

PORT NATAL BOWLS INDEX TO THE CONSTITUTION

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Any reference to “Senior(s)” shall be replaced by “Veteran(s)” in the Constitution and/or By-laws.

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PORT NATAL CONSTITUTION AND BY-LAWS

1.0 TITLE

The Association shall be called Port Natal Bowls (abbreviated where and when necessary by the initials PNB) hereinafter referred to as "The Association".

1.1 **REFERENCE:** The references in the Constitution and these By-Laws to HE, HIM or HIS do not imply male exclusivity, but apply equally to both males and females.

2.0 AFFILIATION

The Association shall be affiliated to Bowls South Africa and shall be bound by this Constitution, By-Laws, Laws of the Sport of Bowls, in force from time to time.

3.0 AREA OF JURISDICTION

3.1 The area of jurisdiction of the Association shall be as defined by Bowls South Africa and shall be the geographical area extending from Salt Rock on the North Coast, moving inland along the R614 to Fawnleas, where it turns South through Camperdown to Rosebank and on to the Mkomazi River turning East down to Umkomaas on the South Coast.

3.2 The Association shall have jurisdiction over all bona fide members and all affiliated clubs, as defined by Bowls South Africa.

3.3 Clubs at the extremes of these boundaries may, with the approval of their members and after consultation with the Association, apply for written authority from Bowls South Africa to belong to the nearest neighbouring District.

4.0 HEADQUARTERS

The headquarters of the Association shall be situated in Durban, where the Executive shall maintain an administration office.

5.0 OBJECTIVES

5.1 The objectives of the Association shall be to:

5.1.1 Promote, Develop and Control the game of bowls within the area of its jurisdiction;

5.1.2 Participate in the affairs of Bowls South Africa;

5.1.3 Arrange such competitions and fixtures as may be deemed desirable;

5.1.4 Consider and deal with all matters which may from time to time be submitted to the Association by its affiliated clubs;

5.1.5 Apply such profits (if any) as it may make or any surplus funds to the promotion of any of its objectives;

5.1.6 Purchase, lease or otherwise acquire any property, movable or immovable, freehold or leasehold, or any right or interest in such property, which may be required at any time for, or which may be capable of being used either directly or indirectly in connection with the promotion of its objectives, and to sell, let, exchange or otherwise dispose of, or to mortgage, grant rights and privileges in respect of, or otherwise deal with, any of its property, movable or immovable, freehold or leasehold, or any of its rights or interests;

5.1.7 Borrow or raise money for the purpose of advancing any of its objectives and, as security thereof, to mortgage or pledge any of its property, movable or immovable;

5.1.8 Enter into any transaction, financial or otherwise, which it may deem to be in the furtherance of its objectives.

6 PROPERTY

6.1 All the property of the Association shall vest in the Executive in office from time to time as Trustees of the Association.

- 6.2 All legal proceedings shall be instituted or defended by the President and Vice-President in office from time to time on behalf of the Association.
- 6.3 All documents, which it may be necessary for the Association to sign shall be signed by the President and Vice-President in office from time to time on behalf of the Association.
- 7.0 **INDEMNITY**
- 7.1 All members of the Executive together with the Administration Manager shall be personally indemnified by the Association for all losses or expenses incurred by them in instituting or defending any legal proceedings by or against the Association, provided that they act bona fide on instructions from the Council.
- 8.0 **MEMBERSHIP**
- 8.1 The membership of the Association shall consist of affiliated clubs
- 8.2 **AFFILIATED CLUBS**
- 8.2.1 Bowling Sections of Composite Clubs may affiliate to the Association, but they shall be bound by all the provisions of this Constitution in their own right and shall be interpreted as Clubs for this purpose.
- 8.2.2 A Club applying for affiliation to this Association must have the use of a bowling green.
- 8.2.3 Application for affiliation to the Association must be made in writing to the Administration Manager of the Association. The application must be accompanied by a copy of the club's constitution, specimens of the proposed club colours, hatband, badge and a list of the office bearers and the annual subscription and levies as laid down in section 9.2 of this constitution. The exact colours shall not only be depicted in sketches, but shall in addition be designated in words, e.g. Royal Blue, Olive Green.
- 8.2.4 The Constitution of any affiliated Club shall in no way be in conflict with the Constitution of the Association or of Bowls South Africa, except so far as may be required by law.
- 8.2.5 Applications for membership shall be considered by the Executive and, if the requirements of section 8.2.3 have been complied with, shall be submitted to the Council by the Administration Manager for consideration at its first meeting following receipt of the application and the Club will be advised in writing of Council's decision.
- 8.2.6 All Clubs shall keep proper records, minute books and books of account.
- 8.2.7 The Committee of each affiliated club shall, upon receipt of an application for membership to their Club, ascertain if the applicant is a member of any other Bowling Club/s or was a member of another Bowling Club. If so, the applicant shall be called upon to produce proof in the form of an official clearance certificate confirming that he/she is in good standing with the Club/s of which he is still a member, or that he is in good standing with the last Club of which he was a member. Only on production of such certificate shall he be admitted to membership.
- 8.2.8 Clubs shall advise the Association in writing of the names of its members who are in default with their subscriptions, levies or other dues and such members shall not be entitled to participate in any Association competitions or fixtures while in default.
- 8.2.9 The act of affiliation to the Association shall carry with it the obligation by the club to place its greens at the disposal of the Association for the purpose of any competitions instituted, conducted or controlled directly or indirectly by the Association or Bowls South Africa to whom the Association may have lent the greens.
- 8.2.10 Each club shall advise the Association of any alteration/s to its constitution within 14 days of the date of the meeting at which the alteration was made.

8.3 **Termination of Membership**

Any Club wishing to resign from the Association must submit its resignation to the Administration Manager prior to the 15th December, failing which it shall be liable for its members' subscriptions for the ensuing financial year.

- 8.3.1 It shall be competent for the Executive, after due investigation of the facts and, if need be, the examination of witnesses and relevant documentary evidence, to recommend suspension or termination of membership of any Club to the Council for a decision, but such Club shall have the right of appeal to Bowls South Africa. Any such suspension or termination of membership shall not exempt such club from liability for outstanding subscriptions or levies or other obligations to, and constitutionally imposed by the Council.

9.0 **BONA FIDE MEMBERSHIP, REGISTRATION, SUBSCRIPTIONS AND LEVIES**

9.1 **Bona Fide Membership**

- 9.1.1 Every bona fide member of an affiliated Club shall become a registered member of the Association and Bowls South Africa through their Club.
- 9.1.2 Bona Fide members shall include:-
- 9.1.2.1 Life Members and Honorary Life Members with full privileges;
- 9.1.2.2 All members liable to pay subscriptions;
- 9.1.2.3 Ordinary first call members who are either scholars or over the age of ninety (90) shall not be liable for affiliation fees/levies of the Association and Bowls SA. Scholars being defined as persons registered with an educational body up to Grade 12. All registered bowlers under 18 years of age shall provide information and parent/guardian consent to the BSA database for Inter District participation. This information to be retained by their club.
- 9.1.3 Members in default, either financially or in terms of any National, District or Club Constitution, with any District or Club, honorary members, country members or members of similar status and/or non-playing social members shall not be considered bona fide.
- 9.1.4 A Player who is not a member of an affiliated Club is not a bona fide member, irrespective of whether he has previously paid National or District affiliation fees during that year.

9.2 **Registration**

- 9.2.1 It is the responsibility of each member Club to ensure that all registrations, transfers and deletions of bona fide members shall be made electronically onto the Bowls South Africa database in the manner prescribed by Bowls South Africa.
- 9.2.2 Each affiliated Club shall ensure that their membership captured on the database is correct by no later than 10 December of each year. Liability for Bowls South Africa and P N B affiliation fees will be determined by the status at 1 January each year. It is important that clearance forms and notification of deceased members are processed according to Bowls South Africa procedures to ensure that the database is correct and up to date.
- 9.2.3 For Association purposes only bona fide members shall be eligible to compete in Association fixtures.
- A person who is a bona fide member of more than one club must nominate before the commencement of each calendar year which club he desires to represent during that year and must be registered with each club either as an ordinary first call or second call member. Except for the Nominated Mixed Pairs Championship (Oppenheimer Cup), no member shall represent more than one club during the course of the same year unless he first resigns from the Club of which he is a first call member.

9.2.4 After the closure of annual returns on 10 December each year any new additions to the Club shall be registered on the Bowls South Africa database within thirty (30) days of acceptance by the Club Executive.

9.2.5 Failure to register any member shall debar such member from participating in any Association, Provincial, District or National Tournament/Competition.

9.3 Affiliation Fees

9.3.1 Each affiliated club shall be liable for and pay to the Association on or before the 31st (thirty-first) January in each year in respect of each of its bona fide first call members as at the first (1st) January in that year:

9.3.1.1 the annual affiliation fee payable to Bowls South Africa as determined by their Council.

9.3.1.2 the annual affiliation fee to PNB to be determined by the Executive Committee, provided that any increase shall not exceed ten (10%) per annum. Any recommended increase in excess of ten (10%) per annum shall be determined at the next General Meeting of the Association, provided that notice of such change and motivation has been circulated to all Clubs. The Executive shall determine also what portions shall be credited to the General Fund and what portion to the Helping Hand Fund as provided in Clause 15.3 of the Constitution, based on the projected needs of the fund at that time.

9.3.2 PNB shall be responsible for the transfer of the Bowls South Africa affiliation fees to that association by 31st (thirty-first) January each year.

9.3.3 In respect of each new member admitted after the 1st January in each year, each affiliated Club shall be liable for and shall pay to the Association when registering such member the monthly proportion of the annual affiliation fees payable in terms of 9.3.1.1 and 9.3.1.2 above, provided that no such affiliation fee shall be payable in respect of a member transferring from one affiliated Club to another during the year. (e.g. during January 91%; during February 83.3%; during March 75% etc. decreasing monthly to 8.3% in December)

9.3.4 Port Natal Bowls is compliant with the requirements of the Consumer Protection Act relating to refund on subscriptions.

9.4 Membership Cards

Annual membership cards will be generated by Bowls South Africa and will be distributed to the Clubs via the District office.

10.0 ADMINISTRATION

10.1 COUNCIL

10.1.1 The Association shall be governed by a Council, hereinafter referred to as "Council" consisting of:

10.1.1.1 The elected members of the Executive Committee, hereinafter referred to as the "Executive" ;

10.1.1.2 Not more than two (2) delegates from each affiliated club;

10.1.1.3 The Convener (or alternate) of the Standing Committees.

10.2 VOTING

10.2.1 In matters of general concern which will not alter the Constitution or By Laws, voting shall be by a show of hands (one vote per attending club) or should there be a minimum of six clubs not in agreement by ballot.

10.2.2 By ballot – each club will be entitled to one vote plus one vote per fifty (50) or part thereof of its registered members with a maximum of eight (8) votes. Members of the Executive Committee and Conveners of the Standing Committees shall be entitled to one vote each.

10.2.3 For matters of general concern a simple majority shall apply. Should there be an equal number of votes for or against the Chairman of the meeting shall have the casting vote.

