

Royal New South Wales Bowling Association Inc



PROTOCOL and PROCEDURE

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PROTOCOL AND PROCEDURE

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SUGGESTED PROCEDURE FOR OFFICIAL VISITS AND FUNCTIONS ATTENDED BY THE PRESIDENT, ROYAL NSW BOWLING ASSOCIATION INC OR HIS REPRESENTATIVE

1. PURPOSE

The purpose of these notes is to inform clubs of the suggested correct procedure and protocol to be observed on official occasions when the President of the royal NSW Bowling Association Inc (or his representative) has been invited to be present at the Zone, District or Club function.

On all occasions it is emphasised that the President of the Royal NSW Bowling Association Inc (or his representative) takes precedence over all other guests. In the case of Vice-Regal patronage, refer item 16.

2. TYPES OF OFFICIAL VISITS OR FUNCTIONS COVERED

Official visit by State President
Interstate and Representative Matches
President's Day
Pennant Unfurling
Opening of New Club House or Extensions
Opening of New Greens
Official visit by District President
Official visit by Inter District Party

3. NOTICE

As much notice as practicable should be given of the proposed official function so that arrangements can be made by the association for the President, or his representative to be present having regard to the heavy commitments and calls made on the time of the President and Executive Officers of the Association.

Bearing in mind the traveling distance and time involved for these Officers, Zone and District Officials should endeavour as far as practicable to co-ordinate forthcoming official functions in their area on a regional basis so that where possible appropriate dates may be allotted to allow several functions in adjoining areas to be covered during the one official visit.

4. RESTRICTION OF INVITATIONS

It should be noted that it is the policy of the Royal NSW Bowling Association Inc that official invitations to the President RNSWBA Inc (or his representative) shall be restricted to such important days as Presidents Day, Unfurling of Pennants, opening of New Greens, new Clubhouses, opening of Bowls carnivals or other extraordinary official functions such as charity days allied with current RNSWBA Inc charity appeals.

Having regard to the number of these functions to be attended throughout the state, it will not be possible in the case of any one Club, other than in exceptional circumstances for the Royal NSW Bowling Association Inc to accept more than two (2) such invitations in any calendar year.

In general, RNSWBA Inc representation should not be requested for such club events as Vice Presidents Day, Secretary-Treasurers Day, Committeemen's Day, Patrons Day, Members Day, etc.

5. THE INVITATION

When the date of the function is fixed, a written invitation should be forwarded to the District Secretary as far in advance as possible, so a booking can be made. Such invitations will be forwarded through the District Association to the Chief Executive Officer (RNSWBA Inc). With the increasing calls being made on the time of the President, Royal NSW Bowling Association Inc, it will not always be possible for him to attend personally and in these cases he will nominate his representative.

The invitation on the Prescribed Form should state the nature of the function, the date, the place and time required to be in attendance, give additional important particulars regarding whether lunch or high tea, time for the commencement of play and the time of conclusion of the official portion of the day. This latter information is important and will greatly assist the President (or his representative), who may also be committed to a later engagement on the same day.

A reply to the invitation will be forwarded by the Chief Executive Officer, Royal NSW Bowling Inc, indicating in the case of acceptance whether the President will be attending personally or if not, nominating his representative.

6. PRE PLANNING

Attention to the many organizational details well in advance of the visit is a necessary prerequisite to ensure the success of any occasion. If this is observed the function should run smoothly and without hitches.

The best means of ensuring success is to appoint a special committee for the purpose of organizing and arranging the details of the function at least 4 to 6 weeks in advance of the date. Invitations will need to be composed and sent to the selected clubs ect. These should be promptly acknowledged by the recipients indicating their intentions. The Committee should consider appointing members to such control such matters as:-

- Reserved and general parking space
- Reception and recording of visitors on arrival
- Introduction to President
- Programme of days activities, bowls programme and official speeches
- Catering
- Appointment of Officers for various duties
- Method of award of trophies
- Time programme for the whole function

7. THE DAY OF THE FUNCTION

The Chairman of the special committee should be at the club early to ensure that all preliminary arrangements are running smoothly prior to the arrival of visitors, and that all officers responsible for special duties are in attendance and briefed accordingly.

8. PARKING

Members of the Special Parking Committee should be in attendance to direct members and visitors to the parking areas provided. It should be noted that special parking reservations should be provided for RNSWBA Inc, Zone and District representatives, and any local VIPs attending, together with suitable notice or board on area allocated.

9. RECEPTION OF VISITORS

Clubs should endeavour to arrange for members of its committee to meet official representatives and members of visiting clubs at the parking area or other approach to the club house, and welcome them to the club. They should then be conducted through the stages of recording by the bowls secretary, assisted in depositing bowls bags and hats, and conducted to the Presidents reception area. Where possible it would be appreciated if a room or space could be made available for the use of the official RNSWBA Inc party for depositing blazers, hats, bowls etc.

