toilets Ladies &amp; Gents</b>		
Are walkways, doorways and general floor area free of obstructions? No trip, slip or fall hazard.		
Are sufficient waste bins provided and waste removed regularly?		
Toilet floors free of slip hazards (e.g. water on floor)?		
Are sufficient paper towel or hand dryers facilities available?		
Sanitary waste bins provided in ladies toilets?		
Soap dispensers full or bars of soap provided?		
Are toilets and or urinals clean and fresh?		
Are handicapped facilities provided?		

<b>Fire Equipment</b>		
Is the fire equipment free from obvious damage?		
Does the fire equipment have a current test tag?		
Is the fire equipment free from obstructions?		
Does the gauge indicate that the fire extinguisher is full?		
Is there adequate visible signage to indicate the location of the fire equipment?		

<b>First Aid</b>		
Is the first aid kit easily accessible?		
Is the first aid facilities clearly sign posted?		
Are the contents in a clean and good condition and within the use by date?		
Check the first aid personnel are known and available?		
Are walkways, doorways and general floor area free of obstructions? No trip, slip or fall hazard.		
Are sufficient waste bins provided and waste removed regularly (e.g. medical waste bins)?		
Toilet floors free of slip hazards (e.g. water on floor)?		

5. **Hall Committee.**

Hall convenor responsible for carpet layout / positioning. Responsible for all aspects of setting up and dismantling of the venue, except for areas directly under the control of another committee (e.g. Games control). Areas include: playing area, dining area, craft tables, raffle tables, results boards. Liaise with Committee of Management / Henselite to ensure carpets, bowls and kitties arrive on time. The positioning of all carpets in the venue, laying out of bowls, kitties and scoreboards, allocation of all tables and chairs around the venue, checking of the PA system and packing up of the same equipment at the conclusion of the Championships is under the direct control of the Hall Convenor and Committee. Immediately the last game has finished on Saturday, pack up the row of carpets in front of the grandstand and arrange chairs for Officials for the closing ceremonies. Also co-ordinate with Presentation Committee for tables for raffle prizes and presentation. Equipment Requirements: Number of carpets as specified by the AIBBC, bowls and kitties. Additional carpets if necessary for pre-tournament. Tables and chairs for the various areas, rope and stands for delineation, score stands.

It is preferable for the Hall Convener to be a non-player, with a small group of 5-10 people to assist him/her. During the week they will require a schedule for the singles in order to remove and replace bowls on relevant carpets. If any carpets/bowls/kitties are borrowed from any association/club, then the Convener needs to keep a record/diagram of their positions in the venue so they can be returned at the end of the week. Equipment Requirement: Straw broom to sweep carpets during the week if required, tall ladder may be required to hang up State flags and banners, large rolls of duct tape, felt pens, adhesive stickers for labeling mats.
6. **Games Control Room.**

Responsible for the running of Control Room, production, distribution and collection of score cards, collation of scores, provision of running score sheets, provision of copies of final results at end of week. Track game times for future analysis. Production of team managers books, and daily score updates for managers. If required, provide examples of revised draws for AIBBC review. Print prize certificates after games on Saturday.

It is preferred that 2 persons enter and double check the scores. 2-4 persons are required to co-ordinate distribution of score cards. For each round the cards need to be attached to boards and have state ID tags attached. Requirements include: 2 or 3 computers and printers, A4 and A3 paper, pens, markers rulers, blu-tac, stapler, staples, sticky tape, scissors, paperclips, fold-over clips are required.

Note: It is better if the cards are handed out, as if left to the skips to pick up, sometimes incorrect cards are collected, and this causes chaos. For double-checking purposes, it is recommended to keep handwritten sheets as well as entering directly into the computer. Regular checking will pick up any data entry errors.
7. **Games Master.**

In charge of play, re-allocations if considered necessary, prepare daily announcements.
8. **Publicity.**

Contact Queensland Events at least 12 months prior to the Championships to have the Championships listed on the Events calendar. Contact the various media organisations to arrange for coverage before and during the week – radio, television, newspaper. Contact local Tourist Information to place flyers in information centres and on their website if possible, and to ask if they have space on sign boards that could be used for our event. Requirements include: Media information sheets, Flyers for local distribution, Signage/banners leading up to and during event.

