

Southeast Division of Bowls USA

POLICY AND PROCEDURE MANUAL

Revised March 2020



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Roles and Responsibilities

President

Primary Duties:

(Excerpted from the [Constitution and Bylaws of the Southeast Division](#))

- Leads, represents and supervises all lawn bowling activities in all matters sponsored by and under the jurisdiction of the SED.
- The President may not hold other elected offices in the SED except as Alternate Councilor.
- Presides over regular and special meetings of the SED and its Executive Board. The President votes only to break a tie.
- In an emergency situation, the President may poll the Executive Board via email or telephone conference.
- The President sets the date/time/place to hold the Annual Meeting (held in November or December) and regular or special meetings.
- Appoints all standing and special committees, except the Financial Review Committee.
- The President appoints a Nominating Committee at least three (3) months prior to the Annual Meeting. The appointed Nominating Committee shall consist of at least three (3) members, the majority of whom are not members of the Executive Board.
- Ensures that the SED National Councilors attend Bowls USA meetings. If a National Councilor cannot attend, the President should ensure an Alternate Councilor attends or arrange to have a proxy provided.
- President should attend all Bowls USA quarterly telephone or electronic meetings.

Other Duties/Procedures:

- Votes only to break a tie.
- Appoints chairpersons for Southeast Division Standing Committees per Southeast Division Bylaws. (Umpire- Must be approved by the Bowls USA National Umpire In-Chief (NUIC)
- In an emergency which requires quick action, the President may poll the Executive Board in lieu of a special meeting or may conduct through email or telephone conference a meeting.
- Sets the date/time/ place in the Southeast Division to hold the Annual Meeting (Nov/Dec) and the spring meeting which follows the Southeast Open (March). Advise at the annual meeting those At-large board members whose terms are expiring and re-appoint or elect replacements.

Vice President

The office of Vice President is for two years which becomes effective January 1st. If possible, this person should be of the opposite gender than the President.

Primary Duties:

(Excerpted from the [Constitution and Bylaws of the Southeast Division](#))

- Assists and works with the President and in the absence of the President, performs the duties of that office.
- The Vice President must be willing to become President after completing term as Vice President.
- May not hold other elected offices in the SED except as Alternate Councilor.
- Attends regular and special meetings of the SED and its Executive Board.
- Assists appointed committees when necessary or appointed by the President.

Secretary

The office of the Secretary is a two-year term which becomes effective January 1st. One person may be elected to do the job of Secretary and Treasurer if need be.

Primary Duties:

(Excerpted from the [Constitution and Bylaws of the Southeast Division](#))

- Is responsible for taking minutes of SED meetings.
- Sends out notice with a proposed agenda for the Annual Meeting. A notice must be sent thirty (30) days in advance to Executive Board members and Club Delegates.
- Handles correspondence required in the name of the SED. Files any official documents as needed and stores all essential records.
- A notebook shall be maintained by the Secretary that should contain:
 - Southeast Division Constitution and Bylaws
 - Southeast Division Policy and Procedures
 - Bowls USA Constitution and Bylaws
 - Bowls USA Policies and Procedures
 - Minutes of the past four (4) years (should include Treasurer Reports, Councilor Reports, Tournament Reports, etc.)
 - List of Division Officers/Councilors/At-Large Executive Members and other key Division individuals (e.g., umpire, webmaster)
- Immediately following the Annual Meeting In November or December, mail out dues notices to each club. At the same time request a current list of officers and delegates.
- Coordinate with the Treasurer of the SED, the membership roster and update as needed. The Secretary will provide roster and updates to the Bowls USA Secretary and Bowls USA Treasurer.
- Maintain and update, as needed, a listing of SED clubs to include names, telephone numbers and email addresses of Club Officers and Club Delegates.
- By January 1st, email to Bowls USA Secretary current names and email addresses of SED Officers, National Councilors, Alternate National Councilors and Executive Board members.

Other Duties/Procedures:

- Should have computer knowledge of both Word and Excel spreadsheets.
- Keeps the physical records of the Southeast Division.
- To ensure accuracy, uses and maintains a computer compatible voice recorder to record meetings. This is provided by the Southeast Division.
- Files any official document initiated by other officers and/or Executive board members.
- If made available, send USA membership cards and/or year stickers to each club.
- A copy of the roster will be sent to the Treasurer requesting that additions /deletions / corrections be noted, and a copy of this notice will be sent to the Bowls USA Treasurer.
- Internet correspondence will be handled by the secretary.
- A budget of \$300 is available to reimburse secretarial expenses incurred. Appropriate documentation must be given to the Treasurer for reimbursement.
- Maintain the official directory of affiliated Clubs, Officers and Delegates plus email addresses if available. This list should be provided to each officer, executive board member, councilor and delegate with the minutes of the Spring meeting.
- Send out notices if a “Special Meeting” is being called for something concerning the division.
- Maintain a notebook containing:
 - Southeast Division Policy and Procedures
 - Southeast Division Bylaws,
 - Bowls USA Constitution/Bylaws
 - Minutes of the Past four (4) years
 - Treasurer Reports four (4) years
 - Tournament Reports
 - Club Contacts
 - Pertinent correspondence
 - Executive Board Members and Terms

Treasurer

Primary Duties:

(Excerpted from the [Constitution and Bylaws of the Southeast Division](#))

- Is responsible for the safekeeping of all division funds and shall collect all monies due the division, pay all bills and keep the financial records.
- After coordinating with the Secretary, the Treasurer forwards national dues to the Bowls USA Treasurer.
- Shall draft an annual budget for review at the Annual Meeting.
- Prepare financial reports to be presented at the Annual Meeting or as requested by the Executive Board.
- Submit a year-end financial report (e.g., Profit & Loss and Balance sheets) to Bowls USA. The fiscal year for the SED is January 1 to December 31.
- Prepare and make available financial information needed for a Financial Review every two (2) years.