The President , after receiving visiting Club representatives, will introduce them to the RNSWBA Inc, and zone and/or District representatives.

10. RECORDING OF REPRESENTATIVES

It would also be most helpful if a form was drawn up by the special committee with three columns:

- (a) the name of the club invited
- (b) the name of the person representing that club
- (c) the position of the person representing his club,
viz President, vice president, committeemen, etc

Example

Name of Club	Person Representing	Position held by Representative
Sydney	Tom Jones	President
Redfern	Bill Smith	Senior Vice President

This form can be completed as each representative arrives, and taken from the visitors card before it is handed to the bowls secretary. Such form when completed will be most helpful to the person proposing the toast to the visitors, and will also serve as a record for future invitations.

11. FLAG OF THE RNSWBA INC PRESIDENT

If the President of the RNSWBA Inc is in attendance, arrangements should be made for his official flag to be flown in the clubs flagpole.

The President's flag should be flown below the Australian flag if a single flagpole only is provided otherwise it should be flown on the yardarm or jackstaff. If two flagpoles only without yardarm or jackstaff are provided, the Australian Flag should be flown on the more prominent pole, and the presidents flag raised on the other and flown so that its level is not higher than that of the Australian Flag. In the case of two poles being provided of equal prominence and height on each end of the clubhouse, the Australian flag shall be flown on the pole which is on the right hand end facing out from the face of the clubhouse, and the President's flag should be flown on the left. Also it should be recognized that the presidents flag will fly above the clubs flag, should the possess one. For further information on flying flags see appendix A. It is important that an officer of the club, deputed for this purpose, remembers to strike and furl the President's flag at the conclusion of the days play and hand it back to the president personally or his party manager. If a particular officer of the committee is detailed for this duty it will avoid obvious embarrassment later.

Flag of a Zone/District President

This flag will be of a minimum size and shape being 152cm in length and 90cm in width, (colour and design to be approved by the RNSWBA Inc)

The word "**President**" applying to a Zone/District to appear on the top. The name of the Zone/District to be used in full along the bottom a replica of the Zone/District badge (design) in colour in the centre.

Flags to be complete oblong shape and no edging other than a sewn edge to be used.

Conditions of use

One flag only to be in existence for each association or Zone/District, and to be flown only by the Zone/District President on official occasions where the Zone/District president is personally present.

On all occasions when the president RNSWBA Inc is in attendance the flag of the Zone/District President may be flown in conjunction with the flag of the President RNSWBA Inc but at a lower level.

On official occasions where the president of the RNSWBA Inc is not personally present, but is represented by an officer of the RNSWBA Inc as his deputy, in view of the fact that the President's flag will not be displayed, Zone/District Association flags can be flown.

Any existing Zone/District flag not conforming with the above requirements shall be made to conform on renewal.

12. MASTER OF CEREMONIES

The master of ceremonies (or toastmaster) plays an important part in the day's proceedings and some of his responsibilities are as follows:

To present to the Official Representative a copy of the days programme and ascertain from him if there is anything (other than their standard procedure) he would like carried out during the afternoon or during the official function.

Be responsible for adherence to the time programme.

Punctuality is an important factor, and the most successful functions are those where a strict time schedule is laid down and observed. It should be remembered that officials of the Association may have other commitments on the same evening, and those later engagements must also be kept.

13. SPIDER OR ANY OTHER FUND RAISING EVENTS

If a spider or any other fund raising events are conducted the proceeds may be allocated to the RNSWBA Inc charity fund, or charity nominated by the club.

To facilitate proceedings the club may attach to each rink card an envelope for the charity fund with a numbered ticket for each player.

The spider is to be drawn prior to the presentation of trophies.

14. CALLING OF CARDS AND METHOD OF PLAY

In calling the cards for play, that of the Official Representatives and their opponents should be called first, and etiquette requires that their match should be played on a central rink, except when interstate or other official matches are being played. The privilege of the mat is usually given to the official four without the formality of tossing. The host team is usually selected from club officers. Balance of cards for play are then called and the conditions of play for that day explained. If it is decided to hold, in conjunction with the day, some form of bowls competition with prizes to be awarded, it is important that the method of determination proposed for trophy winners be made clear prior to the commencement of the game.

15. ASSOCIATION BADGES

If it is desired that the Representative "present" and Association Badge, the name of the recipient member or Officer and a brief outline of his special club activities should be furnished to the President or Representative. Bearing in mind that the presentation of such a badge is the highest honour the Association can bestow, Awards will be limited to a maximum of two merit badges, two tie bars and two ladies' brooches, per Club per annum, unless special circumstances warrant additional Awards on the occasion of any official visits.