- 10.2.4 For notices of motion which will result in the alteration of the Constitution, then a two thirds majority will apply and voting shall be by ballot in accordance with 10.2.2. For changes to the By-laws only a simple majority will apply.
- 10.2.5 In regard to the Executive Committee – delegates are required to vote for the required number of members to be elected and a simple majority will apply.

10.3 HONORARY LIFE MEMBERS/HONORARY MEMBERS

- 10.3.1 Council shall have the right to elect Honorary Life Members upon notice of motion to a General Meeting, either by the Executive or by a Club whose notice of motion shall have the prior approval of the Executive and provided that two-thirds of the votes cast are in favour.
- 10.3.2 Honorary Life Members/Honorary Members of the Association and its predecessors, The Durban and District, Port Natal Men's and Southern Natal Women's Bowling Associations shall be entitled to attend Council meetings and shall be allowed to speak at the discretion of the Chairman on the business under discussion at the Council meeting, but shall have no vote.
- 10.3.3 Nominees shall include those who meet certain pertinent areas of the following criteria:
- 10.3.3.1 have served as President of the Association for at least two (2) years and have served their Club as President,
- 10.3.3.2 have served on either the Bowls South Africa Executive or any of their Standing Committees for a minimum of two (2) years,
- 10.3.3.3 have served a considerable number of years in the administration of the game of Bowls, including service to bowlers, managing District/Provincial and/or National sides, and/or serving on National Tournament Committees and /or members of the Association's Standing Committees.
- 10.3.3.4 have an unblemished record, be a person of high standing in the community and be capable of promoting the Association and its objectives.
- 10.3.4 Automatic election shall be bestowed on any member elected to an office higher than Bowls South Africa or is elected to Life Membership of Bowls South Africa.
- 10.3.5 Nominations shall include a full Curriculum Vitae along with a letter of proposal/ motivation from the Club or Executive. After circulation to all Clubs, the vote must be received under confidential cover by a set date prior to the General/Annual General Meeting.
- 10.3.6 Honorary Life Members shall not be liable for Port Natal subscriptions.

10.4 PAST PRESIDENTS

- 10.4.1 Past Presidents of the Association and its predecessors, The Durban and District, Port Natal Men's and Southern Natal Women's Bowling Associations shall be entitled to attend Council meetings and shall be allowed to speak at the discretion of the Chairman on the business under discussion at the Council meeting, but shall have no vote.

11.0 THE EXECUTIVE COMMITTEE

11.1 Composition of the Executive

- 11.1.1 The Executive shall consist of eight (8) members, one of whom shall be President, one Vice-President and six (6) members, three (3) of those six should preferably be from each gender. Should co-options be necessary due to a lack of nominations, then the first suitable candidate/s may be co-opted by the Executive Committee, irrespective of gender.
- 11.2.1 Each year the Executive and every affiliated Club shall have the opportunity of nominating one or more persons for the position of

- 11.2.1.1 President (The person nominated must have served at least one year on the Executive committee) Where no candidates are available Council can prevail upon the incumbent to remain for a further period of not more than one year at a time.
- 11.2.1.2 Vice-President
- 11.2.1.3 Six members of the Executive
- 11.2.2 The same person may be nominated for each position, but shall not be elected to more than one position.
- 11.2.3 No member of the Executive shall serve for a period of more than six consecutive years without the majority approval of Council
- 11.2.4 Nominations for Executive members, who must be bona fide members of the Association, shall be made on the official Association form, which must be accompanied by the nominees' curriculum vitae (CV) and written acceptance. The form and CV must be in the hands of the Administration Manager not later than 30th November preceding the date of the Annual General Meeting at which the Executive members are elected.
- 11.2.5 A list of nominations received, together with a copy of each nominee's curriculum vitae, shall be sent to each affiliated Club twenty one (21) days before the Annual General Meeting.
- 11.2.6 In the event of insufficient nominations being received, those nominated shall be declared elected at the meeting, after which nominations for the remaining vacancies shall be filled by the Executive at their first Committee meeting, or as soon as possible thereafter.
- 11.2.7 No Club shall have more than two (2) members on the Executive at any one time.
- 11.3 **Election of the Executive**
- 11.3.1 The Executive members referred to in Clause 11.2.1 shall be elected by Council at the Annual General Meeting each year and voting shall be by ballot.
- 11.3.2 Separate ballots shall be held in the following order
 - 11.3.2.1 President
 - 11.3.2.2 Vice-President
 - 11.3.2.3 Six members of the Executive
- 11.3.3 Delegates are required to vote for the requisite number of members to be elected and a simple majority will apply.
- 11.4 **Responsibilities**
- 11.4.1 In managing the affairs of the Association the Executive shall abide by the Constitution and By-Laws at all times
- 11.4.2 The Executive shall be responsible to Council for all its decisions.
- 11.4.3 In terms of the Control aspect of Clause 5.1.1 of the Association's objectives, the Executive shall have the right to appoint Advisor/s and/or Advisory Committees to assist in administering and running the affairs of the District, provided that
 - 11.4.3.1 an Executive Member forms part of the Advisory Committee;
 - 11.4.3.2 the scope of operation, responsibilities and levels of decision making are supplied in writing;
 - 11.4.3.3 the Executive retains the final decision making responsibilities;
 - 11.4.3.4 the Executive can disband the Advisory Committee at its sole discretion.
- 11.5 **Executive Meetings**
- 11.5.1 The President shall chair all meetings of the Executive or in his absence this role shall be filled by the Vice-President. In the absence of both, the members present shall elect a Chairman
- 11.5.2 At the meetings of the Executive, four (4) members shall form a quorum.

- 11.5.3 Where there is an equality of votes cast for or against any motion requiring a simple majority, the Chairman, who has a deliberative vote shall have a casting vote as well.
- 11.5.4 Minutes of the Executive meetings shall be distributed to the Executive members and such additional persons or bodies as the Executive or Council may decide.
- 11.6 Salaried Staff**
- The Executive shall, subject to directions given by Council, be empowered to employ an Administration Manager, together with any such staff as it deems necessary. They shall draw up a written contract to be signed by both parties, which shall detail their duties and responsibilities, hours of work, annual and sick leave allowances, salary, salary reviews and bonus conditions and conditions for termination of employment by either party. All being within the Labour Laws governing employment.
- 11.7 Casual Vacancies on the Executive or Sub-Committees**
- 11.7.1 Should a vacancy occur on the Executive, the remaining members shall appoint a new member or allow the vacancy to remain unfilled until the next Annual General Meeting.
- 11.7.2 The Executive is empowered to fill any vacancy on any of the Association's sub-committees, which may arise during their term of office.
- 11.7.3 Should the President's position become vacant, the Executive shall appoint the Vice-President to assume the duties of the President until the next Annual General Meeting.
- 11.8 Assumption of Office and Duties of the Executive**
- 11.8.1 The new Executive shall assume office at the rising of the Annual General Meeting at which it was elected.
- 11.8.2 After the election of Executive members has been announced, the out-going President shall present the badge of office to the incoming President, who shall then present badges of office to the balance of the Executive.
- 11.8.3 The Executive shall meet as often as the business of the Association demands, but at least once every two (2) months and such meetings shall be convened by the Administration Manager.
- 11.8.4 The Executive shall be the legal holders of the assets of Port Natal Bowls.
- 11.8.5 Members of the Executive shall not be eligible to act as Club delegates to the Annual General, Special General or Council Meetings, nor shall the President or Vice-President hold any office on a Club Executive Committee.
- 11.8.6 The Executive shall arrange the staging of the various Association events.
- 11.8.7 The Executive shall at its sole discretion appoint a Manager for any side and/or teams representing Port Natal Bowls and they shall determine the guide lines under which such Managers should operate.
- 11.8.8 Should any member of the Executive fail to attend any two (2) consecutive Executive meetings without, in the opinion of the Executive, furnishing a good and sufficient reason for such failure, he shall immediately cease to be a member of the Executive.
- 11.8.9 Members of the Executive should preferably not stand as a permanent member of the respective Standing Committees, but may serve should the situation demand.
- 11.8.10 In the event of more than half of the members of the Executive resigning simultaneously, or in the event of a vote of "No Confidence" in the Executive being passed at a General Meeting, the term of office of the members of the Executive, or of those still in office, shall be automatically terminated and the Administration Manager, or if there is no Administration Manager, any six (6) affiliated Clubs, shall on seven (7) days written notice to each affiliated Club convene an Ordinary

General Meeting to be held within fourteen (14) days of either event occurring. At which meeting a Caretaker Committee of three (3) shall be elected to take control of the affairs of the Association pending the election of a new Executive. Such Caretaker Committee shall convene a Special General Meeting, which shall be held within sixty (60) days of its election, for the election of a new Executive for the remaining period of office of the previous Executive and the procedure laid down in clause 11.2 shall apply mutatis mutandis.

11.9 Administration Manager

- 11.9.1 He shall, along with his other duties laid out in the job description, be responsible for ensuring that the Secretarial and Financial duties are performed, that proper books and records are kept and that the Annual Report and Financial Statements are prepared.
- 11.9.2 He shall convene and attend all Executive, Annual General, Special General and Council meetings, record and submit minutes of these meetings and arrange preparation and submission of monthly financial statements.
- 11.9.3 He shall have no vote at any meeting, nor shall he serve on any affiliated Club Executive or Committee and shall not be permitted to accept nomination for election to the Executive Committee.

12 Sub - Committees

- 12.1 Clauses applicable to all sub-committees
- 12.1.1 Nominations for the following Standing Committees, all of whom shall be bona fide members of the Association shall be made in writing by affiliated clubs, accompanied by the written acceptance of the nominee, together with their curriculum vitae (C.V.). The form and CV shall be in the possession of the Administration Manager not later than the 30th November preceding the date of the Annual General Meeting. The required number of members for each of the respective Standing Committees shall be appointed each year by the current Executive from those nominated and the names shall be announced at the Annual General Meeting.
- 12.1.2 In the event of insufficient nominations being received for any of the following Standing Committees, those nominated shall be declared appointed at the Annual General Meeting, after which the remaining vacancies shall be filled by the Executive at their first Committee meeting or as soon as possible thereafter.
- 12.1.3 Should any appointed member of any of the following Standing Committees cease to be a member of an affiliated club he shall ipso facto cease to hold office on that Standing Committee.
- 12.1.4 In the event of such a vacancy occurring, the Executive shall consult with the remaining members of that sub-committee, but shall have the sole power to fill the vacancy.
- 12.1.5 They shall submit either written monthly reports on current activities for the month under review or minutes of their committee meetings.
- 12.1.6 No member shall serve on a Standing Committee for a period of more than five (5) consecutive years, without the majority approval of the Executive
- 12.1.7 Should any member of a sub-committee fail to attend any two (2) consecutive sub-committee meetings without furnishing a good and sufficient reason for such failure, he shall immediately cease to be a member of that sub-committee after due consideration by the Executive Committee.

12.2 Selection Committees

- 12.2.1 The separate Men's and Women's Selection Committees shall comprise of five (5) members, who shall, as and when required by the Executive and subject to its ratification, be responsible for the selection of sides, teams and/or players to represent the Association at South African Inter-District Championships, respective

Masters Singles, Qualifying Masters Singles and at any other tournaments in which such representation is required.

