



PLAYING, SELECTION
& COACHING
POLICIES

2013 - 2018

TABLE OF CONTENTS

Page No.

Background	3
SWOT Analysis	5
Long & Short Term Playing Objectives	9
Action Plans	10
Playing Responsibilities	12
Selection Guidelines & Policies	15
Coaching Policies	25
Recruitment Strategies	26

BACKGROUND

The Kingborough Bowls Club was established in 1952 to provide a venue for lawn bowls and community activities for the citizens of the Kingston and Channel areas. Today it maintains two excellent lawn bowling greens, an Indoor Bowls Centre, a Petanque terrain and a modern clubhouse (opened 1996) on a 2ha site two kilometres north of Margate on the Channel Highway (approximately 6km south of Kingston). The Club services the ever growing suburban areas of the Kingborough Municipality (Kingston, Blackmans Bay, and Margate), as well as the Channel region.

The Club presently has over 150 active Pennant bowlers (4 men's Saturday, 3 Midweek and 4 ladies teams), and some 50 social and special bowling members. Each Pennant game during the summer brings bowlers from other Clubs to our greens and into the Kingborough community. The opening of the Donald Hazell MBE Indoor Bowls Centre in May 2012 has provided Club members, southern Tasmanian bowlers and the general community with the opportunity to play bowls throughout the winter as well. This has led to our Club now being "the Club for all seasons" and the only one of its type in the south of the State.

We are actively trying to increase participation in the sport of lawn bowls and promote the Club as a pleasant environment to play the game, as well as a venue to meet fellow Kingborough citizens through community activities.

The Clubrooms are available for member and community use with organisations such as Rotary and the local darts association using the facilities on a regular basis.

In late December 2012 it was decided that the time was right for a strategic planning phase to be undertaken to increase the playing membership of the Club, including the setting of key recruitment strategies, defined playing short and long term goals, selection and coaching policies and agreed Code of playing Responsibilities when representing the Club.

This phase was embarked on to increase Club membership, confirm individual playing responsibilities and set future directions and objectives for all members to strive to achieve over the next 5 to 10 years.

The Club Board of Management considers that this policy sets the key playing objectives and goals for the Club for the next five years as we consolidate our position within the bowling fraternity and confidently move ahead to be a key player within the Southern Tasmanian Bowls Association competition.

The Plan also outlines both the current playing position of the Club and details the steps the Club will undertake in both the short and long term to ensure continued increased membership and on field success into the future.

SWOT ANALYSIS

A SWOT Analysis has been conducted which identified the current playing strengths, weaknesses, opportunities and threats of the Club:

STRENGTHS

- FRIENDLY ATMOSPHERE
- POTENTIAL FOR SUCCESS
- GROWING CLUB
- PRIME LOCATION WITHIN THE COMMUNITY
- PENNANT TEAMS FOR ALL LEVELS OF BOWLERS
- LONG STANDING TRADITION
- STRONG PRO ACTIVE BOARD OF MANAGEMENT
- QUALITY GRASS GREENS & MODERN INDOOR BOWLS CENTRE
- STRONG IDENTITY WITHIN THE COMMUNITY
- CAPACITY TO CONDUCT LOCAL, INTRA AND INTERSTATE CARNIVALS
- FINANCIALLY SOUND
- LICENCED PREMISES
- DEDICATED VOLUNTEERS
- SIZEABLE ASSET
- MODERN FACILITIES
- GOOD POOL OF SPONSORS

WEAKNESSES

- CURRENT GAPS IN PENNANT PLAYING LEVELS
- LACK OF COACHES AND ORGANISED COACHING SESSIONS
- SELECTION PROCESS DEFICIENCIES
- MORE TOP DIVISION BOWLERS REQUIRED
- LACK OF JUNIOR BOWLERS
- NO PLAYING CODE OF RESPONSIBILITIES
- LACK OF PLAYER PROMOTION
- LACK OF A MIXED TEAM
- ALL GRADES NOT PRACTICING TOGETHER
- LACK OF ADEQUATE COMMUNICATION MECHANISMS