16. THE OFFICIAL FUNCTION AND TABLE SEATING

The president of the RNSWBA Inc (or his representative) on the day shall take precedence over all local officials, Parliamentary and civic representatives.

It will be appreciated that with the variety of occasions being celebrated which call for RNSWBA Inc representation, it would be difficult to lay down a fixed set of guidance rules. However, the following will guide clubs in correct procedure, protocol, and precedence.

When the occasion involves Vice-Regal patronage (Governor- General, State Governor or other Representative) it would be necessary to seek from the CEO RNSWBA Inc special advice for the particular case. The rules for Protocol and Precedence in these matters are of a quite involved nature and cannot be covered adequately in this publication.

All officials of the Host Club and Association Official visitors will present themselves at the official table, correctly dressed with Blazer and Tie.

It is an advantage if place cards are previously arranged. All persons at the official table will remain standing until the host President and the RNSWBA Inc representative are seated. On such occasions it would be appropriate for bowling members and bowling visitors in the body of the hall to wear blazers.

17. TABLE SEATING PRECEDENCE

The diagrams shown in Appendix "B1" are given as a lead to the table arrangements for the functions to which those distinguished guests enumerated may be invited, and is based on precedence as observed in the State table of precedence (see Appendix "B"). This example of arrangements may serve to cover the normal extent of needs in most bowling clubs. It will be noted that the president RNSWBA Inc (or his representative) having first guest precedence, is seated on the right of the club President.

Second precedence sits on the left of the club President. Third sits on the right of the first guest in precedence, and the fourth sits on the left of the second and so alternating in this manner on the list of precedence in line with club policy. Depending on space available, it is desirable to include at the Official table members of the club Presidents team, and other club executives, to assist in entertaining the guests, interspersing these in a manner similar to that indicated in the arrangement for the RNSWBA Inc team members.

See Appendix B1 for table seating diagrams as follows:

- A Club Presidents Day
- B Zone/District Presidents Day
- C Interstate Events
- D State/Representative Events
- E Zone/Inter-District Events

The diagrams are offered as a guide only. Other important guests can be included by the appropriate responsible official.

18. TOASTS

The first toast of the day is that of "The Queen", usually proposed by the club president, toastmaster, or other senior officer of the club. Clubs are reminded that official functions it is customary not to smoke before the loyal toast, therefore it is desirable to propose this toast as early as possible, preferably after the first course. The toast may be silent or accompanied. If accompanied the first verse of the National Anthem (God save the Queen, or Advance Australia Fair) is to be played.

The second toast is that of "The Royal NSW Bowling Association Inc" and is usually proposed by the club president or chairman of the function. This toast may be coupled with the name of the RNSWBA Inc representative present. If it is intended to present the proceeds of the spider to a RNSWBA Inc sponsored charity, the opportunity may be taken during this toast to present a cheque to the association representative.

Detailed acknowledgement of the presence of the Association President (or his representative), special guests, VIP's, and district representatives should be made by the first speaker.

Subsequent speakers may address themselves to the club president (as the nominal host), other “distinguished guests”, “gentlemen” (or “ladies and gentlemen”).

Note- A Vice-Regal personage present would need to be acknowledged in the preamble to all speeches. It would be prudent to consult the Association or Government House in this circumstance to ascertain correct protocol. (see Appendix B).

The response to this toast is made by the RNSWBA Inc Representative, during which he introduces his Official team, and makes suitable presentations to the club president and officers of Official Visit Plaque, Association Badges or any other presentations.

From this point onwards it is appropriate to have further toasts of choice in order of precedence and in accordance with club policy, bearing in mind that too many speeches at functions which are primarily designed to be bowling days tend to lose the interest of happy, but tired bowlers.

Many speechmakers at bowling functions tend to place State or District guests in front of the club president, which is incorrect. The president of a club (not a District association) is in complete charge of his own club functions. Never does he vacate his chair, or hand over his duties as host in his own club. He welcomes the State President when he visits, and proposes the toast to the RNSWBA Inc.

The Club President **MUST ALWAYS** be addressed first (as the host) the State President (or his representative) next, the District President, Country Group Representative, and so on.

When the State President visits a country club which is a member of a district association, it is usual for the District President to be present at that club. In this case, the club president, in his opening remarks extends a welcome to the District President, mentioning how happy he is that the State President of the RNSWBA Inc is present, and calls on the District President to welcome him.

Officers of your own club and your Ladies' Bowling Club take precedence over all the other people present, including MP's, mayors and Shire Presidents.

The most important thing to remember in all bowling function speeches is that the Club President is your host, and must be addressed first.