- 12.2.2 No appeals from the players will be considered.
- 12.2.3 At the first meeting of each group of Selectors each year they shall elect a Convener.
- 12.2.4 A quorum shall consist of three (3) members personally present and, in the event of an equality of votes, the Convener shall have the casting vote.
- 12.2.5 A selector shall not be eligible for selection in any selected district team. The only instance where he/she may be eligible is if a selector is a manager of a team and whilst the tournament is in progress one of the originally selected players becomes indisposed and there is no reserve player on hand.
- 12.2.6 It shall not be competent for more than one(1) member of any one (1) Club to be members of either the Men's or Women's Committees.
- 12.2.7 The Executive may fill any vacancy.

12.3 Greens Standing Committee

- 12.3.1. The Greens Standing Committee, shall consist of not less than three (3) nor more than six (6) persons who individually are registered with Bowls SA and are certificated Greenkeepers (preferably Level One) or similar qualifications. These persons shall constitute this committee for the ensuing year and shall advise the Executive Committee and the affiliated Clubs regarding the condition and maintenance of the greens in the District and support clubs in their drive to produce the finest playing surfaces possible.
- 12.3.2 At the first meeting of each year of the Greens Standing Committee a Convener shall be elected.
- 12.3.3 A quorum shall consist of not less than half the members with a minimum of three (3) being personally present and, in the event of the voting totals being equal, the Convener shall have the casting vote.

12.4 Coaches Standing Committee

- 12.4.1 The Coaches Standing Committee, consisting of six (6) persons who shall individually be both registered certificated Coaches (preferably level 2) and Technical Officials, shall hold regular meetings and be responsible for conducting Coaching Courses and qualifying examinations as and when necessary. In addition they shall conduct coaching clinics at venues within the District in the interest of improving the general standard of play and assist, where requested, in the preparation of teams/players selected to represent the District.
- 12.4.2 At the first meeting of each year of the Coaches Standing Committee a Convener shall be elected.
- 12.4.3 A quorum shall consist of three (3) members being personally present and, in the event of the voting totals being equal, the Convener shall have the casting vote.
- 12.4.4 The Convener shall keep a record of the names, badge numbers and telephone numbers of all Coaches within the Association.

12.5 Technical Officials Standing Committee

- 12.5.1 The Technical Officials Standing Committee, consisting of six (6) persons, who shall individually be registered certificated Technical Officials (preferably level 2) and have sufficient experience of officiating at District Tournaments or Championships.
- 12.5.2 They shall hold meetings and be responsible for conducting level one and level two Technical Officials Courses and qualifying examinations as and when necessary. They shall assist and advise on all technical aspects pertaining to the game and the Laws of the Sport of Bowls, by holding seminars as and when deemed necessary.

- 12.5.3 At the first meeting of each year of the Technical Officials Standing Committee a Convener shall be elected.
- 12.5.4 A quorum shall consist of three (3) members being personally present and, in the event of the voting totals being equal, the Convener shall have the casting vote.
- 12.5.5 The Convener shall keep a record of the names, badge numbers and telephone numbers of all Technical Officials within the Association.
- 12.5.6 They shall arrange suitable Technical Officials to officiate at all District, Provincial and National Competitions held within the boundaries of the District from the quarter-final stage onwards.
- 12.5.7 They shall arrange suitable Technical Officials and Markers for all Masters Singles and Qualifying Masters Singles games played within the District. They shall assist in the preparation and adoption of Modus Operandi for all District events, to be read in conjunction with the By-Laws of the Association.

12.6 Membership & Marketing Standing Committee (M & M SC)

- 12.6.1 The M & M Standing Committee shall consist of not less than six (6) nor more than ten (10) members and shall preferably, but not necessarily, be both registered Coaches and Technical Officials.
- 12.6.2 They shall prepare and implement development strategies to:-
 - 12.6.2.1 Promote the game of bowls across the broad spectrum of the South African population by focusing on the retention of the present bowling fraternity, recruitment of bowlers and the development of the various facets of the game,
 - 12.6.2.2 innovate new ideas and encourage enthusiasm amongst all administrators, players and potential bowlers,
 - 12.6.2.3 support Clubs in their development projects to achieve the Association's aims,
 - 12.6.2.4 produce ways and means of promoting the game of bowls,
- 12.6.3 At the first meeting of each year of the M & M Standing Committee a convener shall be elected.
- 12.6.4 A quorum shall consist of three (3) members being personally present and, in the event of the voting totals being equal, the Convener shall have the casting vote.

13 GENERAL MEETINGS OF THE ASSOCIATION

13.1 Annual General Meeting

- 13.1.1 The Annual General Meeting, of which at least fourteen (14) days written notice must be given to each affiliated Club, will be held not later than 31 January in each year.
- 13.1.2 The business to be conducted at the Annual General Meeting and the order in which it is to be dealt with will be set out as below, except that where a proposed motion is likely to affect any other item, that motion shall be dealt with before the other item:
 1. The Notice convening the meeting
 2. Apologies
 3. Obituary
 4. Confirmation of Minutes
 5. Matters arising from the Minutes
 6. Correspondence
 7. Consideration and Adoption of the Annual Report and Audited Financial Statements
 8. Notices of Motion
 9. Election of Executive Committee
 10. Election of Appeal Board

11. Announcement of the Appointment of
 - Selection Committees
 - Greens Advisory Standing Committee
 - Coaches Standing Committee
 - Technical Officials Standing Committee
 - Membership & Marketing Standing Committee
 - Four Counsellors for the Helping Hand Fund
12. Appointment of Auditors
13. KwaZulu Natal Bowls
14. Men's and Women's KwaZulu Natal Bowling Championships

15. Reports from:
 - Selection Committees
 - Greens Standing Committee
 - Coaches Standing Committee
 - Technical Officials Standing Committee
 - Membership & Marketing Standing Committee

16. General

13.2 Special General Meeting

- 13.2.1 A Special General Meeting of Council may be convened at any time by the Executive and fourteen (14) days written notice shall be given to all affiliated Clubs or as urgency requires.
- 13.2.2 The Executive shall upon receipt of a requisition signed by two (2) authorised representatives of each of six (6) or more affiliated Clubs convene a Special General Meeting of Council. Such requisition shall state the nature of the business to be transacted at the Special General Meeting and shall be lodged with the Association.
- 13.2.3 At any Special General Meeting only the business for which it has been convened and such motions and amendments as may be pertinent to the business stated on the agenda shall be allowed for discussion.

13.3 Ordinary General Meetings

- 13.3.1 Ordinary General Meetings shall be convened by the Executive at a date deemed suitable by the Executive provided that at least one meeting is held in each year before the end of October. The Executive may convene General Meetings on a Zonal basis at any other time, should the need arise.
- 13.3.2 Clubs to be given six (6) weeks notice of the forthcoming meeting to enable them to submit any motions as per clause 13.7.4 below. At least fourteen days final written notice, including any motions or amendments, must be given to all affiliated Clubs.
- 13.3.3 The purpose of such meetings shall be to;
 - 13.3.3.1 consider, and if thought fit, confirm the actions taken by the Executive since the previous meeting;
 - 13.3.3.2 give directions to the Executive
 - 13.3.3.3 transact any other business of which notice has been given or may arise.

13.4 Quorum

- 13.4.1 a quorum at all General Meetings shall consist of delegates from at least a third of the affiliated Clubs.
- 13.4.2 If a quorum is not present within fifteen (15) minutes after the scheduled time for the commencement of a General Meeting, the meeting shall be adjourned for five (5) days excluding Saturdays, Sundays or Public Holidays, at the same time and place and those present at such adjourned meeting shall constitute a quorum and all business transacted shall be binding, provided that, if there is no quorum present at

a Special General Meeting convened as a result of a requisition received from Clubs, such meeting shall be cancelled.

13.5 Chairman

13.5.1 The Chairman at each General Meeting shall be the President, or in his absence the Vice-President or in the absence of both any member of the Executive elected by those present to take the Chair.

13.5.2 In the event of voting totals being equal the Chairman shall have a casting vote.

13.6 Time and Place of General Meetings

13.6.1 The Executive shall fix the time and place of each General Meeting.

13.7 Notices of Motion

13.7.1 Any motion submitted by an affiliated Club to the Administration Manager must be in the full and exact text in which it is intended to be considered.

13.7.2 A motion to be considered at an Annual General Meeting shall be lodged not later than the 15 December preceding the meeting.

13.7.3 A motion to be considered at a Special General Meeting shall be lodged with the requisition.

13.7.4 A motion to be considered at an Ordinary General Meeting shall be lodged at least twenty-eight (28) days before the date of the meeting.

13.7.5 Any notice of motion submitted by the Executive shall be incorporated in the notice convening an Annual, Special or Ordinary General Meeting of the Association.

13.8 Effective Date of Resolutions

13.8.1 All resolutions passed at a General Meeting shall become effective at the rising of the meeting or as may be decided by Council.

13.9 Binding Effect of Resolutions

13.9.1 All resolutions passed at a General Meeting shall be binding on all affiliated Clubs and on the members thereof, provided that they are not in conflict with the Constitution, Rules, By-Laws and Rulings of Bowls South Africa and/or the Constitution and By-Laws of the Association.

13.9.2 No resolution relating to the Constitution passed at a General Meeting shall be altered or rescinded except by a resolution passed at a subsequent General Meeting by two-thirds of the votes entitled to be cast by those present.

13.10 Review of Decisions by the Executive

13.10.1 A decision of the Executive may be reviewed at a General Meeting and may be set aside by a resolution passed by a majority of votes entitled to be cast by those present.

13.11 Attendance at General Meetings

13.11.1 Any member of an affiliated Club shall be entitled to attend a General Meeting, but only duly appointed delegates shall be entitled to address the meeting and vote.

13.11.2 Representatives of the Press may, at the discretion of the Executive, attend and/or remain at General Meetings.

14 FINANCE

14.1 The financial year shall be from 1 October to 30 September in the following year.

14.2 The President shall nominate three or more members of the Executive to the Finance Sub-Committee, which shall be responsible to the Executive and Council for the control of the finances of the Association.

14.3 All monies received on behalf of the Association shall be paid into an account in the name of the Association in such Bank/s as the Executive may decide.

14.4 All accounts shall be passed for payment by the Executive and approved and ratified by Council at their next meeting.