OPPORTUNITIES

- INCREASED WINTER ACTIVITIES
- IMPLEMENT TARGETED PLAYER RECRUITMENT
- GREATER INVOLVEMENT WITH THE COMMUNITY
- ATTRACT & RECRUIT NEW MEMBERS
- IMPLEMENT ORGANISED COACHING SESSIONS
- PARTICIPATE IN LOCAL SCHOOLS PE PROGRAM
- OTHER SPORTING CLUBS PLAYING BOWLS
- IMPLEMENT A CODE OF PLAYER RESPONSIBILITIES
- CONDUCT MORE SOCIAL AND CORPORATE BOWLS

THREATS

- OTHER COMPETING LEISURE/SOCIAL ACTIVITIES_(ESPECIALLY IN WINTER)
- PERCEIVED LACK OF PROMOTIONAL SUPPORT FROM BOWLS TASMANIA & BOWLS TASMANIA SOUTH
- RECRUITMENT STRATEGIES OF OTHER BOWLS CLUBS
- LOSS OF DIVISION 1 STATUS
- APATHY OF SOME MEMBERS TO MODERN BOWLS CLOTHING & EQUIPMENT
- AGEING CLUB MEMBERS
- LOSS OF PLAYING/PENNANT MEMBERS TO THE SPORT
- RELEGATION TO LOWER DIVISIONS
- RESTING ON OUR LAURELS

To enable the Club to address all these SWOT issues the following long and short playing objectives have been set:

LONG TERM PLAYING OBJECTIVES

- TO ENSURE THE CLUB CONTINUES TO HAVE REPRESENTATION IN "A" AND "B" GRADE PENNANT COMPETITIONS

- TO MAINTAIN AND ENHANCE THE CLUB'S RESPECTED STANDING WITHIN THE TASMANIAN BOWLING FRATERNITY

- TO DEVELOP AND ENCOURAGE A COMPETITIVE AND SPORTSMANLIKE CULTURE WITHIN THE CLUB

- TO MAINTAIN TWO FIRST CLASS GRASS GREENS & AN INDOOR BOWLS CENTRE

SHORT TERM PLAYING OBJECTIVES

- TO DEVELOP A CLUB MEMBERSHIP AND RECRUITMENT POLICY FOR STRONG MEMBERSHIP GROWTH

- TO COMPILE AND COMMUNICATE CLUB PENNANT SELECTION AND COACHING POLICIES

- TO COMPILE AND COMMUNICATE A CLUB PLAYING CODE OF RESPONSIBILITIES

ACTION PLANS

Long Term Playing Objective	Actions	Action Officer	Time Frame	Current Status	Performance Indicator
To ensure the Club continues to have representation in the "A" and "B" Grade Pennant competitions	<ol style="list-style-type: none"> 1. Good standard greens 2. Membership and Recruitment Policy 3. Selection Policy 4. Coaching policy 	Membership and Recruitment sub committee/ Board of Management / Chairman of Selectors/ Head Coach	2018	Ongoing	Continued "A" and "B" Grade representation
To maintain and enhance the Club's respected standing within the Tasmanian bowling fraternity	<ol style="list-style-type: none"> 1. Retain "A" and "B" Grade status 2. Division 1 Pennant by 2015 3. Premier League representation by 2016 	Membership and Recruitment sub committee/ Board of Management / Chairman of Selectors/ Head Coach	2016	Ongoing	Continued recognition by our bowling peers
To develop and encourage a competitive and sportsmanlike culture within the Club	<ol style="list-style-type: none"> 1. Membership and Recruitment Policy 2. Selection policy 3. Coaching policy 4. Playing Code of Responsibilities 	Membership and Recruitment sub committee/ Board of Management / Chairman of Selectors/ Head Coach	2013	Ongoing	Competitive team performances
To maintain two first class grass greens and the Indoor Bowls Centre	<ol style="list-style-type: none"> 1. Ensure the maintenance of a green keeping succession plan 2. Ensure the IBC is maintained and run in a professional manner 	Chairman Greens Committee/B OM/ IBC Management Sub Committee	2018	Ongoing	Attainment of two first class grass greens and a fully professionally run IBC