19. PRESENTATION OF TROPHIES

The RNSWBA Inc representative may, if previously arranged, present the trophies at the conclusion of the toasts. This however, is purely a domestic matter decided by the Club Executive.

The Official Function following morning activities should be arranged so as to conclude not later than 3.00pm. Afternoon bowling activities to conclude no later than 7:00pm, particularly on Sundays. It is therefore necessary for play to be terminated at a time sufficiently early to permit a 15 – 20 minute break in the Club House before sitting down to a high tea if such is provided. The time allowed for the toast list and other proceedings should be taken into consideration so as to terminate the function at the time suggested above. Where the function is coincident with an afternoon tea period, the same general principals should apply so that it is possible for a reasonable amount of bowling to be enjoyed by all visitors.

20. OTHER FUNCTIONS

The foregoing principals and procedures can equally well be applied to all functions attended by the president, Royal NSW Bowling Association inc (or his representative).

In order to assist Clubs in the organization of these many and varied occasions, detailed summaries of procedures for the special functions as enumerated in Item 2 earlier are given in the following pages of this manual. Details of these are given in the index.

However, should a club be in doubt upon any point, the Club secretary may contact the Royal NSW Bowling Association inc to obtain relevant answers to any queries. In the case of country Clubs, such enquiry should be directed through the district Secretary.

21. PRESIDENTS DAY

Reception and Recording of Officials and Visitors

Officials of the Club meet, conduct, and introduce to the Club President. (see also Clauses 9 & 10).

Preliminary Procedure for the day

- A) call the cards for the game and state conditions of play (see clause 14). Official rinks to be called first.
- B) The rnsdba inc President will remain inside the club House with the club President whilst the cards are called.
- C) Play to commence after conducting a " spider" if such is desired. (see clause 13).
- D) Club President plays against the RNSWBA Inc President on centre rink of green.

Official Function

- a) Loyal toast proposed by club President (clause 18).
- b) Toast to Royal NSW Bowling Association inc coupled with the name of the RNSWBA Inc President, proposed by the club President, and response
- c) Toast to club President and response
- d) Toast to visitors and response, usually by Zone/District President or representative.
- e) Toast to ladies if applicable, and response.
- f) Announcement of results and presentation of trophies if appropriate.

On occasions when afternoon tea only is served, speeches should be kept to a minimum and presentations made at the conclusion of the game.

When RNSWBA Inc president is not in attendance, read President's Representative, Zone President, District President, or other bowling official, as appropriate.

22. OPENING OF NEW CLUB HOUSE OR CLUBHOUSE EXTENSIONS

Reception and Recording of Officials and Visitors

Officials of the club meet conduct and introduce to the Club President.

Preliminary Procedure for the Function

A fixed time should be made for the ceremony, and the RNSWBA Inc President advised. Arrangements should then be made to assemble Club members and guests from the entrance to the Clubhouse door.

At the time arranged, the RNSWBA Inc President would be met at the entrance by the senior Vice President and conducted through assembled members and guests to the clubhouse door, and introduced to the Club President, who will in turn introduce the members of the committee and other officials present to the rnswnba Inc President.

Introduction of RNSWBA Inc President

- A) The club President will then introduce the RNSWBA Inc President to the assembled gathering, and invite him to perform the ceremony.
- B) The ceremony is performed.
- C) The clubhouse is inspected.

Alternative Procedure

Preliminary Procedure for the function

- A) RNSWBA inc President to remain inside the club house with the Club President, whilst club members and guests are assembled near the door where the ceremony is to be performed.
- B) Assemble club members and guests near to where the ceremony is to take place.
- C) Inform RNSWBA Inc President that all is ready.

Introduction of RNSWBA Inc President

- a) Club President introduces RNSWBA Inc President and invites him to perform the ceremony.
- b) The ceremony is performed.
- c) The clubhouse is inspected.

Game of bowls

- A) cards are called and conditions of play started. Official rinks to be called first (see clause 14).
- B) Play commences immediately or after conducting 'spider" if such is desired (see clause 13)
- C) Club president to play against RNSWBA Inc President on centre link of green.

Official Function

As for the presidents day (see clause 21)

Where the RNSWBA Inc President is not in attendance, read presidents representative, zone president, district president, or other bowling official as appropriate.

23. OPENING OF NEW GREENS

Reception and Recording of Officials and Visitors

An official of the club will meet all visitors and introduce to the club President.

Preliminary Procedure for the function

- a) the RNSWBA Inc President will remain inside the club house with the club president whilst the cards are called, and then until advised that players are assembled.
- b) Assemble players and guests near the green on which the opening is to be performed.
- c) Call the cards for the game, and state conditions of play, official rinks to be called first (see clause 14).
- d) Inform the RNSWBA Inc President that all is ready.

