



NSW WOMENS BOWLING Association Inc.

Suggested Procedure for Official Visits and Functions attended by the State President or her Representative

The purpose of these notes is to inform Member Clubs of the suggested correct procedure and protocol to be observed on official occasions when the President of the NSWBA (or her representative), has been invited to be present at District or Club functions.

On all such occasions it is emphasised that the State President (or her representative) takes precedence over all other guests. Vice-Regal patronage is dealt with under sub-heading "The Official Function and Table Seating" which appears later.

Types of official visits or functions covered

- Interstate and representative matches
- President's Day
- Opening of new clubhouse (or extensions)
- Pennant unfurling
- Opening of new greens
- Official visits by
- District Association President
- Official visit by Inter-district or Group Side

Notice

As much notice as possible should be given of the proposed official function BUT NOT IN EXCESS OF TWELVE (12) MONTHS AHEAD so that arrangements can be made by the Association for the State President (or her 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 in this regard.

Bearing in mind the travelling distance and time involved for the officers, the 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.

The Invitation

When the date of the function is fixed, a written invitation not more than 12 months ahead should be forwarded through the District Secretary to the State EO, NSWBA.

With the increasing calls being made on the time of the State President, it will not always be possible for her to attend personally; in these cases a deputy will be nominated.

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

A reply to the invitation will be forwarded by the EO indicating in the case of acceptance, whether the President will be attending personally, or if not, nominating her representative).

Invitation for Official Representation

When invitations seeking official representation are forwarded to the Executive Officer, it must be clearly understood that expenses must be met by the Member Club or District Association issuing the invitation; cheques for expenses may accompany the invitation.

Country visits, state pays half.

The exceptions to the above are: OFFICIAL OPENINGS and STATE PRESENTATIONS, in which case the expenses incurred by the State President's attendance are borne by the NSWBA.

Should a Member Club or District Association desire to have a team (three others) accompany the State President, either to Official Openings or State Presentations, the expenses of the team (three others) would then be borne by the District Association or Member Club making the request.

Pre-planning

Attending to the many organisational details well in advance of the visit is a necessary pre-requisite to ensure the success of any occasion. If this is observed the function should run smoothly.

Invitations sent to selected Member Clubs, etc. should be promptly acknowledged by the recipient clubs, indicating their intentions. The following items should be organised in advance:

- * *Reserved and general parking space*
- * *Reception and recording of visitors on arrival and introduction to the President*
- * *Programme of day's activities, bowls programme and official speeches*
- * *Catering*
- * *Appointment of officers for various duties*
- * *Method of awarding trophies*
- * *Time programmed for the whole function*

On the day of the function, Club officials 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.

Parking

A special parking committee should be in attendance to direct members and visitors to the parking areas. It should be noted that special parking reservations should be provided for the NSWWBA and District representations, and also for any local V.I.P's attending, together with a suitable notice indicating area allocated.

Reception of Visitors

Clubs should endeavour to arrange for officials and members of committees to meet official representatives at the parking area or other approach to the clubhouse and welcome them to the club.

Their bowls bag etc. could be taken and placed at the appropriate rink, or in the event of rain, at another suitable location.

Flag of the NSWWBA President

If the State President is in attendance, arrangements should be made for her official flag to be flown on the club's 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 yard-arm or jack-staff.

If two flagpoles only without yard-arm or jack-staff are provided, the Australian flag should be flown on the most prominent pole and the President's 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 of equal prominence and height being provided 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 shall be flown on the left.

Also, it should be recognised that the State President's flag will fly above the Club's flag should the Club possess one.

It is important that an officer of the club deputed for this purpose remembered to strike and furl the President's flag at the conclusion of the day's play and hand it back to the President personally.

Flag of a District Association President

This flag will be flown only by the District President on official occasions where she is personally present IN HER OWN DISTRICT ONLY.