Other Duties/Procedures:

- Maintain a checking account established in an FDIC insured institution with branches throughout the division. The checking account will allow for checks to be signed by any of the following officers: President, Secretary, & Treasurer.
- Has the discretion to deposit excess funds in a FDIC insured Certificate of Deposit.
- The fiscal year for the division shall be the calendar year.
- Create the following chart of ASSET accounts, not limited to but including:
 - Club dues
 - Donations and grants
 - Investment income (interest)
 - Sales (Bowls USA/SED merchandise)
 - Tournaments
 - National Championships
 - Playdowns
 - Others
- Maintain the following chart of EXPENSE accounts, not limited to but including:
 - Membership dues from the Southeast Division to Bowls USA
 - Promotion Expenses
 - Office Expenses
 - Banking Expenses
 - Items for resale expenses
 - Stipend for Councilor's representation at Bowls USA annual meeting
 - Tournament Expenses
- Reconcile the bank/checking account monthly.
- Prepare financial reports to be presented at both the Executive Board's Spring meeting and the Annual Meeting. Prepare and make available financial information needed for an audit every two (2) years. The audit committee will be appointed by the Executive Board.

Financial Obligations:

Maintain a calendar noting Southeast Division financial due dates some of which are:

- WINTER: Dues: The amount of \$ 25.00 or the amount that is determined shall be collected from each club for each member.
- WINTER: The amount of \$ 20.00 per person, per club, or the amount determined by Bowls USA should be collected and forwarded to the Bowls USA Treasurer.
- Late FEB: *SOUTHEAST DIVISION OPEN* Stipend: \$650.00/each for the two (2) clubs hosting the Men's and Women's Opens in March.
- APRIL: Southeast Division Playdowns - \$30.00 per person per event is to be charged to play in this competition.
- APRIL: Hosting club for Playdowns is to receive \$150.00 for pairs event and \$150.00 for singles event.
- FALL: One month prior to the National Championships, the monies collected from the April Playdowns will be divided equally and sent to the winners (Women's and Men's Pairs

(4), Women's and Men's Singles) (2) representing the Southeast Division: a total of six (6) representatives.

- FALL: Each year, the division that is hosting the National Championships, needs to have a check (\$50.00 per participant) for a total of \$300.00 sent to the Hosting Division's Treasurer in order to help defray the expense of hosting the tournament (per amendment of the Bowls USA laws in 2006).
- FALL: \$300.00 to each Councilor attending Annual Bowls USA National Meeting.
- FALL: \$100.00 to the EAST COAST CHALLENGE (Director) - to defray expenses.
- NOVEMBER: \$100.00 Stipend sent to club (CLEARWATER) holding the Southeast Division Opener to defray food and green expenses.
- Maintains the official list of affiliated clubs in the Southeast Division. List and/or club rosters are to be sent to the B USA Treasurer.
- Ensure that members belonging to more than one club, declare a "home club".
- Roster data should be reported as follows: an alphabetical list of each active club member by last name, first name, gender, address, telephone number, and email address. Also, summer addresses for U.S. residents should be included as well as for non-U S residents.
- A copy of the roster should be submitted to the Bowls USA secretary/ Southeast Division secretary.

Executive Board Members

Primary Duties:

(Excerpted from the [Constitution and Bylaws of the Southeast Division](#))

- Attend the Annual Meeting (held in November or December).
- Participate and/or attend regular or special meetings as needed.
- Recommend names of SED members to serve:
 - On the Financial Review Committee
 - Fill vacancies for Officers, National Councilors, Alternate National Councilors and At-Large Executive Board members
 - As Tournament Managers (e.g., East Coast Challenge, SED Men and Women's Opens, SED Playdowns)
- Set dates, entry fees, prizes (if any) and special rules for tournaments.

Other Duties/Procedures:

- To give due diligence to issues affecting the Southeast Division.
- Appoint an Audit Committee every two (2) years to audit SE Division books and notification of such complete audit provided to President and Treasurer.
- Appoint one (1) man and one (1) woman as Co-Games Directors to oversee the Southeast Division Opens and Playdowns.
- Appoint the Manager of the East Coast Challenge, a yearly tournament between the Southeast Division and the Northeast Division.
- Represent any delegate concerns at Spring Meeting.

Delegates

Primary Duties:

(Excerpted from the [Constitution and Bylaws of the Southeast Division](#))

- Serve as liaison between the Executive Board and their club.
- Report to their club issues discussed and voted on at the Annual Meeting.
- Provide copy of the Southeast Division Annual Meeting minutes and minutes of special meetings.
- Share any other pertinent SED information as deemed appropriate with their club.

Other Duties/Procedures:

- Provide clubs with a copy of the Annual Meeting minutes.

Councilors

Primary Duties:

(Excerpted from the [Constitution and Bylaws of the Southeast Division](#))

- Serve on the SED Executive Board and vote at all meetings.
- Attend all Bowls USA meetings and provide a written report to the SED Executive Board members on items discussed at the Bowls USA meetings (includes quarterly telephone conferences.)
- The principal job of the National Councilor is to represent the interests of the Southeast Division at meetings of Bowls USA. If directed by the SED Executive Board, the National Councilor will vote on issues as instructed. Where there is no clear mandate from the SED, the Councilors are free to exercise independent judgment.
- Councilors participate in national committees looking for ways to grow and improve Bowls USA
- The National Councilors shall serve as liaisons with Bowls USA Chairpersons in facilitating Bowls USA events (e.g., US Open, National Championships) that are hosted in the SED if requested.

Other Duties/Procedures:

- Be involved in any Bowls USA event (National Open, National Championships) hosted in the Southeast.
- Provide written notice to the President three (3) months prior to Council Meeting if unable to attend.
- Represent the views of Bowls USA Council to the Southeast Division.
- Will receive a stipend from the Southeast Division Treasurer for attending Bowls USA Annual Meeting.
- Prepare a written and oral report of Bowls USA annual meeting at the Southeast Division Annual Meeting and provide a copy of Bowls USA annual meeting to the Southeast Division Secretary.

Nominating Committee

- To fill vacancies on the Executive Board.
- To replace vacancies as they occur if expired terms are not fulfilled.
- When approaching prospective individuals for positions, refer them to the Policy and Procedure section that applies.

Standing Committees

In addition to the section “Committees” as outlined in the [Constitution and Bylaws of the Southeast Division](#) (amended: December 2018, approved December 4, 2018), the following pertain.