Introduction of RNSWBA President

- a) club president introduces RNSWBA Inc President, and invites him to open the green
- b) VIP rolls the jack
- c) RNSWBA Inc President delivers the bowl and opens the green.

Game of Bowls

- a) Play to commence immediately, or after conducting spider if such is desired. (see clause 13)
- b) Club president plays against RNSWBA Inc President on centre rink of green.

Official function

As for Presidents Day (see clause 21)

Where RNSWBA Inc President is not in attendance, read presidents representative, zone president, or other bowling official, as appropriate.

24. PENNANT UNFURLING

Reception and recording of officials and visitors

An official of the club will meet all visitors and introduce them to the club president.

Preliminary procedure for the function

- a) the RNSWBA Inc President will remain inside the clubhouse with the club president whilst the cards are called, until advised that the players are assembled.
- b) Assemble the pennant players concerned near the flagpole on which the unfurling is to be performed.
- c) Call the cards for the game and state the conditions of play. Official rinks to be called first. (see clause 14).
- d) Other guests to be assembled in close proximity
- e) Inform RNSWBA Inc President that all is ready

Introduction of RNSWBA Inc President

- a) Club President introduces RNSWBA Inc President, and invites him to perform the unfurling.
- b) Pennant Unfurled
- c) Badges presented (if applicable)

Game of Bowls

- a) Play to commence immediately, or after conducting "Spider" if such is desired (see clause 13)
- b) Club President to play against RNSWBA Inc President on centre Rink of Green.

Official Function

As for President's Day (see clause 21)

* Where the RNSWBA Inc President is not in attendance, read President's Representative, Zone President, District President, or other bowling official as appropriate.

25. UNVEILING OF PLAQUE, FOUNTAIN ETC

Reception and Recording of Officials and Visitors

An Official of the Club to meet all visitors and introduce them to the Club President.

Preliminary Procedure for the Function

- a) The RNSWBA Inc President * will remain inside the Clubhouse with the Club President whilst the cards are called, and until advised that all players are assembled.
- b) Assemble players and guests near Plaque, Fountain etc, on which unveiling is to be performed.
- c) Call the cards for the game and State Conditions Of Play. Official Rinks to be called first (see clause 14)
- d) Inform RNSWBA Inc President * that all is ready.

Introduction of RNSWBA Inc President*

- a) Club President introduces RNSWBA Inc President * and VIP, and invites appropriate person to perform ceremony.
- b) Plaque, etc, unveiled.

Game of Bowls

- a) Play to commence immediately, or after conducting "spider" if such is desired. (see clause 13)
- b) Club President to play against RNSWBA Inc President * on centre of Green.

Official Function

As for President's Day (see clause 21)

* Where RNSWBA Inc President is not in attendance, read President's Representative, Zone President, District President, or other Bowling Official as appropriate.

26. OFFICIAL VISIT BY ZONE OR DISTRICT

Reception and recording of Officials and Visitors

An Official of the Club to meet all visitors, and introduce them to the Club President.

Preliminary Procedures for the Function

- a) The Zone or District President will remain inside the Clubhouse with the Club President whilst cards are called and until advised that players are assembled.
- b) Call the Cards for the game and State Conditions Of Play. Official Rinks to be called first. (see Clause 14)
- c) Inform Zone or District President that all is ready.

Introduction of Zone or District President (and other VIPs)

Club President introduces Zone or District President (and other VIPs)

Game of Bowls

- a) Play to commence immediately, or after conducting "Spider", if such is desired. (see Clause 13)
- b) Club President to play against Zone or District President on centre Rink of Green.

Official Function

- a) Loyal toast proposed by Club President (see clause 18)
- b) Toast to Zone or District President (proposed by Club President) and response.
- c) Toast to Visitors and response.
- d) Toast to Ladies (if applicable) and response.
- e) Announcement of results and presentation of trophies (if appropriate)

On occasions when Afternoon Tea only is served, official speeches (which should be kept to a minimum) will be made at this time. The announcement of results and presentation of trophies would be made at the conclusion of the game.

27. VISIT BY INTER DISTRICT BOWLING SIDE

Reception of Officials and Visitors

Club President and / or senior Club Officials meet and welcome District President (if appropriate), Party Leaders and other VIPs.

Preliminary Procedure for the Function

- a) Party Managers consult and draw Rinks for opposing Teams.
- b) Club Official assembles players inside Clubhouse. Party Managers call the cards for the game and State Conditions Of Play.

Introduction of District President and Bowling Side Leaders, and other VIPs

Club President introduces District President (if appropriate, Bowling Side Leaders and other VIPs)

Game of Bowls

- a) District President plays Senior Visitor. Club President plays next Senior Visitor
- b) Play to commence immediately
- c) If appropriate, badges to be exchanged with visitors at commencement of play.