Information Packs: At least 500 bags are required to take to Tasmania the year prior to our event. For 2008 (Rockhampton), this was a short handled calico bag, with brochures (accommodation and visitor information), maps, and a pen, also a pre-tournament entry form. Quantity was 500, and we ran out. For 2003 (Caloundra) 450 were taken and this was considered insufficient. In addition, approximately 30 bags for the AIBBC Delegates and State Officials are required. They require the same as the standard information pack, as well as a presentation booklet, that consisted of a cover page, letter from QIBA inviting everyone to the Titles and a brief description, a list of contacts, a map showing the stadium location and floor, a page for the farewell dinner, dining out information and adverts for the raffles and trading table. The local Tourist Information Bureau is usually very helpful with the Information Packs.
9. **Presentation.**

At the beginning in the week, ensure all shields / trophies have been collected. Ensure early in the week that pennants, badges, prizes and trophies are present. Before the end of the week, attach badges to pennants. Immediately after the game on Saturday, co-ordinate with Hall Convener for several tables to layout weekly raffles, trophies, pennants/badges, certificates and prizes. Co-ordinate with raffle sellers to have tickets ready to be drawn. Have MC ask if anyone wants to purchase last minute tickets. Get the raffles out first, then the trophies, pennants/badges, certificates and prizes. Be on hand during presentation to hand appropriate pennant etc to presenter, and to ensure presentation goes smoothly.
10. **Master of Ceremonies.**

Speaker for the Opening and Closing Ceremonies. Make daily announcements.
11. **Sign in Book, Raffle and Trading Tables.**

Tables need to be positioned near the entrance for sign in books and raffle table. In addition small items, such as pens, notebooks etc may be available for sale. A larger area is required for the Craft Trading Table.

**12. Printing.**

A reasonable amount of printing is required for the Championships. Some of it may be able to be done by the QIBA Inc but some will require sourcing a printer. Items required to be printed include: score books, pre-tournament flyers, farewell dinner tickets, raffle tickets and badges. For the 2008 (Rockhampton) Championships, all of the printing except for the score book was done locally. The score book was printed by Suncoast Printers, with the artwork being done by Janet Stockel. The badges made were Official (10), Chief Umpire (1), Umpire (25), Marker (20), Measurer (20), Team Manager (5), Assistant Team Manager (10), Floor Manager (1), Assistant Floor manager (2), Games Master (1), Games Controller (1), Australian Selector (5).

**13. Opening and Closing Ceremony.**

Seating is placed in a semi-circle, facing the grand-stand seating, with a lectern in the centre. Sufficient seating is required for: Opening Ceremony: AIBBC Patron, National President, National Vice-President, National Secretary, National Treasurer, National Assistant Secretary, AIBBC Life Members, State Presidents (or their representative), Sponsors and Dignitaries, Games Master, National Honorary Auditor, Queensland Committee of Management, Master of Ceremonies and if the National Anthem is being sung, a seat for the Singer. (At 2008, Vince Lakin was also asked to be seated to present the Junior Gifts as he donated them). Closing Ceremony: AIBBC Patron, National President, National Vice-President, National Secretary, National Treasurer, National Assistant Secretary, AIBBC Life Members, State Presidents (or their representative), ??Mayor, Sponsors and Dignitaries, Games Master, ?? National Honorary Auditor, Queensland Treasurer and Master of Ceremonies. Delays usually occur in proceedings, mostly due to delay in getting the Officials seated. It needs to be considered whether a small Committee is required to usher the Officials to their seats.