Short Term Playing Objective	Actions	Action Officer	Time Frame	Current Status	Performance Indicator
To develop a Club membership and recruitment policy for strong membership growth	<ol style="list-style-type: none"> 1. Explore and assess options 2. Confirm appropriate options for implementation within the policy 3. Report findings to BOM for implementation 	Membership and Recruitment Sub Committee/ BOM	31/3/13	Ongoing	Policy developed
To compile and communicate Club Pennant selection & coaching policies	<ol style="list-style-type: none"> 1. Compile Club selection and coaching policies 2. Present to BOM for endorsement and implementation 3. Communicate policies to all members 	Membership and Recruitment Sub Committee/ Chairman of Selectors/ Head Coach/BOM	31/3/13	Ongoing	Selection and coaching policies compiled and communicated
To compile and communicate a Club playing Code of Responsibilities	<ol style="list-style-type: none"> 1. Compile Club playing Code of Responsibilities Policy 2. Present to BOM for endorsement and implementation 3. Communicate policy to all members 	Membership and Recruitment Sub Committee/ Chairman of Selectors/ Head Coach/BOM	30/4/13	Ongoing	Playing Code of Responsibilities compiled and communicated

PLAYING RESPONSIBILITIES

CLUB:

The Club aims to provide a positive bowls environment so that the players within the Club can reach their potential and be the best they can and enjoy the experience.

The following outlines the Club's responsibilities in respect to its pennant players:

- Aims to produce bowlers that can achieve their own personal goals in a team environment.
- Provide an atmosphere of assistance to those players who are prepared to accept the player's code of responsibilities.
- Set out a policy of selector/coach/team manager guidelines that is designed to improve player's ability to play, understand and enjoy the game of bowls.
- Endeavour to promote a team environment, where all team members have an input into the team dynamics through rink and team meetings.
- Encourage divergence of opinion, welcome an open and honest dialogue and try to create an atmosphere of personal improvement and better understanding of the game.

PLAYER:

- Work with selector/coach/team manager on achievement of Club's stated goals and be committed to team achievement.
- Be prepared to discuss personal goals with selectors/coaches/team manager.
- Be prepared to work on assessed/perceived bowling weaknesses for personal improvement and be involved in Club development programs (e.g. lectures, coaching sessions, team meetings).
- Be prepared to practice as much as possible with rink members and engage in open dialogue with fellow team/rink members.
- Engage in behaviour that will promote team spirit (e.g. endeavour to travel to away games as a four member rink, present at games at least 15 minutes prior to roll up for team meetings if arranged and communicate with rink and team members).
- Be supportive of fellow team members.

All players must aim to:

- Respect each other.
- Be successful.
- Enjoy the experience.

We all must value:

- Loyalty - to Club and team mates.
- Honesty - in self assessment and with each other.
- Development - being open minded in accepting and receiving advice.
- Achievement - both individually and Club.
- Challenge - in being the best you can.
- Enjoyment - at all times.
- Respect - for teammates and the Club.
- Accountability/commitment - at all times.
- Friendship - both within the Club and on the green.

Team Rules:

- Confidence/body language - be positive and reinforce to team mates as and when required.
- Practice (Men & Ladies - Tuesdays) - to be purposeful for the individual and used to improve each player's performance and development.
- Practice (Men - Thursdays) - to be under Pennant match conditions and within selected rinks where possible.
- All practice sessions to be enjoyable and used to improve both individual and team performance throughout the season.

Non Negotiables:

- Communicate if unable to attend practice sessions or meetings.
- Undertake set practice as determined by Club coaches and/or selector.
- Always play for your Club, team and team mates.

Bowls Etiquette:

- Commend a good bowl of your opponent and of a player in your own team.
- Avoid any action which is likely to break the concentration of the player on the mat (e.g. loud talking, allowing a shadow to move across the line of delivery, movement by players standing behind the head).
- When crossing over from the mat to the head, be careful not to trespass into an adjoining rink.
- If a player has to leave the rink for any purpose, he should never cross in front of players on another rink, but pass without disturbing their play.
- Each member should concentrate on the game. A player, for example, who, oblivious of the game, listens to his transistor or carries on a lengthy discussion with a spectator, is letting down his team and his side.
- Always have consideration for the greenkeeper - do not damage the green or make a mess around the green.
- If playing at home, remember the opposing number is your guest and accompany him to afternoon tea, and join him in refreshment at the end of the match.
- Always play with good manners and good sportsmanship.

Code of Conduct (when representing the Club in Pennant):

- Adhere to the Club Bowls Etiquette at all times.
- Do not consume alcohol whilst playing on the green.
- Do not leave the green during a game to consume alcohol and then return to the game.