Official Function

- a) Loyal toast proposed by Club President
- b) Club President briefly thanks District for arranging game at Club and hands over to District President.
- c) District President (or his representative) officially welcomes visiting Bowling Side.
- d) Response by Leader of visiting Bowling Side.
- e) Thanks to Ladies (if applicable) by District President and / or visiting Leader. District President thanks Club and hands back to Club President.

If the above Official Function is held during the afternoon tea break, the same procedure (with necessary brevity) is followed and a Club Official invites players to proceed with the game.

28. OFFICIAL VISITS BY INTERSTATE OR OTHER TOURING SIDES

Association Welcome

It is the custom for the Executive of the Association in its welcome to play against the visiting Sides, this usually being the Opening Day of the Tour.

Protocol and Procedure of the Day

Parking should be provided as is usual for the President of the RNSWBA Inc, and as much further space as may be available for Cars carrying all Official visitors. Visitors will arrive by car at a fixed time to be advised.

Club President (or Senior Officer) to meet and welcome visitors at the entrance of Clubhouse.

Luncheon to be served at fixed time by arrangement. The Club President (or Senior Officer) takes the Chair.

The Toastmaster will be a representative of the RNSWBA Inc nominated by the President of the RNSWBA Inc.

The Toastmaster will call upon the host Club President to propose the Loyal Toast, following which the Club President welcomes the RNSWBA President Inc (or his representative), and formally hands over the conduct of the proceedings to the President of the RNSWBA Inc (or his representative).

The President of the RNSWBA Inc responds to the welcome and in turn welcomes the Interstate Leader and his Party.

The Leader of the Interstate party will then respond suitably and if in doing so mentions the Club President, then it follows that a response may be made by the Club President.

At the conclusion of the Luncheon, the cards will be called whilst players are still seated.

In the event of High Tea being served, speeches are usually limited to expressions of appreciation by the President of the RNSWBA Inc (or his representative) and visiting Leader to the Club.

The President of the RNSWBA Inc (or his representative) on the completion of these formalities will formally hand back to the Club President who will make a suitable response.

It is customary for the President (or Senior Officer) of the host Club to be included in the President of the RNSWBA Inc Official Four for the day's play.

Table seating protocol to be observed and should be based on that shown in Clause 17.

Seating at the Official Table should provide for the following:

Luncheon

Host Club: Club President (or his representative)

RNSWBA Inc: State President and State Vice Presidents in attendance and Toastmaster.

Visiting Party: Leader, Deputy Leader, Manager and other Official Dignatories may be provided for at the discretion of the State President.

High or Afternoon Tea

State President and visiting Leader with members of their Official Fours.

Days on which Interstate or Other Matches Played

On these occasions it is customary for the RNSWBA Inc to have in attendance an Official Four led by the President of the RNSWBA Inc (or his representative), and to include in that Four the host Club President (or his Senior Officer).

The two opposing Side Managers will, on arrival, be invited to make use of the Club Office and Facilities for the purpose of filling in the Cards and making the Draw.

A RNSWBA Inc Official will act as the Toastmaster for the day.

At the Luncheon, the host Club President (or his Senior Officer) will take the Chair, and at the appropriate time propose the Loyal Toast, after which he will extend a welcome to the President of the RNSWBA Inc (or his representative), and to the Leader of the Touring Side and his party. The President of the RNSWBA Inc (or his representative) and visiting Leader will respond.

The Cards for play to be called alternately by the two Side Managers at the conclusion of Luncheon before players leave the table.

Official Table seating on this occasion will provide for the following:

Host Club: President (or Senior Officer)

RNSWBA Inc: RNSWBA Inc President (or his representative) and members of his team.

Visiting Side: Leader of Official Team and such of his Officers as may not be participating in the game.

In the conduct of these matches, High Tea is preferred to Afternoon Tea. Should it, however, be more convenient for the Club, a buffet style Afternoon Tea may be brought to the Green for the players to partake at their leisure.

In the case of High Tea, table seating will be as Luncheon (see clause 17), and speeches will be brief and confined to an expression of appreciation by the President of the RNSWBA Inc (or his representative), and visiting Leader to the Host Club.

Farewell to Visiting Side

Procedure up to and including Luncheon will be as shown under "Days on which Interstate or Other Matches played." (clause 28)

High Tea

Official Table seating to be as that provided at Luncheon on the Day of Association Welcome (clause 17). The Toastmaster on this occasion will be a representative of the RNSWBA Inc nominated by the President of the RNSWBA Inc.

Procedure

The Toastmaster will call upon the host Club President to propose the Loyal Toast. After the Proposal, the host President will remain standing and welcome the President of the RNSWBA Inc and visitors, and thank the Association for making his Club the venue of such an important function.