Umpire:

- Appointed by Bowls USA’s National Umpire to act as liaison between the National Umpire and the Southeast Division.
- Administers written/practical Umpire test to individuals (new or renewing)
- umpire status in the Southeast.
- Available to instruct/advise classes or individuals concerning the rules.
- Checks bowls for serial number and stamp verification (all four must be the same) at major tournaments.
- Ensure that non-playing umpires are available for major tournaments.
- Interprets rules from Laws of the Sport of Bowls.
- The umpire’s decision is final.
- Responsible for marking rinks in major tournaments.
- Ensures copy of Laws of the Sport of Bowls (rule book) is made available to new members who join throughout the year (or rejoining members if appropriate), either by mail or via their Club’s president if need be.

Meetings

The Annual Meeting will be held in November or December, at a date and place in the SED to be set by the President. A spring meeting will held in March or April at a date and place in the SED to be set by the President.

The Spring and Fall (AGM) meetings are open to all SED affiliated lawn bowlers, but only Executive Board members, At-large Members, Councilors and Club Delegates may vote.

Each affiliated club should designate two (2) Club Delegates, one man and one woman, except clubs made up of only one (1) gender may send only one (1) delegate. All delegates must be fully paid members of the Southeast Division and Bowls USA.

Southeast Division Tournaments

Entry Requirements

All participants in any Southeast Division Tournament must be Bowls USA/SED members unless residing in the Division for Thirty (30) days or less. Membership cards are issued to everyone on payment of Bowls USA/SED Dues (at present \$25 annually) and eligibility is checked.

Request for Assistance

The Board of the Southeast Division may consider requests from Divisional Clubs needing financial support. Any application to the Board will be given individual consideration without obligation or commitment being made on the part of the Division and/or its Board. Amendment passed by the Board, April 2011.

Scheduling

To avoid event conflicts, Tournament Directors should enter tournaments and other major events in the SED Consolidated Schedule – a planning tool [located here](#). (Or click the SED logo on the bottom of the SED Website Tournaments page).

Verbal Abuse

Verbal Abuse will not be tolerated. Should an infraction occur by a player the offending player will be warned once, twice if necessary. On the third occurrence the player shall be disqualified from further play during that event.

SED Playdowns

Purpose: Each year our Division holds a tournament called the "Playdowns" to select a Men's and Women's Pairs Team, and a Men's and Women's Singles Player to represent the Southeast Division in the United States National Championships. This tournament is open to all members of the Division who qualify under Bowls USA rules.

Date: The Playdowns will start on the first Monday after April 15th. If Easter falls on the Sunday before, then the Playdowns will begin on the following Wednesday.

Entry Fees:

- Cost is \$30 per person per event, payable by check to Southeast Division reference "SED Playdowns".
- There are no refunds after the closing date except to winners of pairs who have also entered the Singles.
- Playdowns Director: Include copy of Conditions of Play from Policy and Procedure Manual with entry form

Host Club:

There must be enough rinks available for the number of entries.

Responsibilities:

- Provide water for participants.
- Advise participants of available food locations.
- Ensure that the greens meet minimum standards (12 seconds) and are maintained daily. Rubico should be firm, not powdery; grass greens should be mowed daily and rolled.
- The host club stipend and expenses should always be kept separate from the Tournament Committee expenses. The stipend to the club is for the costs they incur in hosting (water, food, greenskeeper, spray chalk, etc.). The costs for running the tournament (printing, office supplies) comes out of the entry fees.

Playdowns Director:

The Playdowns Director will be appointed by the Southeast Division President. Ideally, the Playdowns Director will be from the host club and will be appointed at the Annual Meeting of the Southeast Division.

Duties:

- One month prior to the Playdowns, make sure the host club greens are up to Playdown standards and that clubs provide their best available greens. Greens need to be running at a minimum of 12 seconds and should be maintained DAILY. If the host club is not willing to meet these requirements the Playdowns Director has the option to move the playdowns elsewhere.
- Prepare and send out applications to each club that has Bowls USA affiliated members. Entry deadline shall be one week prior to the start of the Playdowns. This deadline cannot be extended.
- Post a copy of the entry form on the Southeast Division website.
- Confirm that all applicants meet "Entry Requirements" listed under Conditions of Play.
- Acknowledge receipt of each entry.
- Create the draw sheet, score cards and rink assignments, if possible, ensure no rink duplications. See ["Resources" Appendix "F"](#) .
- Post the results of each day's play on a chart for all to see.
- Create a process by which each team will blind draw (Pairs and Singles) for position on the draw sheet.
- Arrange for Markers and their training. See ["Marker Instructions " Appendix "B"](#)
- Contact Southeast Division Head Umpire to arrange for non-playing umpires.
- Ensure that the Playdown results and pictures of winners are posted on the Southeast Division website after completion of the tournament.
- Notify the National Championships Tournament Director of the results.
- Notify the Southeast Division Editor of Bowls USA Newsletter of results and send pictures of winners.

Host Club Rotation:

| | |
|------|-----------------|
| 2019 | Clearwater |
| 2020 | Pinehurst |
| 2021 | Mount Dora |
| 2022 | Sun City Center |
| 2023 | Sarasota |

Entrant Eligibility

Each entrant must be:

- A fully paid member of Bowls USA and the Southeast Division without any local or National sanctions and with a declared home club in the Southeast Division
- A citizen of the United States
- Be willing and able to play all scheduled games to determine a Southeast Division Champion
- Be willing and able to attend the National Championships, at the announced location and dates
- Be able to certify that you have not entered the Pairs or Singles in any other Division in the same year
- Be aware that any winner(s) who do not fulfill the above requirements may face sanctions from the Division

Proof that any one of the Entrant Eligibility requirements has not been fully met, can be considered as due cause for disqualification.

Format:

- The Playdowns will be run as a Round Robin. If there are nine (9) or more participants, two round robins will be played with the winners of each playing off to determine the Southeast Division Champion and Runner-Up.
- If there are only two (2) entries, they will play 3 games; the winner will be determined by the best of 3 games.
- Pairs will play first, then Singles. Play will be continuous between Pairs and Singles
- A jack in motion that passes completely outside the boundaries of the rink of play must be re-spotted on the 2-meter mark - on the center line, as opposed to declaring the end dead.