On all occasions when the State President is in attendance, the flag of the District president may be flown in conjunction with the NSWBA President's but at a lower level.

On official occasions where the president of the NSWBA is not personally present but is represented by an officer of the State Association as her deputy, although the State flag will not be flown, the District flag may be raised.

Toastmistress

The Toastmistress plays an important part in the day's programme and some of her responsibilities are as follows.

- (a) to present to the official representative a copy of the day's programme and to ascertain from her if there is anything (other than their standard procedure) she would like carried out during the official function.
- (b) be responsible for adherence to the programme timing. 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 that those later engagements must also be kept.

It would be appreciated if the function could be terminated by 3.30pm.

Calling of Cards and Method of Play

Prior to calling of the cards, enquiries should be made of the Leader of the official team to ascertain the playing positions of her team.

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 Inter-State 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 coin. The host team is usually selected from Club Officers, with the Club President playing Captain opposite Leader of the official team.

Balance of cards for play are then called and the rules of play for that day explained at conclusion of the calling of the cards.

If it is desired 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 commencement of the game.

Association Badges

If it is desired that the NSWBA Representative present an Association Merit Badge, the name of the recipient member or officer and a brief outline of her special club activities should be furnished to the president (or her

representative). Bearing in mind that the presentation of such badge is the highest honour the Association can bestow, requests for same shall be kept to an absolute minimum on any one official visit.

The Official Function and Table Seating

The President of the NSWWBA. (or her representative) on the day shall take precedence over all local officials, Parliamentary and Civic representatives.

Officers of a "host" club take precedence over all other people present including Mayors, Shire Presidents and Members of Parliament at bowling functions.

Should Vice-Regal or high State dignitaries be in attendance, seek guidance from the EO of the NSWWBA. to be invited as stipulated in the Constitution of By-Laws of the NSWWBA (By-Law 10.7)

When the President of another State Authority visits a Club or District within New South Wales, it is usual for the President of the NSWWBA. to be invited as stipulated in the Constitution of By-Laws of the NSWWBA (By-Law 10.7)

When the State President visits any Member Club it is usual for the respective District Association President to be present.

The President of the Men's Bowling Club (or his representative) takes precedence over all other male visitors at a bowling function and is addressed immediately after the women officials.

It is an advantage if place cards for seating are previously arranged.

Table Seating Procedure

The following is given as a lead to the table arrangements for functions to which distinguished guests enumerated may be invited and is based on precedence as observed in State Table of Procedure.

This example of arrangement may serve to cover the normal extent of the needs in most bowling clubs.

It will be noted that the President NSWWBA.(or her representative) having first guest precedence, is seated on the right of the Club President. Second in 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.

When both State and District officials are present at a member Club within a District Association, seating arrangements may be as follows:

State officials seated together on the RIGHT of the club President and the District officials on the LEFT of the Club President OR Club officials could be seated alternatively with State officials.

It is desirable to include at the official table the Club President's team and other Club Executives if possible.

GRACE is sung or recited first (before "The Queen").

The first toast of the day is that of "The Queen", usually proposed by the Club President. (Clubs are reminded that at official functions it is customary not to smoke before the Loyal Toast and therefore it is desirable to propose this toast as early as possible).

The second toast is that of "N.S.W.W.B.A." and is usually proposed by the Club President and this toast may be coupled with the name's of N.S.W.W.B.A.. representatives present.

The response to this toast is made by the NSWWBA representative during the progress of which she introduces her official team and makes suitable presentations to the Club President, etc. of Official Visit Bannerettes, Association Merit Badges or any other presentations.

Presentation of Trophies

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

The official function following the bowling activities should be arranged so as to conclude at approximately 3.30pm in consideration of visitors who may have travelled long distances.

Where the function is coincident with an afternoon tea period, the same general principles should apply, so that it is possible for a responsible amount of bowling to be enjoyed by the visitors.

Other Functions

The foregoing principles and procedures can equally well be applied to all functions attended by the President NSWWBA (or her representative).