The Toastmaster introduces the President of the RNSWBA Inc who will accept the courtesy thus offered in reply, and make presentation to farewell the visiting party.

The Toastmaster will call upon the Side Manager of the visiting Side to introduce his President or Leader to reply.

The Toastmaster will then call on the RNSWBA Inc President, who will hand back to the host Club President the extended courtesy of control of the Club and amenities with suitable expressions of appreciation.

29. FLYING OF THE AUSTRALIAN FLAG

Dignity of the Flag

The Australian National Flag should be displayed only in a manner befitting the national emblem; it should not be subjected to indignity, nor displayed in a position inferior to any other flag or ensign. It should always be flowing aloft and free.

Application of the Rules

These rules apply to the flying of the Australian National Flag by all private citizens and bodies corporate on land.

Display of the Flag

a) Position of the Union

The Australian National Flag should be displayed as follows;

- i. on a Staff – the Union to be in the position nearest the peak of the staff. When carried the flag should be aloft and free.
- ii. on a Halyard – the Union to be uppermost hoisted as closely as possible to the block with the halyard taut.
- iii. flag against the wall – the Union to be in the upper left hand corner as viewed by a person facing towards the wall'
- iv. suspended vertically in the middle of a street – the Union to be towards the north in an east - west street, and towards the east in a north south street, thus being on the left of a person facing east or south respectively.

b) Position of Honour

When displayed alone or with other flags the Australian National Flag should take the following position:

i) When displayed alone:

a) on a Speaker's platform

- i) flat against the wall – above and behind the speaker
- ii) on a Staff on the speaker's right as he faces the audience

b) at a meeting when displayed from a Staff which is not on the speaker's platform:

- i) at the right of the audience as they face the platform.
- ii) When displayed with the flags of one or more sovereign nations:
 - (a) with the flag of another nation on separate staffs – the Australian National Flag should be flown on the right (ie; on the left of a person facing the flag and at the same height.)
 - (b) with another flag against a wall from cross Staffs – the Australian National Flag should be on the right (ie; on the left of a person facing the flag) and its Staff should be in the front of the other flag;
 - (c) with flags of States or Towns Or Pennants of Societies on the same halyard – the Australian National Flag should always be at the peak; when the flags of two or more sovereign nations are displayed they are to be flown from separate Staffs. (See paragraph 11: "Flag of the President of the RNSWBA Inc Conditions of Use)
- iii) When displayed with the Flag of a State, the Australian National Flag should be flown on the right (ie; on the left of a person facing the flag) and slightly higher than the State Flag. It is however desirable to avoid flying the Australian National Flag and the Flag of State together if possible.

c) General

When flown with the Flags of other sovereign nations, all flags should be flown on separate Staffs and in equal positions, no flag being higher than any display on the Flag of one nation above that of another nation in time of peace. The Australian National Flag should however be hoisted first and lowered last; unless the number of flags permits of their being hoisted and lowered simultaneously. The Australian National Flag should be displayed at night on special occasions, but only where it is properly illuminated.

d) Half Masting

Flags are flown at the half mast as a sign of mourning. The Flag is brought to the half mast position by first hoisting it to the peak for an instant and then lowering it slowly to the half mast position. The flag should again be hoisted to the peak before being hauled down for the day.

e) Unveiling Ceremony

The Australian National Flag should form a distinctive feature of the Ceremony of unveiling a Statue or Monument; it should not be used as the covering of the Statue or Monument, and during the Unveiling Ceremony it should not be permitted to touch the ground or floor.

f) The Union Jack

The above rules apply to the flying of the Australian National Flag. Section 8 of the Flags Act is as follows:

“This Act does not affect the right or privilege of a person to the fly the Union Jack” (see also Appendix A).

30. DRESS

Over recent years there has been a tendency towards laxity in dress. Correct attire according to our Constitution, and tidiness, shows a pride not only in personal appearance but in the Club which the member represents at all times.

Hatbands and Coat Lapels covered with a conglomeration of extraneous badges does nothing to lift the prestige of the bowler or our Association.

Blazer Pockets

It is the responsibility of the President and Executive of Clubs to see that the pockets of Blazers are strictly in accordance with our Constitution, particularly in respect of outdated Club Insignia, and that the official Association Pocket (white pocket) is displayed only when the wearer is so entitled.

31. Appendices

A. Appendix A

Flying the Flag

The following is an outline of the general procedure to be followed in flying the New South Wales Flag alone, or in combination with the Australian National Flag and other Flags or Pennants.

Enquiries about the flying of flags in ways not covered in this section should be directed to the Protocol Division, Premier's Department, Sydney.

On or in front of a Building with one flag pole with cross arms:

- a) The Australian National Flag is flown from the halyard on the left of the observer facing the building.