Play:

- Pairs : Two - eighteen (18) end games per day
(Games traditionally begin at 9:00 am and 1:30 pm)
- Singles: Three Twenty-one (21) shot games per day.
- Rules: Bowls USA Laws of The Sport Of Bowls (current edition) apply

Trial Ends: Up to four bowls each way, every game (as determined by the Tournament Director). There will be no practice bowls prior to trial bowls.

Speed of Play:

In order to maintain a time schedule for play, skips are asked to keep visits to the head to a minimum so that Rule A.4 does not have to be enforced.

Substitutions:

There will be NO substitutions once play has commenced per Law 108.1, 2015 edition of the Laws of the Sport of Bowls. Substitutions before the start of play are permitted if selection and approval is completed by the Playdowns Director before the published start time on the first day of the Playdowns. It is understood that last minute substitutes may not have the approved matching attire on the first day and are excused of that requirement for the first day only. The substitute will be required to read and sign an entry form before the start of play.

Scoring:

Each team will receive: 3 Points for a Win
 1 Point for a Tie
 0 Points for a Loss

During regular round-robin play, all 18 Ends (Pairs) and 21 Shots s (Singles) **MUST** be played. (No abbreviated games).

Note:

If, for any reason, any player of a team or singles player must drop out, the team must withdraw. Per law 108.5.1 and 2, all completed games shall be recorded per the points earned, win or loss. For games not completed or **not** played, the team receiving the “forfeit win” will receive three (3) game points and given the average score of the winning teams of the other matches played in that round of the competition.

Ties:

If, upon completion of the round robin:

- Two teams are tied for first place; an 8 end pairs and 12 shot singles play-off will be used to determine a winner.
- Three teams are tied; the team with the highest plus differential between shots for and shots against will sit out while the other two teams play an 8 end pairs and 12 shot singles play-off will be used to determine a winner. (If all three teams have the same plus differential then a blind draw will be used to determine which team sits out). The winner will play the waiting team to determine first and second.
- Four teams are tied; positions for play will be determined by the difference between shots for and shots against, as above. Play will be: 1 vs 4, 2 vs 3. The winners will play for first and second.

Ties in a Pairs Playoff game: The skips will toss a coin to determine who goes first and an extra end will be played immediately from where the previous end was completed to determine a winner and a runner-up.

Note: If at the completion of the round robin there is a clear winner but two or more teams are tied for second place, then the same sequence of games will be used but the games may be shortened at the discretion of the Playdowns Director. At the end of the Playdowns, there must be both a winner and a runner-up for each event. If the winner is unable to attend the National Championships, the runner-up will replace the winner.

Dress Code:

- White or matching-colored slacks, shorts, skorts, or culottes, to be no shorter than 3 inches above the knee and in good taste.
- White or matching-colored team shirts. Men’s shirts must have both collars and sleeves. Women’s shirts must have collars.
- Footwear must be per Rule 111.1 of Bowls USA LAWS OF THE SPORT OF BOWLS.

Inclement Weather:

If games are suspended for weather conditions (wind, rain) all scorecards are to be saved so play can continue from the point of suspension.

See [Appendix “D”](#) for sample entry form.

Southeast Division Open

Purpose:

The Southeast Open is an annual tournament operating under the auspices of the Southeast Division and its governing body. It is open to Bowls USA members and Southeast Division members who reside in the Southeast Division for more than thirty (30) days. Non-residents of less than thirty (30) days must be Bowls USA members or World Bowls members.

When:

The Bowls USA Southeast Open shall be scheduled for seven (7) days beginning on the first Saturday in March (the seventh day serving as a rain date).

Where:

At present only three (3) clubs have enough rinks to accommodate the Southeast Open: Clearwater, Sarasota and Sun City Center. This is subject to change if additional facilities become available or present facilities fail to meet tournament standards. The Southeast Open will rotate among the three clubs on a schedule set by the Bowls USA Southeast Division Executive Board.

| <u>Rotation Schedule</u> | <u>Women</u> | <u>Men</u> |
|---------------------------------|---------------------|-------------------|
| 2019 | Clearwater | Sun City Center |
| 2020 | Sarasota | Clearwater |
| 2021 | Sun City Center | Sarasota |
| 2022 | Clearwater | Sun City Center |

Drawmaster/Tournament Committee Duties and Responsibilities:

- Establish an address database for those clubs (both inside and outside the division) receiving entries and for those people outside the U.S. who have attended the Southeast Division Open in the past.
- State entry limitations on entry form. (Determined by number of available greens for the event.)
- Mail or email by year's end or January 1st to those addresses in database.
- Include Conditions of Play with Entry Form
- Determine where or to whom entry monies are to be sent and include on entry form as well as the amount to be sent.
- \$5 from each entry is to be sent to the SE Division Treasurer.
- Determine tournament format (refer to Tournament Play Formats) of each venue.
- Have Winners' pins engraved in time to be at venue for awards ceremony.
- Pins to be given with money awards.
- Responsible for maintaining an historical record of winners mailed to the Southeast Division Secretary.
- Determine tie-breaker system for each event and Bowler of the Tournament Award.
- Contact Southeast Division Head Umpire to select umpires for the Division Open.
- Determine and purchase "Bowler of the Tournament" award and engrave with year. (This award does not have to be the same for both "Bowler of the Tournament" winners.)
- Men play triples or fours determined by poll or vote. Women play fours.
- Determine the best way to give maximum recognition to the Southeast Division Open winners.
- Confirm that \$650 has been sent to the host club from the SE Division Treasurer.
- Contact host club regarding practice times and include information on the entry form.
- Drawmaster does not have to be from the Host Club
- Shall announce the conditions of play for the Southeast Division Open.
- Shall provide and post an emergency contact number.
- Shall post Conditions of Play
- Publish a program listing the players participating in the Southeast Division Open.
- Appoint someone to act as Mistress/Master of Ceremonies to award prizes, make announcements and remember to thank:
 - Host Club, Greenskeeper, Markers, and Food Providers.
 - Announce Southeast Division President or Representative
- Create draw sheets large enough for all to see and post at the venue.
- Post scores after first day's play so players can see how they fell into their respective flights. Show team standing on the flight chart.
- Post on the website daily results and charts.
- Distribute prize money and award pins to Champions of each event.
- Retain monies from entry fees for expenses such as:
 - Bowler of the Tournament Award
 - Secretarial expenses: paper, printing, postage, etc.
 - Portion, if any, of entry fee for retention for special Southeast events (i.e. National Championships) to be determined by the Executive Board.
 - Travel allowance for Drawmaster/ Tournament Committee