SELECTION GUIDELINES & POLICIES

RATIONALE:

Irrespective of any decisions the Board may take for the future development of the Club in relation to the number of greens we may plan for, these guidelines are based on the fact that for male members we will field sides in five divisions in STBA Saturday and three in Midweek pennant competitions and for lady members four sides in the STWBA Thursday pennant competitions.

PHILOSOPHY:

1. It is accepted by the Selection Committees and endorsed by the Board that this Club fields teams in the STBA and STWBA pennant competitions to be as competitive and successful as possible, therefore should not be regarded as only a social Club.
2. It is therefore incumbent on the Selection Committees to provide the necessary atmosphere to meet this philosophy.

AIMS & OBJECTIVES:

LONG TERM By the end of the 2017/18 season to have won a divisional pennant in all of the pennant divisions (both men & ladies). We must be as competitive as possible and endeavour to avoid any relegations in division teams. To do so would defeat the Club's long term objectives.

SHORT TERM (MEN)

- | | |
|-------------|--|
| Division 1 | To finish in the four and make every endeavour to win the Pennant. |
| Division 2R | To finish in the top two and win the Pennant. |
| Division 3 | To finish in the four and make every endeavour to win the Pennant. |
| Division 4 | To finish in the four and make every endeavour to win the Pennant. |
| Division 4R | To finish in the four and make every endeavour to win the Pennant. |

SHORT TERM (LADIES)

Division 1 To finish in the four and make every endeavour to win the Pennant.

Division 3 To gain promotion and make every endeavour to win the Pennant.

Division 4 To finish in the four and make every endeavour to win the Pennant.

Division 5 To finish in the four and make every endeavour to win the Pennant.

To improve the performance of all players so as to place pressure on each player in all divisions to perform more consistently at their best.

SELECTION POLICIES:

GENERAL:

To select the best available players taking into consideration such matters as -

- a. Position in the team
- b. Immediate past performances
- c. Compatibility with other members of the team
- d. Any other criteria deemed appropriate for selection

SPECIFIC:

- Selected teams will be posted on the board by Tuesday evening (men's) and by noon on Tuesday (ladies).
- The selectors believe that, where possible, keeping a winning team together is a sound selection policy.
- A player relegated from a higher division to a lower division can expect to be advised personally, as soon as possible after selection, and preferably before teams are posted on the board.
- When a player has a grievance with selection, the player should lodge the complaint with a member of the selection committee in writing who will table the matter for discussion at the next meeting. At the discretion of the committee, the member may be invited to present the case in person.
- Matters discussed at selection meetings are to be treated as strictly confidential and all selectors must accept mutual responsibility for decisions of the committee.
- The selectors also believe that any player who drinks alcohol whilst playing is NOT displaying respect either to his team mates or his opponents. Such action is NOT in the best interests of the game. There is plenty of time for conviviality at the conclusion of the day's bowling. Any breach of this policy will be taken into consideration in selecting teams.
- Substitutes to other Clubs will only be made available where there is an excessive number of our own reserves not required for pennant play.

UNAVAILABILITY:

- Selectors understand that players will be unavailable under special circumstances, but players must also understand that, on all but special occasions, they too have a moral obligation to their team mates to be available every Saturday (men)/Thursday (ladies) when they put their name down at the beginning of the season to play for the Club.
- In the event a player is unavailable the player should notify selectors and list their name on the "unavailable list" on the Notice Board.
- If members who have made themselves unavailable for pennant are found to be playing social bowls on pennant days and selectors determine this is detrimental to the Club's pennant teams, the selection committee will refer this matter to the Board for appropriate action.

PRACTICE:

- The male selectors have recommended that teams endeavour to practice against other rinks in their Division in order to provide match play conditions. Ideally, these will be held each Thursday afternoon at a time that is convenient to all. This is the best time to play these games, and attendance at these will be taken into consideration in the selection process.
- If the Club is to meet its pennant objectives, it is expected that all male players will practice at least twice per week and once a week for ladies.
- Furthermore, the Indoor Bowls Centre is available all year round for the conducting of practice sessions.

RINK MEETINGS:

- The selectors believe that there is much to be gained by encouraging the leads, two's, three's and skips to discuss their teams efforts with each other. The selectors would welcome feedback from these meetings to enable continual improvement in selection.

CLUB COACHES:

- All members are strongly encouraged to make full use of the expertise of our Club coaches. They can arrange individual coaching sessions for

members who wish to improve their skills. Please make use of these coaches as they have been trained for this purpose.