**7.5 Venues and Catering for Meetings**

Suitable rooms / venue need to be organised for the meetings of the AIBBC Committees for the Saturday and Sunday before the Championships. Morning / afternoon tea and lunch needs to be provided for those attending these meetings. Eight people attend the AIBBC Committee of Management Meeting on Saturday, 5 people attend each of the AIBBC Committee meetings and 26 the AIBBC AGM. Gift bags are also required for the Delegates of the AIBBC AGM.

**7.6 Team Dinner**

A venue suitable for a Queensland Team Dinner needs to be found. It has to be able to cater for 70 – 80 people.

**7.7 Schedule for the week**

Saturday	9am	AIBBC Committee of Management Meeting
Sunday	9am	AIBBC Committee Meetings – Umpires, Coaching, Selectors
	9am	Stadium Set-up.
	1pm	AIBBC Annual General Meeting
Monday	8.30am	Open Fours Pre-Tournament Championships
	Afternoon	Queensland Team Dinner
Tuesday	8am	Official Opening
	9am	Championships commence
Wednesday	8.30am	Championships continue
Thursday	8.30am	Championships continue
Friday	8.30am	Championships continue
Saturday	3pm	Approximate finish of play
		Clearing of presentation area
		Laying out prizes, trophies, badges and pennants
	3-4pm	Drawing of Raffles
	7pm	Farewell Dinner
Sunday	9am	Pack-up / clean-up day of stadium.

**8 REFEREES AND UMPIRES****8.1 Becoming a Queensland Referee**

- 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.
- The Referees exam comprises two parts: an oral exam of 35 questions and a measuring exam. The oral and measuring examination is conducted before 1 of the Referee Panel members and 1 Referee or Ex-Officio member.

**8.2 Becoming an Australian Umpire**

1. Registered players interested in becoming an Australian Umpire are required to contact the QIBA Inc Secretary or Chief Umpire to indicate their interest and request examination.
2. The Umpires exam comprises three parts: a written exam of 50 questions which is a take home exam that you have one week to complete, a 35 question multiple choice examination and a measuring exam. The multiple choice questions and measuring examination are usually conducted on the same day.
3. The measuring examination is conducted before 1 member of the Umpire Panel and 1 Umpire or 1 Ex-Officio member.

**8.3 Becoming an Australian Measurer**

1. Registered players interested in becoming an Australian Measurer are required to contact the QIBA Inc Secretary or Chief Umpire to indicate their interest and request examination.
2. The Measurers exam comprises two parts: a 11 question 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 as they are only required to have knowledge of a very limited number of rules and the standard of the measuring performed of Queensland Referees is very high. This assists Queensland in providing the required number of officials for the Australian Championships.
4. The measuring examination is conducted before 1 member of the Umpire Panel and 1 Umpire or 1 Ex-Officio member,

**9 COACHING****9.1 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 1 coach for each for 2 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.

**9.2 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 send the pre-reading material for the 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. Results sent by Chairman of Coaching to Australian Sports Commission for accreditation.
15. Chairman of Coaching to notify QIBA Inc Secretary of participants who successfully completed Coaching Course and have been recommended for accreditation.
16. QIBA Inc Secretary to notify participant's Associations of successful completion of the Coaching Course.
17. QIBA Inc Secretary to notify the AIBBC Secretary of the successful participants.

18. Recertification is required to be renewed every 4 years.

## **10 HEALTH AND SAFETY**

### **10.1 Incident Report**

#### **10.1.1 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 10.1.3 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**

#### **10.1.2 CLAIMS PROCEDURE**

- (a) Association/Club to request claim form from QIBA
- (b) QIBA Secretary to forward claim form to Association/Club
- (c) Claim form to be submitted to QIBA with a letter of demand, and any supporting documentation (doctors report, witness statements, police reports etc)
- (d) 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 plaintiff

#### **10.1.3 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