- 14.5 The Executive shall have the power to invest any funds of the Association, not immediately required, in any Financial Institution and to establish separate funds for such purposes as may be deemed necessary.
- 14.6 All cheques and/or other documents, except for those referred to in Clause 6.3, which require the signature of the Association shall be signed by two of the following: the President, the Vice-President or one other authorised member of the Executive and the Administration Manager.
- 14.7 All monies accruing to the Association from sponsorship of Association competitions and amounts received by the Association from or in respect of any tournament organised by the Association on behalf of Bowls South Africa, shall be credited to the General Fund.
- 14.8 The Association shall from the General Fund:-
- 14.8.1 Meet the cost of travelling and reasonable hotel expenses incurred by delegates appointed to attend meetings of Bowls South Africa;
- 14.8.2 Meet the cost of travelling and reasonable hotel expenses incurred by the Executive Members on official business;
- 14.8.3 Meet any costs incurred by the Executive in providing entertainment for any visiting bowlers or dignitaries;
- 14.8.4 At the discretion of the Executive, pay to the Greens, Coaches, Membership & Marketing and/or Technical Officials Standing Committees such reasonable travelling and other expenses incurred in rendering their official services in terms of Clause 12;
- 14.8.5 Provide financial assistance to members and the Managers of the teams, selected to represent the Association and to Selectors authorised by the Executive, to attend tournaments in respect of reasonable accommodation expenses.
- 14.9 **Kwa Zulu Natal Bowls Account**
- 14.9.1 Port Natal Bowls as the appointed custodian of the KZN Bowls Account shall establish a special account in the books of the Association known as the KZN Bowls Account. This account shall be credited with:
- 14.9.1.1 Amounts received by the Association from or in respect of Kwa Zulu Natal Tournaments organised by the respective Tournament Committees appointed by the host District ;
- 14.9.1.2 A portion of the interest received by the Association proportionate to the balance in its account relative to the total investment.
- 14.9.2 The funds in this account shall be used only as directed by Kwa Zulu Natal Bowls from time to time for one or more of the following purposes:
- 14.9.2.1 To make an advance to the respective Kwa Zulu Natal Tournament Committees to meet the initial expenses of organising such tournaments;
- 14.9.2.2 To refund to any such Tournament Committee any loss sustained by it in organising such tournament;
- 14.9.2.3 To reimburse members of the KZN Bowls for travelling expenses to attend meetings held at a central venue
- 14.9.2.4 To promote and foster the playing of the game of bowls or its administration in any other manner approved by Kwa Zulu Natal Bowls.
- 14.10 **Port Natal Bowls General Fundraising Account**
- 14.10.1 There shall be established in the books of the Association per Clause 14.5 of this Constitution, a special account to be known as the Port Natal General Fundraising Account, which shall be credited with:
- 14.10.1.1 amounts received by way of specific donations to the said Fund

- 14.10.1.2 amounts received by way of specific fund raising ventures on behalf of said Fund;
- 14.10.1.3 proceeds by way of any levies agreed to by the Council
- 14.10.2 The Fund shall be established for the sole purpose of the promotion of bowls in the area of the Association.
- 14.10.3 The Fund shall be administered by the Executive of the Association.
- 14.11 **Auditors**
- 14.11.1 At the Annual General Meeting an Auditor, who shall be a registered Public Accountant shall be appointed for the ensuing year. He shall examine the books, vouchers and annual financial statements of the Association and report thereon.

15 HELPING HAND FUND

- 15.1 The object of the Fund shall be to provide financial assistance to any male or female bowler who qualifies in Clause 15.7 hereunder and is in needy circumstances.
- 15.2 The Fund shall be constituted and shall be managed without cost to the Fund.
- 15.3 The Fund shall consist of such donations as may be received from time to time and an amount payable by each subscribing member of the Association as provided in Clause 9.3.1.2.
- 15.4 The Fund shall be managed and administered by the Executive of the Association at that time and the Administration Manager of the Association shall be the Secretary of the Fund.
- 15.5 The monies in the Fund shall be deposited in the name of the Fund in a separate Bank account and in a manner directed by a General Meeting of the Association and all income from such investment shall accrue to the Fund. The President or his nominee on the Executive and the Administration Manager shall be authorised to operate on such account for the purpose of making withdrawals, with two (2) signatures being the minimum requirement.
- 15.6 The Executive shall present a report of the operation of the Fund during the year at each Annual general Meeting of the Association and the Administration Manager shall present audited Annual Financial Statements of the Fund at the same time.
- 15.7 Any bowler in needy circumstances who applies or on whose behalf application for assistance is made shall be, or has been, a member of a Club affiliated to either Port Natal Bowls, the Port Natal and/or Southern Natal Women's Bowling Associations.
- 15.8 The Committee shall consist of the Association's Administration Manager and four (4) Counsellors i.e. two (2) Men and two (2) Women, who shall be appointed by the Executive and announced at their first meeting.
- 15.9 The Executive is empowered to fill any vacancy which may arise during the Counsellors' term of office.
- 15.10 Applications for assistance shall be made in writing through the Administration Manager of the Association. On the recommendation of the Counsellors, a grant may be made but the decision as to whether a grant shall be paid shall rest entirely at the discretion of the Executive of the Association.
- 15.11 The Executive shall have absolute discretion in the fixing of the amount of any grant, which may, if considered desirable be paid in monthly instalments.
- 15.12 No alteration shall be made to these rules except at a General Meeting of the Association and no alteration shall be effective unless carried by two-thirds of the votes cast by those present.
- 15.13 Any matter not provided for in the foregoing Rules shall be determined by the Executive, whose decision shall be final.

16.0 DISCIPLINE

16.1 Definitions

- 16.1.1 The Disciplinary Committee would be the PNB Executive, and/or co-opted person(s) without prior knowledge of the incident in question that might unfairly influence any decision. The Disciplinary Committee will consist of three such persons. The Disciplinary Policy as laid down by BSA shall be acknowledged throughout.
- 16.1.2 The Appeal Committee would be three persons annually appointed by Council to serve on this Committee (refer Clause 17. Appeals)
- 16.1.3 Offending Member is the person against whom a written complaint has been lodged.
- 16.1.4 Aggrieved Member is the person/s submitting the alleged complaint.
- 16.2 If in the opinion of the PNB Executive, a member willingly
- commits a breach of the Constitutions or By-laws of Bowls South Africa and/or Port Natal Bowls
 - or behaves in an unseemly manner in the precincts of any affiliated Club during any Association controlled event
 - or brings the game of bowls, Bowls South Africa, Port Natal Bowls or their respective Executive and Sub Committee Members into disrepute
- the Executive shall have the power to conduct a hearing on receipt of a written complaint from any Executive Member, Affiliated Club, Executive Member of Bowls South Africa, a District Executive affiliated to Bowls South Africa, Tournament Committee acting on behalf of Bowls South Africa or any Technical Official officiating on behalf of the Association. Individual Club members, outside of the above-stated, shall direct their complaints through their Club Executive and not directly to the PNB Executive
- 16.3 The written complaint shall be lodged with the Administration Manager within seven (7) days after the occurrence of the alleged misdemeanour and the disciplinary hearing must take place within twenty-one (21) days of receipt of the written complaint.
- Each and every complaint referred to by an aggrieved member shall be in writing and shall contain:-
- The name of the offending member.
 - The full particular of the alleged misdemeanour.
 - The date on which and the place where the alleged misdemeanour occurred.
- In the event of the alleged misdemeanour occurring outside of the district of the Association and its affiliated Clubs, the time restriction for referral to the Executive shall be extended to thirty (30) days.
- 16.4 The accused member is to be notified in writing of the complaint and receive a copy of such, including details of the clause of the constitution contravened and the date, time and place of the hearing.
- 16.5 Both parties may call witnesses on their behalf and may be represented and, in accordance with Bowls SA Constitution, neither party shall be legally represented at the hearing.
- 16.6 The Disciplinary Committee will hear all evidence viva voca (verbally and in person) and record such in writing. All evidence given is subject to examination and/or cross examination by the Disciplinary Committee and both parties.
- 16.7 In all hearings a majority vote shall decide the outcome, with the Chairman having a casting vote if necessary. vote should it be necessary.

- 16.8 The Disciplinary Committee may decide to:-
- Take no action against the offending member
 - Censure the offending member
 - Suspend the offending member either from participating in district events or from participating in bowls at affiliated Clubs for such period as deemed fit for the misdemeanour
 - Permanently terminate the offending member's membership in extreme cases.
- 16.9 The Disciplinary Committee shall, in writing, notify the offending member, the offending member's Club and the aggrieved member of the outcome of the hearing within five (5) days.
- 16.10 If, on receipt of notification of the result of the hearing, the accused/aggrieved member feels dissatisfied by the decision of the Disciplinary Committee, he/she has the right to appeal in writing to the Port Natal Executive Committee within ten (10) days and the Port Natal Bowls Executive Committee will refer the matter to the Appeals Board within fourteen (14) days.
- 16.11 The Appeals Committee must hold a hearing within twenty one (21) days of receipt of notification from the Association.
- 16.12 The verdict and sentence passed by the Disciplinary Committee becomes effective at the completion of all available appeal hearings.
- 16.13 Sentence imposed by the Disciplinary Committee shall be binding on all the Association's affiliated Clubs and any disciplinary action taken is to be reported to Bowls South Africa.
- 16.14 In the event of the accused being a member of the PNB Executive or Appeals Board, that person will be suspended and will be temporarily replaced by the convener of one of the Standing Committees, nominated by the Executive, until the disciplinary process is completed. Should the member be found guilty his/her continued membership of either of these bodies shall be at the sole discretion of the Executive.
- 16.15 In the event of the accused being a member of one of the PNB sub-committees, that person will be suspended until the disciplinary process is completed. Should the member be found guilty his/her continued membership of that body shall be at the sole discretion of the Executive.
- 16.16 On completion of any sentence or suspended sentence no discriminatory action shall be held against the offending party.
- 16.17 Disciplinary Action by Clubs
Clubs must report to the Association's Executive, in writing, any disciplinary action taken against any of their members. Where such affects other clubs, the association is to notify all other clubs.

17.0 DISPUTES AND APPEALS

17.1 Appeals

- 17.1.1 An Appeal Board consisting of three (3) persons (other than members of the Executive) and alternates, nominated by affiliated Clubs, shall be elected at each Annual General Meeting to serve until the next Annual General Meeting. In the event of insufficient nominations being received, those nominated shall be declared elected at such meeting, after which the remaining vacancies shall be filled by the Executive at their first Committee meeting or as soon as possible thereafter.
- In the election of members of the Board, the successful candidates shall be decided by ballot. No delegate shall vote for more or less than the number of vacancies to be filled.

- 17.1.2 Timing of appeal hearings are stated in Clause 16.10 and 16.11
- 17.1.3 No new evidence may be introduced at an appeal hearing. However, the appeal may be because of the denial of the use of evidence at the original disciplinary hearing, in which case the Appeals Board may decide to include new evidence as part of the appeal, and the subsequent reconsideration of the hearing's verdict and sentence.
- 17.1.4 Should either party be aggrieved by the decision of the Appeal Board, such party shall have the right to appeal to Bowls South Africa through the Association within ten (10) days of receiving that decision.
- 17.1.5 The findings of Bowls South Africa shall be final and shall not be subject to any further appeal to any body or authority, including recourse to any court or official tribunal of the Republic of South Africa.
- 17.1.6 The Association or its Executive shall not be responsible for legal costs incurred by either the offending party or the original aggrieved party, should they utilise such legal opinion.

17.2 Disputes

- 17.2.1 The Executive is empowered to adjudicate on and determine any dispute which may be referred to it. In the event of disputes arising between affiliated Clubs, or between players of such Clubs, or between players and a Club, such Clubs and/or players may appeal to the Executive in writing for a ruling.
- 17.2.2 Except as provided above, no individual member of an affiliated Club is permitted to correspond or deal with the Association on any matters.