- The selectors will advise players, where necessary, to have lessons with a coach if they consider that this approach is in the best interests of the player and the Club.
- The Club has a resource which should be utilised as no player is beyond improving their game and thus assisting the efforts of the Club.

CLUB SELECTORS:

- The selectors also require practice and it would be appreciated for them to be given every consideration when they are practicing. If there are any queries regarding selection it should be put in writing or, a direct approach made through the Chairman of Selectors to arrange a review at the next selection meeting.
- The selectors will occasionally hold official player's nights (e.g. pie nights) in order to openly discuss the application of these guidelines and to provide any other positive ideas which could lead to improved performances.

CHAIRPERSON OF SELECTORS - Duties & Responsibilities:

- After the Club AGM initiate and maintain dialogue with the selection panel for the period leading up to the commencement of the ensuing season.

- At least six weeks before the commencement of the season, in conjunction with the other co-opted selectors, organise pre-season pennant practice games and practice arrangements during the week.
- On commencement of the new pennant roster facilitate the weekly communication and management of the selection panel, including the chairing of regular meetings.
- Ensure other panel members approach their tasks in a planned and professional manner, adhering to Kingborough Bowls Club Code of Conduct at all times.
- Arbitrate in circumstances where other selectors cannot agree on selection issues.
- Be accessible to pennant players to discuss the focus and direction of selection.
- Be accessible to selectors to discuss the focus and direction of their selection.
- Arrange official player's nights (e.g. pie nights) in order to discuss selection matters.
- Arrange a list for players to record their availability prior to the season commencing and place on the Club noticeboard and also verbally confirm players intentions as soon as possible prior to the commencement of the coming season.
- Arrange a list for players to record their unavailability on particular days during the season and place on the Club noticeboard.
- In conjunction with selectors, ensure team managers are appointed for the season.
- Organise the occasional motivational speech to the players.

SELECTORS - Duties & Responsibilities:

- Team selection with team skips and meeting with other selectors/chairman of selectors weekly during the season.
- Communication with skips and team members as to playing performances etc and regular monthly skip meetings to be undertaken (or more regularly if appropriate).

- Arrange Divisional meeting as may be deemed necessary.
- Review with skips player's strengths/weaknesses and direct Club coaches accordingly.
- When relegating a player, explain the reasons and offer directions on improvement needed for future advancement. Advise and discuss player's situation with selector from division being relegated to and communicate with player accordingly.
- Implement rinks practicing together.
- Implement system of identifying game weaknesses for practice during the week and game debrief by individual rinks.
- Work to promote team spirit, and assist team members with attainment of own personal goals.
- Reinforce and advise players on commitment to Club Code of Conduct.
- Ensure a Team Manager is in place on a week to week basis.
- Identify and plan promotion of player(s) from lower divisions.
- Where there is a surplus of players ensure player rotation occurs within the lower Divisions so that players not getting a game is minimised as much as possible.

TEAM/MATCH MANAGER (Men) - Duties & Responsibilities:

Saturday pennant - (Home Games)

- Ensure each Friday, before Saturday's game, that the skip of the duty team informs his side of their duty rink responsibilities.

Game Day:

- Check with the Chairman of Selectors and the Divisional Selector as to any changes to the teams, collect Divisional satchel, compile scorecards and BTS Men's Pennant Result Form and obtain any notices to be conveyed to Club members.
- Confirm with the green keeper that the green is ready for play.
- Liaise with either the green keeper or the Chair, Greens Committee, as to play on wet days.
- Ensure that an umpire is appointed and that the umpires gear is ready and available.
- Complete notes for afternoon tea speech.

When the opposition match manager arrives -

- split and match scorecards and allocate rinks.
- complete the filling in of rinks and names on the scorecards and the BTS Men's Pennant Result Form.
- confirm any names of dignitaries here from their Club and who will respond to your speech at afternoon tea.
- toss the coin.
- time the green.

Welcome on the green prior to the commencement of play -

- Call all players to attention.
- Welcome visiting team/s and name their match manager/s and any other dignitaries.
- Announce the green speed, the umpire and which rink he/she is on, who won the toss and smoking areas.
- Players to commence play as soon as the two end roll up is completed and convey "good bowling" to all.
- Note - if two or more teams are playing at home then the match manager of the highest division is in charge of proceedings.