- Determine time constraints for games (especially in Clearwater where rinks must be swept before each game).
- Timed Events: Fours/Triples/Pairs (No time limits for Singles)
 - Have one (1) official clock.
 - Fourteen (14) end games allow 2 ½ hours. Which works out to 10.7 minutes per end.
 - For 3 bowl Pairs allow 7 to 8 minutes per end.
 - Procedure for timing the games: When all teams are at their rinks the drawmaster rings the bell, notes the start time and calculates the end time. At the end time the bell is rung. No jack can be delivered after the bell, current end is completed.
 - If events are time-limited, ensure Conditions of Play include those details.
- Appoint someone at venue to take pictures of winners and Bowler of the Tournament and send to Southeast Division website at www.sedlawnbowls.org
- Make sure to have a stand-by team from Host Club in case needed.
- Perform or assign bookkeeping duties for the Southeast Division Open. Submit tournament report (both financial and statistical data) to the Southeast Division treasurer.

Host Club Responsibilities:

- Arrange for practice time the day before the tournament begins.
- Assign a person to welcome, open and close the green and show where equipment is located.
- Make sure that the greens and facilities are up to tournament standards: i.e. true centers and minimum speed of 12 seconds. Greens should be maintained daily throughout the Southeast Division Open.
- Appoint a knowledgeable person to recruit markers, train them and assign rinks/score cards to them before each Singles match with the assistance of the Drawmaster. See “Marker Instructions” [Appendix “B”](#).
- Food:
 - Provide breakfast rolls, coffee and tea before play begins in the morning.
 - Provide lunches to sell at a reasonable cost.
 - Provide hot and cold beverages ALL DAY LONG.
 - Provide afternoon snacks (fruit is popular in the afternoon).
- Receive \$650 from Southeast Division Treasurer for club use in hosting the tournament.
- Appoint someone to set up rinks each day.
- Provide office space or another area for the Tournament Committee to work.
- Provide an area for POSTING Draw Sheets: Bulletin Board or Easel.
- Mark the green for re-spot.

Umpires

- The Southeast Division Head Umpire shall designate qualified umpires for the Southeast Division Open and forward the schedule to the Tournament Committee.
- Shall provide for the announcement of new rules, if any.
- Shall announce and enforce (along with Drawmaster/Tournament Committee) the late arrival penalty as determined by the Tournament Committee/ Drawmaster.

Substitutions:

Singles

There will be NO substitutions in Singles once play has commenced. Substitutions before the start of play on Day 1 are permitted with the approval of the Drawmaster / Tournament Committee.

Pairs / Triples / Fours

Substitutes must be approved by the Drawmaster / Tournament Committee. Substitutes must not have already played in that particular pairs, triples or fours event. It is understood that last minute substitutes may not have the approved matching attire on the first day and are excused of that requirement for the first day only.

Drop-Outs - After Play Has Commenced: Pairs / Triples / Four

Players that drop out can be substituted with the approval of the Drawmaster / Tournament Committee. For Singles, If the drop-out occurs before rankings, player will be replaced with a BYE. If the players have been ranked but have not commenced play (i.e. the start of day two), the flights will be re-ranked with the BYE in the bottom flight.

Rain Date

The rain date is reserved for the event that is rained out. Conditions of Play may state that participants must be available to play on that date.

Practice Time (for Teams/Players with a Bye during regular play)

A team or player with a Bye has the right to practice on a rink assigned by the Drawmaster / Tournament Committee.

Re-Spot

For all formats the Single Re-spot rule will be in effect. A jack in motion that passes completely outside the boundaries of the rink of play must be re-spotted on the 2 meter mark on the center line. If that position is occupied by a bowl the jack will be placed between the bowl and the mat line without **touching the bowl**.

Deliberate Slow Play - Timed Events

If during the last 3 ends the Umpire, as a result of their own observation, or on appeal by one of the Skips or the Controlling Body, decides one of the teams/player are deliberately delaying play (1. The Umpire will inform them of the time remaining and encourage faster play. (2. If deliberate delaying play continues the Umpire can notify the team or player that they must play one more end even though the end time has been signaled.

Tournament Formats:

The Drawmaster/Tournament Committee has the discretion to determine and/or modify the format

Tournament Play Format (1) (Most commonly used)

Singles, Pairs, Triples, Fours (any number of participants)

Day 1

Players/Teams will Blind Draw opponents from a 3-Game pack (each scorecard includes opponent number and rink). Scorecards to be turned in after each game. A contact number for each team is to be written on the back of the first game scorecard. Team standing after first day's play will determine flight placement on Day 2. Team games will be 14 Ends. Singles will be 18 shots. If there is a tie score at the end of 14 ends - play an extra end to determine a winner. Score does not count.

Day 2

On Day 2 of each event the points accumulated on Day 1 will be posted.

Teams are placed in flights determined by Wins , Shot Differential, Ends Won (women) , Shot Percentage scored on the first day.

Championship Flight consists of top 8 Teams.

A- Flight is reserved for losers in the first game of the Championship Flight

B-Flight consists of the next 8 Teams

C-Flight, next 8 Teams

D-Flight, next 8 Teams

Teams will be seeded in each Flight 1 vs 8, 4 vs 5, 3 vs 6, 2 vs 7

Losers of 1st game in any flight will be out of the Tournament except for the Championship flight whose losers will go to A-Flight. A loss in this flight and team is out of the Tournament.

All team games are 14 Ends and Singles are 18 shots including FINALS.

It is advisable but not necessary to accept entries in multiples of 4 so there are no flights with only 2 Teams.

Tournament Play Format (2)

Singles, Pairs, Fours, Triples

Day 1

Players or teams will be placed in pools (group , pods). Each pool will play a Round Robin.