The flag of the State of New South Wales is flown from the right Halyard OR

- b) The Australian National Flag is flown from the Masthead.
The flag of the State of New South Wales is flown from the Halyard on the left of the observer facing the building.
A House Flag or Club Pennant is flown from the Halyard on the right.



B. Appendix B

Table of Precedence

His Excellency the Governor and the Executive Council have approved of the following Order of Precedence being observed at **Official State Functions** in New South Wales:

- 1) The Governor General
- 2) The Governor or Lieutenant Governor if administering the Government
- 3) The Premier
- 4) The Prime Minister
- 5) The Lieutenant Governor, if not administering the Government
- 6) The Chief Justice
- 7) a) Foreign Ambassadors and High Commissioners
b) Foreign Ministers and Envoys
- 8) State Executive Councillors
- 9) The Anglican and Roman Catholic Archbishops of Sydney (according to the date of appointment)
- 10) The President of the Legislative Council
- 11) The Speaker of the Legislative Assembly
- 12) Federal Executive Councillors
- 13) Privy Councillors
- 14) The Chief Justice of the High Court
- 15) The Leader of the State Opposition
- 16) The President of the Senate
- 17) The Speaker of the House of Representatives
- 18) Judges of the High Court of Australia
- 19) Judges of the Supreme Court and Judges with Supreme Court Status, in order of appointment
- 20) Judges of the Commonwealth Court of Conciliation and Arbitration
- 21) The Lord Mayor of Sydney
- 22) The Chairman of the Public Service Board
- 23) Senior Officers in local command of the Naval, Military and Air Forces, according to seniority
- 24) Members of the Legislative Council
- 25) Members of the Legislative Assembly
- 26) Heads in NSW of the following communities:
Presbyterian, Methodist, Baptist, Congregational, Church of Christ, Jewish, Salvation Army, Greek Orthodox
- 27) Members of the Senate
- 28) Members of the House of Representatives
- 29) Consuls – General and Trade Commissioners
- 30) Knights of the various Orders and Knights Bachelor
- 31) Ex Ministers of State and Gentlemen authorised to retain the prefix “Honourable”

At all Club President' Days etc; the following Order of Table Precedence shall prevail:

- a) the Club President seated in the centre
- b) the State President (or his representative) seated on the right of the Club President
- c) the District President seated on the left of the Club President.

Note: Adequate space should be provided between guests seated at the Official Table.

Appendix B 1

The following Diagrams are offered as a GUIDE ONLY. Other important guests can be included by the appropriate responsible Official.

Club President's Day

Club Toastmaster 8	
7	Club Executive
6	RNSWBA Inc Member
5	Club Chairman
4	Zone President
3	State Gov't Member
2	RNSWBA Official Inc
1	Club President
9	Local Mayor
10	Federal Gov't Member
11	Sponsor
12	Country/District Pres
13	Member RNSWBA
14	Club Executive
15	Club Lady President
16	
Member RNSWBA Inc	

Zone / Inter District Events

Zone Toastmaster 8	
7	RNSWBA Inc
6	Zone Member
5	RNSWBA Inc
4	District President
3	State Gov't Member
2	RNSWBA Official Inc
1	Zone President
9	Club President with Zone
10	Local Mayor
11	Sponsor
12	Federal Gov't Member
13	Zone Member
14	RNSWBA Inc
15	
Host Umpire	

For District President's Day: Substitute Zone President's Party Table Seating with District President and Party.

**Interstate
Events**

RNSWBA Toastmaster 9	
8	State Umpire
7	State Match Official
6	NSW Side Manager
5	State Selector Official
4	Zone President
3	State Gov't Member
2	RNSWBA Official Inc
1	Club President
10	Interstate President
11	Local Mayor
12	Federal Gov't Member
13	Sponsor
14	Country/District President
15	Interstate Side Manager
16	Interstate Selector Official
17 Club Chairman	

**State /
Representative
Fixtures**

Toastmaster 8	
7	State Match Official
6	State Side Manager
5	State Selector
4	State Gov't Member
3	Zone President
2	RNSWBA Official Inc
1	Club President
9	Country/District President
10	Local Mayor
11	Sponsor
12	Federal Gov't Member
13	Club Chairman
14	State Umpire
15	
16 Club Executive	

**Zone / Inter District
Events**

Host Toastmaster 8	
7	Host Side Manager
6	Host Match Chairman
5	Host Chairman Selectors
4	Host Vice President
3	Host Vice President
2	Host President
1	Club President
9	Visiting President
10	Visiting Vice President
11	Visiting Vice President
12	Visiting Chairman Selectors
13	Visiting Match Chairman
14	Visiting Side Manager
15 Host Umpire	