Afternoon Tea Speech -

- Welcome players from the visiting Club with match manager and other dignitaries mentioned.
- Announce any Club notices.
- Remind everyone of the raffle for the day.
- Thank the ladies for the afternoon tea.
- Call on a nominated representative of the visitors to respond.

At the end of play -

- Collect all scorecards and complete BTS Men's Pennant Result Form.
- Provide a copy of the completed BTS Men's Pennant Result Form to the opposing Club's Match Manager if requested.
- Fax BTS Men's Pennant Result Form to BTS Statistician ensuring that it has been sent successfully.

- Put completed BTS Men's Pennant Result Form, scorecards and verification copy of successful fax to BTS Statistician in satchel and leave in the Secretary's office.
- Ensure that the clean up is done by the duty team.

Saturday pennant - (Away Games)

Seek out the opposition match manager and -

- split and match scorecards and allocate rinks.
- complete the filling in of rinks and names on scorecards and the BTS Men's Pennant Result Form.
- advise any names of dignitaries here from our Club and who will respond to home club speech at afternoon tea.
- toss the coin.
- confirm green speed.
- If required to respond complete notes for afternoon tea speech.

At the end of play -

- Collect all scorecards and check completed BTS Men's Pennant Result Form with opposition Match Manager.
- Obtain a copy of the BTS Men's Pennant Result Form.
- Put the copy of the completed BTS Men's Pennant Result Form and scorecards in satchel and upon arrival at the Club leave in the Secretary's office.

Midweek pennant - (Home Games)

- Ensure each Tuesday, before Wednesday's game, that the skip of the duty team informs his side of their duty rink responsibilities.

GAME DAY:

- Check with the Chairman of Selectors and the Divisional Selector as to any changes to the teams, collect Divisional satchel, compile scorecards

and BTS Men's Pennant Result Form and obtain any notices to be conveyed to Club members.

- Confirm with the green keeper that the green is ready for play.
- Liaise with either the green keeper or the Chair, Greens Committee, as to play on wet days.
- Ensure that an umpire is appointed and that the umpires gear is ready and available.
- Complete notes for afternoon tea speech.

When the opposition match manager arrives -

- split and match scorecards and allocate rinks.
- complete the filling in of rinks and names on the scorecards and the BTS Men's Pennant Result Form.
- confirm any names of dignitaries here from their Club and who will respond to your speech at afternoon tea.
- toss the coin.

Welcome on the green prior to the commencement of play -

- Call all players to attention.
- Welcome visiting team/s and name their match manager/s and any other dignitaries.
- Announce the umpire and which rink he/she is on, who won the toss and smoking areas.
- Players to commence play as soon as the one or two end roll up is completed and convey "good bowling" to all.
- Note - if two or more teams are playing at home then the match manager of the highest division is in charge of proceedings.

Afternoon Tea Speech -

- Welcome players from the visiting Club with match manager and other dignitaries mentioned.
- Announce any Club notices.
- Remind everyone of the raffle for the day.
- Call on a nominated representative of the visitors to respond.

At the end of play -

- Collect all scorecards and complete BTS Men's Pennant Result Form.
- Provide a copy of the completed BTS Men's Pennant Result Form to the opposing Club's Match Manager if requested.
- Fax BTS Men's Pennant Result Form to BTS Statistician ensuring that it has been sent successfully.
- Put completed BTS Men's Pennant Result Form, scorecards and verification copy of successful fax to BTS Statistician in satchel and leave in the Secretary's office.
- Ensure that the clean up is done by the duty team.

Midweek pennant - (Away Games)

Seek out the opposition match manager and -

- split and match scorecards and allocate rinks.
- complete the filling in of rinks and names on the scorecards and the BTS Men's Pennant Result Form.
- advise any names of dignitaries here from our Club and who will respond to home club speech at afternoon tea.
- toss the coin.
- If required to respond complete notes for afternoon tea speech.

At the end of play -

- Collect all scorecards and check completed BTS Men's Pennant Result Form with opposition Match Manager.
- Obtain a copy of the BTS Men's Pennant Result Form.
- Put the copy of the completed BTS Men's Pennant Result Form and scorecards in satchel and upon arrival at the Club leave in the Secretary's office.

TEAM/MATCH MANAGER (Ladies) - Duties & Responsibilities:

Thursday pennant - (Home Games)

- Ensure each Tuesday, before Thursday's game, that the skip of the duty team informs her side of their duty rink responsibilities.