Points will be awarded after each game

Win.....3 Points

Loss....0 Points

If there is a tie score at the end of 14 ends - play an extra end to determine a winner. Score does not count.

At the end of Day 1, if any players or teams are tied, Player's/ team's position on the flight chart on Day 2 will be determined by wins, head to head if two teams are tied. If more than two teams are tied Shot Difference (shots for - shots against), Ends Won (women) and Shot Percentage (shots for divided by shots for + shots against).

Day 2

Player's/ team's points to determine position on the Flight chart will be posted.

The top eight (8) players are in the Championship Flight. A-Flight is reserved for the losers of the 1st game of Championship Flight on Day 2. Next eight (8) players are in B-Flight, next eight (8) players are in C-Flight, next eight (8) players are in D-Flight, etc.

Finals are 18 shots or 14 ends

If Round Robin play needs to be completed on Day 2 then tie breaking procedures after the completion of Round Robin play are the same as outlined above.

The Championship Round will be 1st place in Pool "A" playing 1st Place in Pool "B", 2nd vs 2nd will play for 3rd and 4th. Remaining teams/ players can play for further rankings at the discretion of the Drawmaster/ Tournament Committee.

Tournament Play Format (3)

Singles, Pairs, Triples/Fours

Day 1

Players/Teams will Blind Draw opponents for the first game and then play two additional games on a high vs high format. Individual teams will be ranked on Wins, Shot Difference, Ends Won (women) and the Shot Percentage. Based on the ranking teams/players will be divided into flights by the Drawmaster/Tournament Committee. Flight sheets will be posted in the clubhouse. Games will be 18 shots for singles and 14 ends for team events.

Day 2

Championship flight consists of top eight individuals/teams.

A Flight is reserved for losers of the first game of the Championship flight.

B Flight consists of the next eight individuals/teams.

C Flight, next eight individuals/teams.

D Flight, next eight individuals/teams.

Flight makeup may be adjusted by Tournament Committee to ensure there are no flights with only two teams.

Teams will be seeded in each Flight: 1 vs 8, 4 vs 5, 3 vs 6. 2 vs 7

Loser of 1st game in any flight will be out of the tournament except for the Championship Flight whose losers will go to the A Flight. A loss in this Flight and loser will be out of the tournament. Championship final will be 18 shots for singles and 14 ends for team games.

Tournament Play Format (4)

Triples/Fours/Pairs/Singles

With ten, eleven or twelve entries, the teams will be divided into two groups and each group will play a round robin. After the round robin, the two groups will each be ranked and the top four similarly ranked teams from the two groups will be matched for the finals (i.e. the top ranked teams will play for the Championship, the second ranked teams will play for the A Flight and so on.

Bowler of the Tournament:

This award goes to the player who has participated in all three events and has the highest number of points, based on the following:

| | <u>Singles</u> | <u>Pairs</u> | <u>Triples/Fours</u> |
|---------------------------------|----------------|--------------|----------------------|
| First in a Championship flight | 14 | 12 | 10 |
| Second in a Championship flight | 12 | 11 | 9 |
| Third in a Championship flight | 11 | 10 | 8 |
| Fourth in a Championship flight | 10 | 9 | 7 |
| | | | |
| First in A-Flight | 9 | 8 | 6 |
| Second in A-Flight | 8 | 7 | 5 |
| | | | |
| First in B-Flight | 7 | 6 | 4 |
| Second in B-Flight | 6 | 5 | 3 |
| | | | |
| First in C-Flight | 5 | 4 | 2 |
| Second in C-Flight | 4 | 3 | 1 |
| | | | |
| First in D-Flight | 3 | 2 | |
| Second in D-Flight | 2 | 1 | |

In the event of a tie, traditionally, the bowler who finished the highest-ranking position in the Singles event shall be declared the winner. This can be changed by the Tournament Director(s) if needed.

Suggested Prize Money Distribution Breakdown

| | 3 Flights | 4 Flights | 5 Flights |
|---------------------------------|-----------|-----------|-----------|
| Championship 1st, 2nd, 3rd, 4th | 56% | 52% | 50% |
| A Flight 1st, 2nd | 32% | 20% | 18% |
| B Flight 1st, 2nd | 12% | 18% | 15% |
| C Flight 1st, 2nd | | 12% | 12% |
| D Flight 1st | | | 5% |

See [Appendix "E"](#) for sample entry form.

East Coast Challenge

The East Coast Challenge is a two-day competition between the Northeast Division and the Southeast Division. Fifteen (15) people compete on each team playing Rinks, Singles, Pairs and Triples. The date is usually around the Columbus Day holiday.

Duties of the Southeast Division Manager in consort with the ECC Committee:

- Appoint a three man/woman selection committee to evaluate entries.
- Publicize the tournament throughout the year
- Post entries at all division clubs
- Receive the entries for ECC Committee
- Select the Squad and Alternates
- Keep the ECC Committee members apprised of all pertinent information re. the event
- Select the Teams and Playing Positions, subject to revision during and after practice day

Individual Duties:

- Notify team members, alternates, and those not selected.
- Arrange a source for good quality butter color team shirts at reasonable cost
- Plan & arrange a Friday night team social evening Make positive suggestions via the host club to the greens maintenance people if necessary
- Coordinate with a Pinehurst bowler about local details at Pinehurst
- Arrange for scorecards, flipper scoreboards, signs, flags, etc.
- Arrange for a supply of bowl stickers
- Coordinate with appropriate members of the host club for any other details
- Arrange to have the Motta Trophy polished before and engraved after each tournament
- Motta Trophy should be present at the green and at other functions during tournament weekend
- After engraving is complete, deposit Motta Trophy in the Members Club trophy case
- Prepare a letter to the squad with details and schedule of the tournament

- Approximately a week prior to the tournament, inform players of teams, team captains, and positions
- Post tournament results, team selection, and other pertinent info on the Southeast Division Website at www.sedlawnbowls.org
- Prepare and submit a tournament summary to Bowls USA
- Arrange for team practice on Friday before each tournament
- Schedule a formal team meeting on Friday practice day for team business:
- Introduce teammates, pass out bowl stickers, collect players' wagers, explain tournament history and format.
- Discuss the NED team, EMPHASIZE GOOD SPORTSMANSHIP and friendly competition among our own teams and our competitors.
- Issue a practice schedule, answer questions and consider suggestions. There is always the possibility of improving the tournament.
- During practice, observe the players and how the teams are working together, coordinate with captains and skips to tweak the teams if necessary, and make sure that playing alternates are included with starting teams
- Lunch is provided by Pinehurst Resorts for a charge.
- Arrange for a check for \$200 for greens keeper and fruit and cookies at break time.
- Score the tournament utilizing computer (Excel) score sheet. Post scores after each round.