18.0 COLOURS AND INSIGNIA

- 18.1 The official colours of the Association shall be Navy Blue and Old Gold.
- 18.2 **Blazer**
- 18.2.1 The official blazer shall be a single breasted Navy Blue blazer.
- 18.3 **Badges**
- 18.3.1 The pocket badge shall bear an emblem depicting the statue of Dick King in Old Gold together with the words "PORT NATAL BOWLS"
- 18.3.2 The metal lapel badge shall be of similar design to the pocket badge and shall bear the full title of the Association around the statue with the Designation of Office
- 18.3.3 The Honours metal lapel badge shall be of similar design with a laurel wreath surrounding the badge and the word "Honours" on a scroll beneath the badge. Honours badges are to be presented at the discretion of the Executive to members of the District who have been presented with full South African playing colours and officially represented South Africa at international events
- 18.4 **Hatband, Tie**
- 18.4.1 The hatband shall be Navy Blue, with the words "PORT NATAL BOWLS" embroidered in Old Gold.
- 18.4.2 The Executive Committee Members shall wear a similar hatband but with the word "Executive" embroidered beneath Port Natal Bowls.
- 18.4.3 The tie shall be Navy Blue with the emblem of the Association thereon.
- 18.5 **Windbreakers**
- 18.5.1 The official Executive windbreakers shall be predominantly Navy Blue with Yellow panels, the badge of the Association embroidered on the left breast and the office held depicted in a scroll below the badge.

- 18.5.2 The windbreaker for Representative Players shall be predominantly Navy Blue with Yellow and White panels and the badge of the Association embroidered on the left breast.
- 18.6 **Association Colours**
- 18.6.1 The Colours and Insignia of the Association shall, save where otherwise provided, be worn exclusively by:
- 18.6.1.1 Honorary Life Members of the Association;
- 18.6.1.2 The President and Vice-President of the Association (in the case of the President depicting the years of office on the pocket badge and the Lapel Badge);
- 18.6.1.3 Members of the Executive and whilst in office sub-committee members shall also be entitled to wear the Association shirt and windbreaker denoting the office held.
- 18.6.1.4 Any past Executive Member, who has served at least three (3) consecutive years on the Executive or has rendered special services to the Association and is authorized to do so by the Council on recommendation by the Executive;
- 18.6.1.5 The Administration Manager of the Association.
- 18.6.2 Upon retirement the Administration Manager may continue to wear the colours of the Association if he is authorized to do so by the Council on recommendation by the Executive.
- 18.6.3 While holding, sub-committee members shall also be entitled to wear the Association colours denoting the office held.
- 18.6.4 On vacating office the President shall be presented with a pocket badge and metal lapel badge, both suitably inscribed with his position and years served.
- 18.6.5 On relinquishing their positions on the Executive, Selection or Standing Committees, the members shall return the colours and/or lapel badges to the Administration Manager, these being the property of the Association.
- 18.6.6 An Association Honours metal lapel badge may be presented to anyone, whom the Executive considers worthy of honour.
- 18.6.7 The Executive shall be the final arbiters as to the right to wear the Association's colours, casual wear and windbreakers.
- 18.7 **Representative Honours**
- 18.7.1 Players who have been selected in such competitions as are designated by the Executive to be representative events, shall have the right to wear the Association's colours and insignia denoting representative honours.
- 18.7.2 The representative colours and insignia of the Association shall be:
- 18.7.2.1 Shirt – as approved by the Executive Committee from time to time – and provided a combination of the District colours is used.
- 18.7.2.2 A windbreaker in the Association colours with the Association's pocket badge.
- 18.8 **Managers, Selection Committees and Standing Committees representing Coaches, Greens, Membership & Marketing & Technical Officials & Comp Sec.**
- 18.8.1 Managers and Members of the above Selection and Standing Committees appointed in terms of clauses 11, 12 and 13 shall have the right to wear:
- 18.8.1.1 Association Colours with the addition of the words "Selector", "Greens Advisory Standing Committee", "Coaches Standing Committee", "Technical Officials Standing Committee" or "Manager" as the case may be.
- 18.8.2 All the above listed in Clause 18.7.1, with the exception of Managers and those who have served for a continuous period of three (3) years, shall, on relinquishing office, return the pocket badge, hatband and tie/scarf to the Administration Manager.
- 18.9 **Maintenance of Registers**
- 18.9.1 The Association shall maintain an up-to-date register of all who have been granted the privilege of wearing the Association's colours.

- 18.9.2 The Association shall maintain an up-to-date register of all the colours of affiliated Clubs.
- 18.10 **PRESENTATION OF COLOURS**
- 18.10.1 Subject to the provisions contained in clauses 18.3 and 18.4 the pocket badge, metal lapel badge, hatband and tie/scarf (unless they already have the hatband and tie/scarf) shall be presented by the Association to:
- 18.10.1.1 The following on election
- Honorary Life Members;
 - The President, Vice-President and Executive.
- 18.10.1.2 The following on appointment
- Members of the Selection Committees;
 - Managers
 - Administration Manager
 - Coaches Standing Committee
 - Greens Standing Committee
 - Technical Officials Standing Committee
 - Membership & Marketing Standing Committee
- 18.10.1.3 Players selected for representative honours when they are first selected.
- 18.11 **OFFICIAL COLOURS**
- 18.11.1 The Executive may from time to time determine the conditions pertaining to the granting and wearing of official colours and blazers by the Players and Officials. Only Players selected to represent Port Natal Bowls and appointed Managers shall be entitled to wear the official Association colours at such fixtures.
- 18.11.2 Where a choice of styles of clothing are stated then all players in the side must be dressed uniformly.
- 18.11.3 **DRESS FOR DISTRICT REPRESENTATIVE SIDES (Men and Women)**
Standard PNB shirt or a shirt as approved by the Executive and the Sponsor.
District Windbreaker with Association badge.
White, Cream or Navy Blue tailored long or short trousers (Men);
White, Cream or Navy Blue skirts, White, Cream or Navy tailored shorts/slacks (Women)
- 18.11.7 S.A. OPEN MASTERS SINGLES CHAMPIONSHIP
Highest honour or PNB colours if already awarded.
- 18.11.8 S.A. SENIOR MASTERS SINGLES CHAMPIONSHIP
Highest honour or PNB colours if already awarded.
- 18.11.9 **OTHER NATIONAL TOURNAMENTS**
For all other national tournaments, such as the S.A. Mixed Pairs, colours will not be awarded, but a PNB standard Executive Windbreaker and shirts shall be loaned to the respective players should they not have represented the Association officially.
- 18.11.10 Notwithstanding anything to the contrary herein provided, the above provisions shall not apply to any person who at any time was authorized to wear Port Natal and Southern Natal Women's Bowling Association colours and/or blazers.
- 19 **TOURNAMENT COMMITTEES**
- 19.1 Should the Association desire or be required to appoint a Tournament Committee, the Executive shall elect the Chairman, who shall then elect the other members of the Committee.
- 19.2 The Tournament Committee shall run these events according to the pertinent modus operandi and/or by-laws of the Controlling Body.

20.0 BOWLS SOUTH AFRICA EXECUTIVE COMMITTEE, SELECTORS AND STANDING COMMITTEES

20.1 The Executive shall be empowered annually to nominate one or more persons to serve on the Executive, Selection Committees and or Standing Committees of Bowls South Africa, in terms of Clause 5 of the Bowls South Africa Constitution.

21.0 INTERPRETATION

21.1 Should a doubt arise as to the meaning of any part of this Constitution or of any part of the By-Laws, the interpretation of the Executive shall be binding on all concerned, unless and until a different ruling is given by the Council in General Meeting.

22.0 DISSOLUTION

22.1 The Association shall only be dissolved upon a resolution passed by three-quarters of the votes entitled to be cast by those present at a Special General Meeting specially convened on not less than two(2) months notice to all members of the Association.

22.2 Upon dissolution, the Executive then in office shall act as trustees, with authority to discharge all liabilities and hand over the remaining assets to an Association, having aims and objects similar to those of this Association, or to a recognized Welfare Organisation as determined at said Special General Meeting.

22.3 No financial gain shall accrue to any individual person or Club, whether a member of this Association or not.

Updated as at 27 October 2018

COMPETITION BY-LAWS

The General By-Laws set out in Section 2 shall apply to all competitions unless the By-Laws applicable to a particular competition, which are set out under the appropriate heading, provide otherwise.

1.0 Competitions

1.1 Each year the Association shall organize the following competitions, with the following trophies being awarded to the winners and runners-up, where applicable

MEN'S SINGLES CHAMPIONSHIP	Natal Mercury Cup	
WOMEN'S SINGLES CHAMPIONSHIP	Buddell Trophy	
	R/U Collett Trophy	
MEN'S SENIOR SINGLES CHAMPIONSHIP	Association Cup	
WOMEN'S SENIOR SINGLES CHAMPIONSHIP	Archie McDonald Trophy	
	R/U Sumner Trophy	
MEN'S & WOMEN'S CHAMPION OF CHAMPIONS	Toyota Trophy (Men)	
	R/U Claude Neon Cup (Men)	
	George Fry Cup (Women)	
	R/U Eunice Bossenger Trophy (Women)	
MEN'S & WOMEN'S QUALIFYING MASTERS	(No Trophies)	
MEN'S & WOMEN'S OPEN MASTERS INVITATION SINGLES	Men Harry Lambert Shield	
	Women SNWBA Trophy	
	R/U Ellis Trophy	
MEN'S & WOMEN'S SENIOR MASTERS INVITATION SINGLES	Men Harold Merryweather Trophy	
	Women Ruth Cochrane Trophy	
MEN'S NOMINATED TRIPS CHAMPIONSHIP	Delville Wood Cup	
WOMEN'S NOMINATED TRIPS CHAMPIONSHIP	Maisie Reed Trophy	
	R/U Thelma Bailey Trophy	
MEN'S NOMINATED PAIRS CHAMPIONSHIP	White Horse Rosebowl	
WOMEN'S NOMINATED PAIRS CHAMPIONSHIP	Dbn & District Bowling Ass. Cup	
	R/U McInnes Trophy	
MIXED NOMINATED PAIRS	Oppenheimer Cup	
MEN'S NOMINATED FOURS CHAMPIONSHIP	Centenary Cup	
WOMEN'S NOMINATED FOURS CHAMPIONSHIP	Parkhill Memorial Trophy	
	R/U Martha Hill Rosebowl	
PRO-10 PAIRS	Pro-10 Pairs	
	R/U Marion Reid Trophy	
MEN'S INTERCLUB FOURS LEAGUE	Homenet Cup	
WOMEN'S INTERCLUB FOURS LEAGUE	Wynn Cup	
	R/U McDonald Shield	

1.2 **Special awards** shall be made to the following:

CLUB AGGREGATE PERFORMANCE (By-Law 16.0)		Sunday Tribune Shield
		Crawford Shield
		Daily News Shield
S.A. SINGLES CHAMPIONSHIP - MEN	}	Prize Money - Value to
S.A. SINGLES CHAMPIONSHIP - WOMEN		be decided by the Executive