Game Day:

- Check with the Chair of Selectors and the Divisional Selector as to any changes to the teams, collect Divisional satchel, compile scorecards and STWBA Ladies Pennant Result Form and obtain any notices to be conveyed to Club members.
- Confirm with the green keeper that the green is ready for play.
- Liaise with either the green keeper or the Chair, Greens Committee, as to play on wet days.
- Ensure that an umpire is appointed and that the umpires gear is ready and available.
- Complete notes for welcome speech.

When the opposition match manager arrives -

- split and match scorecards and allocate rinks.
- complete the filling in of rinks and names on the scorecards and the STWBA Ladies Pennant Result Form.
- confirm any names of dignitaries here from their Club.
- toss the coin.
- time the green.

Welcome on the green prior to the commencement of play -

- Call all players to attention.
- Welcome visiting team/s and name their match manager/s and any other dignitaries.
- Announce the green speed, the umpire and which rink he/she is on, who won the toss and smoking areas.
- Players to commence play as soon as the two end roll up is completed and convey "good bowling" to all.
- Note - if two or more teams are playing at home then the match manager of the highest division is in charge of proceedings.

At the end of play -

- Collect all scorecards and complete STWBA Ladies Pennant Result Form.
- Provide a copy of the completed STWBA Ladies Pennant Result Form to the opposing Club's Match Manager.
- Fax STWBA Ladies Pennant Result Form to BTS Statistician ensuring that it has been sent successfully.

- Put completed STWBA Ladies Pennant Result Form, scorecards and verification copy of successful fax to BTS Statistician in satchel and leave in the Secretary's office.
- Ensure that the clean up is done by the duty team.

Thursday pennant - (Away Games)

Seek out the opposition match manager and -

- split and match scorecards and allocate rinks.
- complete the filling in of rinks and names on scorecards and the STWBA Ladies Pennant Result Form.
- advise any names of dignitaries here from our Club.
- toss the coin.
- confirm green speed.

At the end of play -

- Collect all scorecards and check completed STWBA Ladies Pennant Result Form with opposition Match Manager.
- Obtain a copy of the STWBA Ladies Pennant Result Form.
- Put the copy of the completed STWBA Ladies Pennant Result Form and scorecards in satchel and upon arrival at the Club leave in the Secretary's office.

COACHING POLICIES

To assist in the development of players the Club will:

- Appoint a Club coach or coaches each year.
- Ensure that Club Coaching Accreditation courses are communicated and made available to those Club players who wish to train as a coach.
- Early in each summer pennant season form development squads for both men and ladies, specifically targeting new and aspiring players, to be given specialist coaching in the playing of the game.
- Provide training and coaching aids for players to use throughout the summer pennant season during regular practice and targeted skills practice sessions.
- Acquire training and coaching DVD's and/or experienced bowlers as guests to be used at regular training sessions conducted during each pennant season.

COACHES - Duties & Responsibilities:

- Seek out other Club players who wish to be an accredited coach.
- Each summer pennant season form Club development squads for new and aspiring players.
- Conduct regular coaching and training sessions for players during the summer pennant season.
- Conduct coaching and training sessions for players during the winter in the Indoor Bowls Centre.
- Arrange periodic events (e.g. pie nights) for players during the summer pennant season incorporating the delivery of further enhancement in regard to knowledge of the game, tactics used and overall team play.
- Coordinate and arrange the specialist coaching required by some Club players as identified by selectors on an ongoing basis.

RECRUITMENT STRATEGIES

To assist the Club in increasing membership to achieve our future playing goals one or more of the listed options below may be offered to potential recruits under the following playing capacities:

Targeted Bowler

- Sponsored membership
- Club uniform
- Negotiated travelling expenses
- Other (e.g. set of bowls)

Experienced Bowler

- Sponsored membership or reduced subscription
- Club shirt

Promising Junior Bowler

- Sponsored membership
- Club uniform
- Set of bowls (in good condition)
- Negotiated travelling expenses
- Mentoring assistance

New Bowler

- Coaching Program
- Reduced subscription
- Loan of bowls equipment

It must be noted that all potential recruits will be given a Club "package" detailing not only the playing goals that we wish to aim for but also the considerable benefits and advantages that our modern and progressive Club has to provide. There will be provision made for the return of items should the bowler leave the Club within a defined period.