In coordination with the Northeast Division Manager;

- Set dates for future tournaments and make arrangements with appropriate club
- Set sites for future tournaments (for presentation to SED for approval)
- Set rules for play if different from Bowls USA Laws of the Sport of Bowls.
- Handle unexpected situations, resolve problems, and to preserve the integrity of the tournament at all times
- Explore opportunities and possible changes in format to improve the quality of the tournament

(Document continues next page)

Appendix A: Notes regarding the Clearwater Venue

Rinks need to be swept before play begins each morning. The morning sweep takes 45 minutes to an hour. Rinks must be swept between games. This sweep takes 15 minutes.

Rinks need to be free of puddles before they can be swept. Drainage times vary depending on conditions. Work closely with the greenskeeper to establish start times.

To aid in draining open all shutters, lift the tarps at the parking lot end, use towels to soak up small puddles.

This venue currently has 14 rinks.

(Document continues next page)

Appendix B: Markers' Instructions

- Arrive wearing appropriate white attire.
- Spray chalk is preferred. Spray on the running surface only.
- Learn the logos on the players bowls when you make introductions.
- Center the jack.
- Markers are required to question a jack that may be too short. (Minimum 21 meters)
- Spot the jack 2 meters (6 feet 6 inches) from the front ditch if it is delivered within that distance.
- Immediately mark touchers.
- Put dead bowls on the bank.
- Mark the sand in the ditch to show resting position(s) of a live jack and any live bowls.
- Never block a bowler's vision of a rink marker.
- When jack is being delivered the best place to stand is on the bank above center line.
- During play the ideal position to stand is 5-7 feet behind the jack. (unless players request otherwise.)
- DO NOT MOVE!
- DO NOT walk towards the head to look it over unless a player requests information.
- When a player asks if s/he is holding shot, it is often wise to signal "it's a measure" unless it's clearly obvious. Giving wrong information can be disastrous.
- In general, do not volunteer information, but when a player asks a question don't make them continue asking related questions. "You're up two" is better than "You're up".
- Whenever possible use hand signals.
- Keep pace with the players.
- Do not allow yourself to be distracted from the game you are marking.
- Remain totally impartial.
- Give your constant attention to the head, players and adjacent rinks where you're assigned.
- DO NOT engage the players in conversation.
- Only chat with the players if they initiate it.
- Inform neighboring rinks of an imminent running shot.
- STOP an incoming bowl or any other neutral object from an adjacent rink if it is likely to disturb the head on your rink.
- However, DO NOT stop or catch the jack or bowls which are about to enter the ditch.
- Be prepared to return a displaced live bowl or jack to its previous position if necessary (see #9).
- Only the players may ask for an umpire to be brought in.
- After a match, report to the head marker or Tournament Director for your next assignment.

Thanks for marking!!!

Singles matches are impossible without your generous and knowledgeable service!

Appendix C: Typical Conditions of Play Elements and Statements

- Bowls USA Laws of the Sport of Bowls Crystal Mark Third Edition will govern play.
- Trial ends
- Practice before opening announcements.
- Ties
- Rain Date.
- Single re-spot rule is in effect. A jack in motion that passes completely outside the boundaries of the rink of play must be re-spotted on the 2 meter mark on the center line. If that position is occupied by a bowl the jack will be placed between the bowl and the mat line without touching the bowl.
- Trips to the head. Appendix A.4 (Movement of Players) will be in effect. Which states;
 - Singles: After the delivery of third and fourth bowls
 - Pairs: Leads after third and fourth bowls. Skips, after second, third and fourth bowls
 - Fours:
 - Leads after second player has thrown second bowl
 - Seconds after delivery of their second bowl
 - Thirds after delivery of their second bowl
 - Skips after delivery of each bowl
- Draw and announcements at
- Guideline of time limits for Fours and Pairs: (No time limits for Singles)
- The Drawmaster will announce the official starting and ending times
- Play will commence with a bell and no jack can be rolled after the closing bell. An end in progress can be completed.
- Format:

Ranking after Day One will be done as follows;
- All games are __ ends including the finals. Singles go to __shots including the finals.
- All players are guaranteed 4 games in each event. A bye is considered a game played.
- Equal distance bowls, zero shots scored, end played.
- Score Cards: Skips, put your score on the left side of the card.
- On the back of your first score card include a contact name and phone number for your team.
- Verify the score throughout the game. At the end of each game verify and sign each other's card.
- Winners take both signed score cards to the Drawmaster's office.
- Tournament Committee only will update the tournament charts.

- Byes: A bye is considered a win. Teams/Player with a bye are entitled to practice on a rink assigned by the Drawmaster if a rink is available.
- Substitutes: Substitutes must be approved by the Tournament Committee. Substitutes cannot have already played in that event. No substitutes for Singles once play has commenced.
- Dress Code: white or matching colored team shirts with collars. White or matching colored slacks, shorts, skirts, skorts or culottes, no shorter than 3" above the knee. Foot wear must be flat soled and heel-less.
- Cell Phones: must be muted or put on vibrate.
- To qualify for Bowler of the Tournament a player must enter and play in all 3 events.
- If unforeseen circumstances arise during the tournament, the Tournament Committee reserves the right to make necessary changes.
- The Controlling Body has the authority to make changes that are deemed appropriate in the event of inclement weather, unforeseen circumstances, and / or any substitutions, if necessary. Decisions will be within the Laws of the Sport of Bowls and Bowls USA Domestic Regulations.
- Participants must be available to play on the Rain Date .
- If during the last 3 ends the Umpire, as a result of their own observation, or on appeal by one of the Skips or the Controlling Body, decides one of the teams/player are deliberately delaying play (1. The Umpire will inform them of the time remaining and encourage faster play. (2. If deliberate delaying play continues the Umpire can notify the team or player that they must play one more end even though the end time has been signaled.
- Tournament Formats: The Drawmaster/Tournament Committee has the discretion to determine and/or modify the format
- Tournament Director/Drawmaster will issue a warning that time is running out 10 minutes before the end of the allotted time.