2.0 GENERAL BY-LAWS

- 2.1 **Precedence of Association Competitions**
After the publication of the Association's Fixture List, the Association's fixtures shall take precedence over all Club events and Sponsored Tournaments.
- 2.2 **Laws of the Sport of Bowls**
Unless otherwise stated herein, the Laws of the Sport of Bowls as laid down by World Bowls shall apply to all competitions organised by the Association and the definitions contained in such laws shall, unless otherwise stated herein, apply to all these By-Laws.
- 2.2.1 No smoking of cigarettes, electronic cigarettes or consumption of alcohol will be allowed on the green. Players wishing to smoke need to be 2 m off the green
- 2.2.2 The use of cellphones or other electronic equipment is not permitted on the green.
- 2.2.3 Drug Free Sport - Port Natal Bowls prescribes to the policies adopted by Bowls SA and SASCOC in regard to drug testing and accountability. Information regarding banned substances and player/coach responsibility may be found at www.drugfreesport.org.za
- 2.3 **Fixture List**
Each year the Executive shall be responsible for drawing up a fixture list for the ensuing year and all matches shall, as far as is possible, be played on the dates laid down in the fixture list.
Should it not be possible, because of adverse weather or other unforeseen circumstances, for any match (other than Interclub League) to be played or completed on the date or dates laid down in the fixture list, the Executive shall alter the fixture list where necessary and set any match down for play or completion on any other day.
- 2.4 **Entrants and Entries**
- 2.4.1 **Entrants**
All competitions organised by the Association between Clubs shall be open to all affiliated Clubs and all other competitions organised by the Association shall be open to all bona fide members of all affiliated Clubs.
- 2.4.2 **Entries**
Entries for all competitions shall be submitted by the Secretaries or Competition Secretaries of all Clubs who, or whose members, desire to enter, to the offices of the Association on or before the closing date of each competition, accompanied by the entrance fee, if any.
- 2.4.3 **Closing date and Late Entries**
The Executive shall decide the closing date for the receipt of entries for each competition. Late entries may be accepted at the discretion of the Executive up until the start of the draw procedure. Should late entries be received after the draw has been completed they will only be considered should a withdrawal occur prior to the playing of the first round of the competition and then only on the basis of first come first served.
- 2.4.4 **Entrance Fees**
- 2.4.4.1 The Executive may fix and charge entrance and late entry fees, which shall be determined from time to time and approved by Council in a General Meeting, for all competitions. All entries for competitions shall be accompanied by the fees due
- 2.4.4.2 All entrance fees from the Association's competitions shall be placed in the Association's General Account.
- 2.5 **Competition Draw**
- 2.5.1 For each competition an open draw shall be made by the Executive, unless the method of drawing is otherwise decided by the Council. The draw shall be circulated to all Clubs prior to the commencement of each competition. When a competition is played in sections, the numbers of teams or players in each section shall be decided by the District Competition Secretary.

- 2.5.2 Knock-out competitions shall be run on a sectional basis, each section being played to a conclusion at the same venue, unless otherwise decided by the Executive.
- 2.5.3 The Executive retains the right to cancel any competition, which in its discretion is not economically viable or lacks entries and/or support.
- 2.6 **Venues**
Except in the case of matches being played on a “home and away” basis, the Executive shall fix the venues for all matches. However in the selection of venues, the Executive are obliged to use the best greens possible, as advised by the Greens Standing Committee, but consideration must also be given to the general quality of greens, tournament support on a pro rata basis, security, catering and ability to administer the competition. Every effort must be made to use as many Clubs as possible.
- 2.7 **Green Fees**
The green fees payable by the Competitors at all Clubs shall be laid down by the Council from time to time. Green fees from semi-final stages onwards shall be the responsibility of the Association.
- 2.8 **Time for Play**
- 2.8.1 **Pre-playing of Match**
Provided no other matches or players are affected, matches may be played on or before the date or time on which they have been set down.
- 2.8.2 **Time of Play**
Unless otherwise determined by the Executive, all matches to be played in the morning shall commence at 09h00 and all matches to be played in the afternoons shall commence at 13h30 or as stipulated on cover pages sent to clubs for specific competitions.
- 2.8.3 **Resumption of Play**
Any match stopped for any valid reason shall be resumed with the scores as they were when the match was stopped. Any end commenced but not completed shall be re-started. When a match is resumed a trial end or ends shall only be allowed if the match is resumed on another day, or if the rink on which the match is resumed is changed.
- 2.8.4 **Curtailement of Match**
Notwithstanding the specific rules applicable to each competition, the Controlling Body may in exceptional circumstances and in order to complete a competition, reduce the number of ends to be played in a match or reduce the number of shots to be scored in a match.
- 2.9 **Managers**
Clubs shall appoint a Manager for inter-club matches. The Manager of the visiting team shall draw for opponents and then for rinks.
- 2.10 **Players**
- 2.10.1 All players of each team shall be bona fide members of the same Club and a team which introduces ineligible players shall forfeit the match.
- 2.10.2 **Dual Membership**
No player may play for more than one club during any one season in any competition staged by Port Natal Bowls, but subject to Clause 9.2.3 of the Constitution, except in the nominated Mixed Pairs (Oppenheimer Cup) where a dual member may team up with a player from the second call club.
No dual member may play for more than one Club during any one season in any competition staged by the Association, except in the Mixed Pairs Championship (Oppenheimer Cup), where a dual member may team up with a player from a second call club.

2.10.3 **Transfer of Players**

Should a player who is still a competitor in a competition, excepting Inter-Club League resign from one Club and join another, he shall be permitted to complete that specific competition under the aegis of the Club under which he entered, provided that he is at all times a bona fide member of a Club under the jurisdiction of the Association.

2.10.4 **Communication by Players**

Except as provided in Clauses 16.11 and 17.2.2 of the Constitution no member of an affiliated Club is permitted to correspond or deal directly with the Association on any matters.

2.10.5 **Scratchings**

In the event of a team or player failing to report for a match within ten (10) minutes after the appointed time for the match, the opposing team or player may claim the match by signing the scorecard and handing it to the Tournament Official in charge. Should no scorecard be signed and handed in, both teams or players shall be scratched.

Notwithstanding the foregoing rule, should a team or player desire to scratch before the time laid down for a match to start, the District Competition Secretary of the Association or in his absence the Tournament Official at the venue where the match is to be played, must be notified, in which event it shall not be necessary for the team's opponent to report for the match or sign the scorecard.

2.10.6 **Approved Substitutes and Reserves**

2.10.6.1 Refer to the Laws of the Sport of Bowls - Law 33.9 of Bowls South Africa's Domestic Regulations and General Conditions of Play.

2.10.6.2 A substitute may not have played for any other team in prior rounds of play.

2.10.6.3 Should a substituted player not be available for future rounds of play then the substitute may continue to play for the team, if available. If that substitute is not available then a replacement substitute may be drawn in the prescribed manner.

2.10.6.4 In all instances the substitute may not skip.

2.11 **Officials**

2.11.1 For all matches except those detailed in 2.11.2 below, each Club at which a match is to be played shall appoint a Tournament Official, one or more Technical Officials and for singles matches the necessary markers, who may be players engaged in the competition. If a registered Technical Official is not available, any other competent person may be appointed as a Technical Official for the match or matches. The Technical Official/s and Markers shall carry out their duties in terms of the Laws of the Sport of Bowls.

The Tournament Official shall be the Controlling Body as defined in the Laws of the Sport of Bowls and acting on behalf of the Executive he shall:

- (a) Arrange the matches;
- (b) Arrange completion of declaration forms, which include the full names of all players and reserves and their respective Bowls South Africa registration numbers, prior to the start of the first round of play
- (c) Supervise the drawing of rinks where necessary;
- (d) Allocate rinks where no draw is necessary;
- (e) Allocate Markers for Singles matches;
- (f) Arrange for Substitutes, if necessary;
- (g) Receive reports from the Technical Official/s
- (h) Arbitrate in matters of dispute
- (i) Decide whether a match should be commenced or continued in the event of adverse weather, he being the sole judge thereof;

- (j) Report to the District Competition Secretary of the Association any decisions made by him;
- (k) Immediately after the completion of matches he shall communicate the results to the Official appointed by the Executive and submit same to the District Competition Secretary by 10.30 a.m. on the next working day.

2.11.2 **Officials - Closing Stages**

For the Quarter finals, Semi-finals and Finals of all Competitions the Executive shall assume the responsibility of Tournament Official and instruct the Technical Officials Standing Committee to supply the required Officials and/or Markers.

2.12 **Scorecards**

For all matches a scorecard, with the names of the players shown thereon, shall be filled in end by end and at the conclusion of each match shall be signed by the skips or singles players and handed to the Technical Official for checking and counter-signature. The Technical Official shall ensure that the completed scorecard is handed to the Tournament Official.

2.13 **Spectators and Non-Participating Competitors**

2.13.1 The Officials at a Club where a match is being played shall ensure that only the Marker and Technical Official are allowed on the rink while a match is in progress .

2.13.2 During the sectional play of an Association competition, tabs-in bowls may be allowed on the same green as is being used for the playing the competition, provided that an open rink is left between the competition and tabs-in play.

2.13.3 During the period of play of the Quarter-Final, Semi-Final and Finals of all Association competitions, non-participating competitors still in contention in that competition may not play on the same green/rinks as are nominated for those specific rounds.

2.14 **Presentation of Trophies and Prizes**

2.14.1 The presentation of the trophy, the Association's winner's metal lapel badge and prize monies shall take place immediately following the completion of the final, either in the Clubhouse or on the green depending upon the circumstances prevailing at the time. The trophy shall be held by the winner/s (or his/their Club representative) until its return is requested by the District Competition Secretary.

2.14.2 The Executive shall be responsible for ensuring that all trophies are suitably engraved with the winner's details.

2.14.4 **Lapel Badges for Winners**

Port Natal Bowls metal lapel badges shall be presented to the winners of all competitions except Inter-Club League. The badges shall bear a legend indicating the competition won and the year in which it was played.

2.15 **Team Competitions**

In team competitions, players in the nominated team shall be permitted to change positions in different games, unless otherwise stated in the specific by-law.

2.16 **Seniors/Veterans**

Any reference to "Senior(s)" shall be replaced by "Veteran(s)" in the Constitution and/or by laws.

3.0 **SINGLES CHAMPIONSHIPS:**

3.1 These competitions for the men and women respectively shall be Singles Championship events open to all bona fide members of each Club affiliated to the Association – players may enter either the Open or Senior Singles competition.

3.2 The draw shall be made for the Men's & Women's events in such number of sections as may be deemed desirable and expedient and a maximum of three (3) games per

player shall be played on the allotted playing days until the Section winners are decided. There shall be no seeding of players.

3.3 The competition shall be played on a knock-out basis and a straight line draw will apply. The winner of each match shall be the first player attaining the score of twenty one (21) shots, or as decided by the Executive from time to time.

3.4 The losing semi-finalists will share any available prize money/

3.5 The winner of the Men's competition shall receive the "NATAL MERCURY CUP" whilst the Women's winner shall receive the "BUDELLE TROPHY" and the Women's runner-up the "COLLETT TROPHY". These trophies shall be held by the recipients for the ensuing year.

3.6 In addition prize monies may be awarded to the winner, runner-up and semi-finalists, as determined from time to time

4.0 **SENIOR SINGLES CHAMPIONSHIPS**

4.1 These competitions for the men and women respectively shall be Senior Singles Championship events open to all bona fide members of each Club affiliated to the Association. All players in these competitions must be sixty (60) years of age or over on the date of commencement of the competition. Players may enter either the Open or Senior Singles competition.