Should a Club be in doubt upon any point however, the Club Secretary may contact the EO to obtain relevant answers to any queries.

Procedures for special functions are given hereunder:

(1) President's Day

After reception of officials and visitors, club officials will introduce them to the Club President.

Preliminary procedure for the day:

- (a) Call cards for the game and state conditions of play.
- (b) Play to commence after conducting a "spider" if such is desired.

- (c) Club President plays against State President on centre rink of green.

Official Functions: At morning tea:

Club President, in her opening remarks, extends a welcome to the District president, mentions how happy she is that the State President (or her representative) is present and calls on the District President to officially welcome the State President (or her representative).

At Luncheon: Grace

Toasts:

Loyal Toast

Toast of NSWWBA

RESPONSE by NSWWBA

To District Association

RESPONSE by District Association

To Club President (if President's Day)

RESPONSE by Club President

To Club Patron/s

RESPONSE by Club Patron

To Visitors

RESPONSE

To Men's Club Representative

By Men's Club Representative

Cutting of Cake

Presentation of Trophies

Advance Australia Fair

Auld Lang Syne (optional)

IT IS TO BE NOTED that the CLUB PRESIDENT is the hostess and she must always be the first person to be addressed in speeches, followed by (1) NSWWBA

President (or her representative) and (2) District President (or her representative).

(2) Opening of New Club, Clubhouse or Clubhouse Extensions

After reception of officials and visitors introduce to Club President (**Probably only for "All Women's Clubs"**)

Similar procedure as for function.

A fixed time should be made for the ceremony and the State President advised;

Arrangements then made to assemble club members and guests from the entrance to the clubhouse door.

Introduction of State President:

(a) The Club President will then introduce the State President to the assembled gathering and invite her to perform the ceremony.

(b) the ceremony is performed.

(c) The clubhouse inspected.

Alternative procedure:

As preliminary procedure but State President and Club President remain inside clubhouse. Rest of procedure as above.

Game of Bowls & Official function:

As for President's Day

(3) Opening of New Greens: (Probably only for "all Women's Clubs")

As for (2) above.

State President will remain inside the clubhouse with the Club President until advised that players are assembled.

(a) assembled players and guests near the green on which opening is to be performed.

(b) Call cards for the game and state conditions of play.

(c) Inform State President all is ready.

Introduction of State President:

(a) Club President introduces State President and invites her to open the green.

(b) Club President lays the mat and rolls the jack.

(c) State President bowls the first bowl and opens the green.

Games of Bowls & Official Function:

As for Presidents Day.

(4) Pennant Unfurling

After reception of officials and visitors, club officials will introduce them to the Club President.

Preliminary procedure for the function:

(a) State President will remain inside the clubhouse with the Club President until advised the players are assembled.

(b) Assemble the Pennants players near the flagpole on which the unfurling is to be performed.

(c) Other guests to be assembled in close proximity.

(d) Inform State President that all is ready:

Introduction of State President.

Introduction of State President:

(a) Club President introduces State President and invites her to perform the ceremony of unfurling.

(b) Pennant Unfurled.

(c) Badges presented.

Game of Bowls & Official Function:
As for President's Day

(5) Unveiling of Plaque, Fountain, etc.

After reception of officials and visitors, club officials will introduce them to the Club President.

Preliminary procedure for the function:

- (a) State President will remain inside the clubhouse with the Club President until advised that all players are assembled.
- (b) Assembled players and guests near plaque, fountain, etc on which unveiling is to be performed.
- (c) Inform State President that all is ready.

Introduction of State President

- (a) Club President introduces State President and V.I.P., and invites appropriate person to perform the ceremony.
- (b) Plaque, etc. unveiled.

Game of Bowls & Official Function:
As for President's Day.

NOTE: Where NSWBA. President is not in attendance, read "President's Representative, District President" or other bowling official, as appropriate.