(Document continues next page)

I am willing and able to attend the National Championships and have met the citizenship requirements to do so. Failure to comply with either of these conditions may result in the following sanctions: exclusion from the next year's Playdowns and the next year's Southeast Division Open.

Additional Information:

Winners will receive a prorated share of the entry fees to help with their travel expenses. They may also be eligible for assistance from the Bowls USA Memorial Fund.

Winners are automatically eligible to participate in the East Coast Challenge as a team player for the Division.

Per law 108.5.1 and 2, all completed games shall be recorded per the points earned, win or loss. For games **not** completed or **not** played, the team receiving the "forfeit win" will receive three (3) game points and given the average score of the winning teams of the other matches played in that round of the competition.

U.S. NATIONAL CHAMPIONSHIPS

Winners must be willing and able to attend the National Championships

Date:

Place:

(Document continues next page)

Appendix E: Sample SED Open Entry Form

| SOUTHEAST DIVISION of BOWLS USA OPEN | | | |
|---|---|------------------|---------------------|
| Tournament Dates Rain Date, Friday The rain date is reserved for the event that is rained out. Players must be available for this date. | Sat/Sun Fours | Mon/Tues Pairs | Wed/Thurs Singles |
| Submission Deadline | (no refunds after this date). 32 team limit. Additional teams will be placed on a waiting list. If uneven number of teams at deadline, the last team entry will be declined, and entry fee refunded. | | |
| Tournament Description | FOURS 14 Ends | PAIRS 14 Ends | SINGLES 18 Shots |
| | Teams will be put into flights on day 2 if there are enough entries. Single re-spot rule in effect. | | |
| Participants | Must be a member of Bowls USA and the Southeast Division if residing in the Southeast Division for more than 30 days. Non-residents of less than 30 days must be Bowls USA or World Bowls members. | | |
| Entry Fee | \$ 30.00 U.S. PER PERSON / PER EVENT Please send ONE entry form with ALL players' checks and details. | | |
| Venue | | | |
| Dress Code | White or matching-colored team shirts with collars. White or matching-colored slacks, or shorts. Footwear must be flat-soled and heel-less. | | |
| Notes | To qualify for Bowler of the Tournament, a player must enter and play in all three events. Coffee, tea, and sweets will be provided in the mornings. Lunch is available for purchase each day. | | |

| | |
|------------------------|--|
| Check-in / Start Times | Practice 1 p.m. to 4 p.m. First day of each event; check-in: 8:00 a.m. Draw and Announcements: 8:30 a.m. Games begin: 8:45 a.m. |
| Contact | |

Other Conditions of Play

All games shall be played in line with the Laws of the Sport of Bowls, Crystal Mark 3rd Edition, and in accordance with the Domestic Regulations as approved by World Bowls. Appendix A.5 may be invoked for deliberate slow play. Player movement (trips to the head) as per Appendix A.4.

Cell phones are not permitted on the greens.

Smoking is not permitted anywhere near the greens or clubhouse area.

The Tournament Committee has the authority to make changes that are deemed appropriate in the event of inclement weather, unforeseen circumstances, and / or any substitutions, if necessary. Decisions will be within the Laws of the Sport of Bowls and Bowls USA Domestic Regulations.

Players must be available to play on the scheduled rain date if required in order to complete the tournament.

Local Accommodations

Out of Town Accommodations

Entry fee: \$ 30.00 U.S. per person / per event
(Add \$5.00 surcharge for checks drawn on Canadian banks - does not apply to RBC Georgia)

Please send ONE entry form with ALL players' checks and details

Make checks payable to:

Send with entry form to:

| | Name | Club |
|--------------|------|------|
| Singles | | |
| Pairs Skip | | |
| Pairs Lead | | |
| Pairs Skip | | |
| Pairs Lead | | |
| Fours Skip | | |
| Fours Vice | | |
| Fours Second | | |
| Fours Lead | | |

Total Amount Enclosed: \$ _____ (\$30 per person, per event)
 me on check: _____ Check # _____
 Submitted by: _____ Club _____
 Address: _____

Telephone/Email: _____

Please provide email and/or telephone number for entry confirmation.

Please give your teammates all the necessary information, including dress code.

Skips are responsible for their team.

Appendix F: Resources

Round-robin Charts

<https://www.printyourbrackets.com/>

Rink Allocations

<http://sedlawnbowls.org/wp-content/uploads/2019/03/Rink-Allocations-32-in-pods.pdf>

<http://sedlawnbowls.org/wp-content/uploads/2019/03/Rink-Allocations-30-36.pdf>

<http://sedlawnbowls.org/wp-content/uploads/2019/03/Rink-Allocations-22-28.pdf>

<http://sedlawnbowls.org/wp-content/uploads/2019/03/Rink-Allocations-4-to-20.pdf>

https://suncitylawnbowls.com/files/tour_dir_hbk2.pdf

Software

<https://freelawnbowlssoftware.weebly.com/>

Draws and Charts

<http://www.bowlssouthland.co.nz/Clubs-Sub-Centres/Draws-and-Charts>

SW Division Manual Game Arrangements

<http://sedlawnbowls.org/wp-content/uploads/2019/03/SW-Div-Manual-Game-Arrangeents.pdf>

SWLBA Blue Book

http://sedlawnbowls.org/wp-content/uploads/2019/03/SWLBA_Blue_Book.pdf

Laws of the Sport of Bowls– Crystal Mark Third Edition (without U.S. Domestic Regulations).

http://www.worldbowls.com/wp-content/uploads/2019/02/Laws_of_the_sport_v3.1.pdf

Tournament Checklist

<http://sedlawnbowls.org/wp-content/uploads/2020/03/Major-Tournament-Check-list.xlsx>