4.2 The draw shall be made for the Men's and Women's events in such number of sections as may be deemed desirable and expedient and a maximum of two (2) games per player shall be played on the allotted playing day until the Section winners are decided.

4.3 The competition shall be played on a knock-out basis and a straight line draw will apply. The winner of each match shall be the first player attaining the score of twenty one (21) shots, or as decided by the Executive from time to time.

4.4 There will be no playoff to determine third place. The losing semi-finalists will be placed third and will share any available prize money.

4.5 The winner of the Men's competition shall receive the "ASSOCIATION CUP" whilst the Women's winner shall receive the "ARCHIE MACDONALD TROPHY" and the Women's runner-up the "SUMNER TROPHY". These trophies shall be held by the recipients for the ensuing year.

4.6 In addition prize monies may be awarded to the winner, runner-up and semi-finalists, as determined from time to time.

5.0 **MEN'S & WOMEN'S NOVICE SINGLES CHAMPIONSHIPS**

5.1 The Men's & Women's Novice Singles shall be organized on behalf of Port Natal Bowls by an affiliated Club. These championships are open to all bona fide members of Clubs affiliated to the Association, having been registered with Bowls SA as a member for not more than three (3) years at the date of commencement of the Championship. A player having won a National, Provincial, District Novice or District Singles Championship shall not be eligible.

5.2 The competition shall be played on a knock-out basis and a straight line draw will apply. The winner of each match shall be the first player attaining the score of twenty one (21) shots, or as decided from time to time.

5.3 There will be no playoff to determine third place. The losing semi-finalists will be placed third and will share any available prize money.

5.4 The winner of the Women's Competition shall receive the "S.A.W.B.A . TROPHY" (presented by B. Southwood, E. Bossenger, I. Whitehead, P. Buckley and W. Dyer during their term of Office) and the women's runner-up the "SHERWOOD TROPHY". These trophies shall be held by the recipients for the ensuing year.

5.5 In addition prize monies may be awarded to the winner, runner-up and semi-finalists, as determined from time to time.

- 5.6 All relevant conditions contained under 2.0 i.e. General By Laws shall be deemed irrelevant to the Novice Championships, whilst the events are organized by an affiliated club on behalf of Port Natal Bowls.
- 6.0 **CHAMPION OF CHAMPION SINGLES**
- 6.1 The competitions shall be Singles Championship events competed for annually only by the Open Singles Champion of each affiliated Club.
- 6.2 The Executive shall make the draw for the Men's and Women's events and a maximum of three (3) games per player shall be played on the allotted playing days.
- 6.3 The competition shall be played on a knock-out basis and a straight line draw will apply. The winner of each match shall be the first player attaining the score of twenty one (21) shots, or as decided by the Executive from time to time.
- 6.4 There will be no playoff to determine third place. The losing semi-finalists will be placed third and will share any available prize money.
- 6.5 The winner of the Men's competition shall receive the "TOYOTA TROPHY", the Women's winner shall receive the "GEORGE FRY CUP" and the Women's runner-up the "EUNICE BOSSENGER TROPHY". These trophies shall be held by the recipients for the ensuing year.
- 6.6 In addition prize monies may be awarded to the winner, runner-up and third placed player, as determined from time to time.
- 7.0 **QUALIFYING OPEN & SENIOR MASTERS INVITATION SINGLES, OPEN MASTERS INVITATION SINGLES CHAMPIONSHIP (MEN- Harry Lambert Shield, WOMEN - S.N.W.B.A. Executive Trophy) AND SENIOR MASTERS INVITATION SINGLES CHAMPIONSHIP (MEN - Harold Merryweather Trophy; WOMEN - Tulla Proctor - Rosebowl)**
- 7.1 These competitions shall be held once in every year.
- 7.2 There shall be no entrance fees.
- 7.3 **QUALIFYING OPEN & SENIOR MASTERS TOURNAMENTS.**
- 7.3.1 A maximum of 16 (sixteen) participants, selected by each Selection Committee shall be invited to play in a qualifying tournament to be held prior to the Masters. "Qualifying players" being defined as those players having the potential or being on the brink of selection for the Masters. Previous District representation does not preclude players for consideration for selection to participate in this tournament.
- 7.3.2 Should any selected player be unavailable to play and notify the respective Convener of Selectors of their unavailability, the selectors shall nominate a replacement.
- 7.3.3 If a chosen player who arrives at the Tournament venue on the due date and through some circumstance does not commence the first game of the tournament, the reserve, nominated by the Selectors, shall play and the replaced player shall become the reserve.
- 7.3.4. Should a player be unable to complete all rounds of sectional play, a reserve as described in 7.3.2. shall play as a replacement. Should a player be unable to complete a game within sectional play, then the opponent shall be credited with the points and the shot difference at the time the game is called off. The reserve shall then play in any subsequent games. If a reserve is not available then the original player's scores of all rounds completed shall be expunged.
- 7.3.5 The players shall be drawn into two sections of Men and two sections of Women consisting of a maximum of eight players per section. The draw will be open i.e. no seeding of the draw. The players in each section shall play amongst themselves on a round robin basis. The Executive reserves the right to curtail the number of rounds in the event of adverse weather conditions and determine section winners on a lesser number of rounds. The winner of each section shall be the player with the highest

number of points and in the event of two or more players having an equal number of points the winner will be determined by net score. Should there still be a tie then the winner of the game between the two players during round robin play will be the section winner.

- 7.3.6 For all matches the winner shall be the first player to attain twenty-one shots, or as determined by the Executive from time to time.
- 7.3.7 The winners of each section will qualify for play in the relevant Masters Tournament And others as deemed desirable and expedient to make up the field.

7.4 OPEN MASTERS

- 7.4.1 Ten players selected by each Selection Committee, including the winner and runner up from the previous year together with the qualifiers as pertinent will make up the field for the Open Masters. "Open Masters" being defined as those players considered to be the sixteen best players in the District irrespective of age.
- 7.4.2 Should any selected player be unavailable to play and give notice to the Convener of Selectors of their unavailability prior to the qualifying tournament, the Selectors will nominate a replacement from those selected for the qualifying masters. Should withdrawal occur after the qualifying tournament then the Selectors will nominate the next in line from the qualifying masters to be the replacement .
- 7.4.3 If a chosen player who arrives at the Tournament venue on the due date and through some circumstance does not commence the first game of the tournament, the reserve, who shall be as stated in 7.4.2 above, shall play and the replaced player shall become the reserve.
- 7.4.4 Should a player be unable to complete all rounds of sectional play, a reserve as described in 7.4.2. shall play as a replacement. Should a player be unable to complete a game within sectional play, then the opponent shall be credited with the points and the shot difference at the time the game is called off. The reserve shall then play in any subsequent games. If a reserve is not available then the original player's scores of all rounds completed shall be expunged.
- 7.4.5 The players shall be drawn into two sections of Men and two sections of Women consisting of an equal number of players per section. The draw will be open i.e. no seeding of the draw, with the exception of the qualifiers, who, whilst not being seeded, shall be placed in separate sections. The players in each section shall play as many games as necessary amongst themselves on a round robin basis. The Executive reserves the right to curtail the number of rounds in the event of inclement weather conditions and determine section winners on a lesser number of rounds. The winner of each section shall be the player with the highest number of points and in the event of two or more players having an equal number of points the winner will be determined by net score. Should there still be a tie then the winner of the game between the two players during round robin play will be the section winner.
- 7.4.6 For all matches the winner shall be the first player to attain twenty-one shots, or as determined by the Executive from time to time.
- 7.4.7 The winner of each of the Men's and Women's sections shall contest the Final.
- 7.4.8 The winner of the Men's competition shall receive the "HARRY LAMBERT SHIELD", whilst the Women's winner shall receive the "S.N.W.B.A. EXECUTIVE TROPHY" (presented and donated by the 1992 Executive: P. Kirkman, D. Salmon, R. Theron, E. Olivier, N. Massey, J. Booth and D. Florens). The Runner-up in the Women's competition shall receive the "ELLIS TROPHY". In the event of Port Natal Bowls ceasing to be an active body, the ELLIS TROPHY shall be handed over to a member of the Ellis family. These trophies shall be held by the recipients for the ensuing year.

7.4.9 In addition prize monies shall be awarded to the winners, runners-up and semi-finalists, as determined from time to time.

7.5 SENIOR MASTERS

7.5.1 A minimum of eight players selected by each Selection Committee, including the winner and runner up from the previous year together with the qualifiers as pertinent will make up the field for the Senior Masters. Senior Masters being defined as those players considered by the Selectors to be the best players in the District, sixty years of age or over at the commencement of the event excluding those that may have been selected for the Open Masters.

7.5.2 Should any selected player be unavailable to play and notify the respective Convener of Selectors of their unavailability, the selectors shall nominate a replacement.

7.5.3 If a chosen player who arrives at the Tournament venue on the due date and through some circumstance does not commence the first game of the tournament, the reserve, nominated by the Selectors, shall play and the replaced player shall become the reserve.

7.5.4 Should a player be unable to complete all rounds of sectional play, a reserve as described in 7.5.2. shall play as a replacement. Should a player be unable to complete a game within sectional play, then the opponent shall be credited with the points and the shot difference at the time the game is called off. The reserve shall then play in any subsequent games. If a reserve is not available then the original player's scores of all rounds completed shall be expunged.

7.5.5 The players shall play as many games as necessary amongst themselves on a round robin basis. The draw will be open i.e. no seeding of the draw. The Executive reserves the right to curtail the number of rounds in the event of adverse weather conditions and determine section winners on a lesser number of rounds. The winner shall be the player with the highest number of points and in the event of two or more players having an equal number of points the winner will be determined by net score. Should there still be a tie then the winner shall be the winner of the game between the two players during round-robin play.

7.5.6 For all matches the winner shall be the first player to attain twenty-one shots, or as determined by the Executive from time to time.

7.5.7 The winner of the Men's competition shall receive the "HAROLD MERRYWEATHER TROPHY" and Women's Senior Masters shall receive the "RUTH COCHRANE TROPHY". These trophies shall be held by the recipients for the ensuing year.

7.5.8 In addition prize monies may be awarded to the winners, runners-up and semi-finalists, as determined from time to time.

8.0 NOMINATED THREE BOWL TRIPLES CHAMPIONSHIPS

8.1 These competitions for Men and Women respectively shall be open to all bona fide members of affiliated clubs and shall be played on a round robin basis to start and section winners will play on a knock basis..

8.2 Each team shall consist of three (3) or four (4) players, all being members of the same Club. If four (4) players have been nominated, any three (3) can play in any one match, the fourth player being deemed to be the registered reserve.

8.3 The names of all the players in the team shall be submitted with the entry. Prior to playing its first game, a team may replace one (1) or more of the players originally entered, or add the name of a fourth player if only three (3) were originally entered, provided that the player or players so substituted did not originally enter for the competition. Thereafter a substitute may be utilised, provided that they are drawn in the manner prescribed in the Laws of the Sport of Bowls and have not participated in any previous rounds of the competition. (Refer Clause 2.10.6 of these By-laws).

- 8.4 Immediately prior to playing its first match, the skip of each team shall complete and sign a declaration form provided by the Association setting out the names and Bowls South Africa registration numbers of all players in the team.
- 8.5 All players shall play three bowls. In sectional play all games will consist of 15 (fifteen) ends. Semi-finals and Finals will be played over 18 (eighteen) ends.
- 8.6 The winner of the Men's competition shall receive the "DELVILLE WOOD CUP" , presented by the late George Mitchell, whilst the Women's winner shall receive the "MAISIE REID TROPHY" and the Women's runner-up the "THELMA BAILEY TROPHY". These trophies shall be held by the recipients for the ensuing year.
- 8.7 There will be no play off to determine third place. Prize monies may be awarded to the winner, runner/s up and the losing semi-finalists will be placed third and will share any available prize money.
- 9.0 **NOMINATED PAIRS CHAMPIONSHIPS**
- 9.1 These competitions for Men and Women respectively shall be open to all bona fide members of affiliated clubs and shall be played on a round robin basis to start and then section winners will play on a knock out basis..
- 9.2 The Executive shall make the draw for the Men's and Women's events in such number of sections as may be deemed desirable and expedient.
- 9.3 Each team shall consist of two (2) or three (3) players, all being members of the same Club. If three (3) players have been nominated, any two (2) can play in any one match, the third player being deemed to be the registered reserve.
- 9.4 The names of all the players in the team shall be submitted with the entry. Prior to playing its first game, a team may replace one (1) of the players originally entered, or add the name of a third player if only two (2) were originally entered, provided that the player so substituted did not originally enter for the competition. Thereafter a substitute may be utilised, provided that they are drawn in the manner prescribed in the Laws of the Sport of Bowls and have not participated in any previous rounds of the competition. (Refer Clause 2.10.6 of these By-laws)
- 9.5 Immediately prior to playing its first match, the skip of each team shall complete and sign a declaration form provided by the Association setting out the names and Bowls South Africa registration numbers of all players in the team.
- 9.6 All players shall play four bowls and each match shall consist of as many ends as determined by the District Competition Secretary/Executive Committee.
- 9.7 The winner of the Men's competition shall receive the "WHITE HORSE ROSE BOWL" whilst the Women's winner shall receive the "DURBAN AND DISTRICT BOWLING ASSOCIATION CUP" and the Women's runner-up the "McINNESS TROPHY". These trophies shall be held by the recipients for the ensuing year.
- 9.8 There will be no play off to determine third place. Prize monies may be awarded to the winner, runners up and the losing semi-finalists will be placed third and will share any available prize money.
- 10.0 **NOMINATED MIXED PAIRS CHAMPIONSHIP**
- 10.1 This competition shall be a Nominated Mixed Pairs championship event and shall be played on a round robin basis to start and then section winners will play on a knock-out basis.
- 10.2 Both members of the team must be a first or second call member of the same affiliated Club.
- 10.3 The Executive shall make the draw in such number of sections as may be deemed desirable and expedient and a straight line draw shall apply.
- 10.4 The names of the players in each team shall be submitted with the entry. Prior to playing its first game, the team may replace one of the players originally entered, provided that the player so substituted is replaced by a player of the same gender.

- 10.5 Immediately prior to playing its first match, the skip of each team shall complete and sign a declaration form provided by the Association setting out the names and Bowls South Africa registration numbers of both players in the team.
- 10.6 Two reserves, one of each gender, may be declared. One of the original players must always be on the green. (Should a substitute be required refer Clause 2.10.6 of these By-laws)
- 10.7 All players shall play four bowls and each match shall consist of twenty-one (21) ends. If after the twenty-first end the scores are equal, an extra end or ends shall be played until the winner is determined.
- 10.8 The last four rounds of the competition shall be played on the Amanzimtoti Bowling Club greens, provided they are in a satisfactory condition or, if for some reason the Amanzimtoti Club cannot stage either or all the events, the Executive shall decide to play off any or all the closing stages at another venue.
- 10.9 The winner of the competition shall receive the "OPPENHEIMER CUP" which shall be held for the ensuing year and shall qualify to represent the Association in the National Mixed Pairs Championship.
- 10.10 There will be no play off to determine third place. Prize monies may be awarded to the winner, runner/s up and the losing semi-finalists will be placed third and will share any available prize money.
- 11.0 **NOMINATED FOURS CHAMPIONSHIPS**
- 11.1 These competitions for Men and Women respectively shall be open to all bona fide members of affiliated clubs and shall be played on a round robin basis to start and then section winners will play on a knock out basis.
- 11.2 The Executive shall make the draw for the Men's and Women's events in such number of sections as may be deemed desirable and expedient
- 11.3 Each team shall consist of four (4) or five (5) players, all being members of the same Club. If five (5) players have been nominated, any four (4) can play in any one match, the fifth player being deemed to be the registered reserve.
- 11.4 The names of all the players in the team shall be submitted with the entry. Prior to playing its first game, a team may replace one (1) or more of the players originally entered, or add the name of a fifth player if only four (4) were originally entered, provided that the player or players so substituted did not originally enter the competition..
- 11.5 Immediately prior to playing its first match, the skip of each team shall complete and sign a declaration form provided by the Association setting out the names and Bowls South Africa registration numbers of all players in the team. Thereafter a substitute may be utilised, provided that they are drawn in the manner prescribed in the Laws of the Sport of Bowls and have not participated in any previous rounds of the competition. (Refer clause 2.10.6 of these by-laws)
- 11.6 All players shall play two bowls and each match shall consist as many ends as determined by the District Competition Secretary/Executive Committee.
- 11.7 The winner of the Men's competition shall receive the "CENTENARY CUP", whilst the Women's winner shall receive the "PARKHILL MEMORIAL TROPHY" and the Women's runner-up the "MARTHA HILL ROSE BOWL". These trophies shall be held by the recipients for the ensuing year.
- 11.8 There will be no play off to determine third place. Prize monies may be awarded to the winner, runner/s up and the losing semi-finalists will be placed third and will share any available prize money.
- 11.9 In the event of the Association ceasing to be an active body, the "PARKHILL MEMORIAL TROPHY" shall become the property of the Parkhill Bowling Club.

12.0 **MEN'S AND WOMEN'S INTER-CLUB LEAGUES**

The winning side in the following divisions shall receive the respective trophies

Men's First League	Homenet Cup, Beachwood Trophy
Women's First Division	Wynn Cup
Women's Second Division	McDonald Shield

These floating trophies shall be held for the ensuing year. In addition prizes may be awarded to the winning Clubs in each division at the discretion of the Sponsors.

- 12.1 These competitions shall be Inter-Club competitions to be run on a league basis, the format to be decided by the Executive and are to be played under the following By-Laws.
- 12.2 A player may play in more than one league during the same calendar year
- 12.3 A player who resigns from an affiliated Club during calendar year can no longer play for that Club during the same year, but he may, during that year play for any other affiliated Club which he may join.
- 12.4 Each Club shall appoint a Manager for each side entered.
- 12.5 Except as provided for in clause 12.8 hereof, each match shall consist of twenty-one (21) ends, unless prior to the match the Executive have decided for good reason that a lesser number of ends shall be played.
- 12.6 In each match two (2) points shall be awarded to each team for a win and one (1) point for a draw. The side with the highest net score shall receive an additional point , but should the net score of each team be the same, each side shall receive half a point.
- 12.7 Should it not be possible because of adverse weather, or for any other reason for all teams in a match to complete twenty one (21) ends during one (1) playing session (i.e. in one morning or one afternoon) the match shall be deemed to have been completed if all teams in the side have completed at least fifteen (15) ends. The score for each game shall be taken at the last completed end of each individual game. Should the match not be completed or not played at all the total points shall be shared equally by both sides. (i.e. either 2.5 or 3.5 points dependent on the number of teams constituting a side)
- 12.8 Each side which plays at its home Club shall be responsible for notifying the results of the match to the Association's office as per the instructions on the cover sheet accompanying the draw. Should it fail to meet these requirements, it shall incur a penalty of one point, which shall be deducted from its total points.
- 12.9 Should a Club include an ineligible player in any of its teams, the team shall not receive any points for the game and two (2) points shall be awarded to its opponents
- 12.10 A substitute from the same Club as the player being substituted may be utilised in the event of illness occurring before or during play. In the event of no suitable substitute being available then play should continue with the remaining three players from that team, with the lead and second playing three bowls each and the skip playing two bowls and the team will lose 25% of their score.. No interchange of players between the two teams is allowed.
- 12.11 Should a side fail to appear within 10 minutes after the time appointed for the commencement or resumption of a match:
- a) If such side has a reason acceptable to the Executive for its failure to appear, the Executive shall decide if, when and where such a match shall be played or resumed;

- b) If such side has no reason acceptable to the Executive for its failure to appear, the Executive may either award the match to the opposing side, giving it full points, or scratch the defaulting side from the competition and expunge all the results of the matches played by such sides from the records.
- 12.12 Should a team in a side fail to appear within 10 minutes after the time appointed for the commencement or resumption of a match:
- a) If such team has a reason acceptable to the Executive for its failure to appear, the Executive shall decide if, when and where such a match shall be played or resumed;
- b) If such team has no reason acceptable to the Executive for its failure to appear, the Executive shall award the match to the opposing team, giving it two (2) points, or scratch the defaulting side from the competition and expunge all the results of the matches played by such sides from the records.
- 12.14 If a side or one of the teams in a side fail to appear for a scheduled match, the Executive shall immediately call for an explanation in writing from that side's Club. If the explanation is not acceptable to the Executive it may debar the members responsible from playing in some or all the Association's competitions for a period not exceeding three (3) years.
- 12.15 If a side withdraws from a league before the completion of the league, the Executive shall expunge all the results of the matches played by such sides from the records.
- 12.16 Should any dispute occur which cannot be settled by the Managers, such dispute shall be referred to the Executive within six (6) days of the completion of the match and the decision of the Executive shall be final **and binding**.
- 12.17 The winner of each league shall be the side with the most points, but should two (2) or more sides have the same points, the winner shall be the side with the highest net score.
- 12.18 Should an affiliated Club enter an additional side, that side shall be placed in the lowest league, unless the Executive decides otherwise.
- 12.19 Should one or more Clubs enter less sides than in the previous year, the Executive shall have the power to promote more than two sides from each league so affected.
- 12.20 Should it be necessary to re-structure the leagues, the Executive shall have the power to promote or relegate more than two sides from each league.
- 12.21 **Men's Inter-Club League – to be played over as short a period as possible – on Saturday afternoons only.**
- 12.21.1 The number of leagues shall be determined by the Executive depending on the number of entries.
- 12.21.2 An affiliated Club may enter as many sides as they desire, however no Club shall have more than one (1) side in the first division. All other divisions may not have more than two (2) sides in their respective divisions. In the event of that being the case those two sides shall play each other in the first fixture of the league.
- 12.21.3 The make-up of the sides shall be as follows
- 12.21.3.1 First, Second and Third Division league sides shall consist of three (3) teams of four (4) players each, as selected by their club.
- 12.21.3.2 From Fourth Division onwards the sides shall consist of two (2) teams of four (4) players each, as selected by their club.
- 12.21.4 All divisions shall consist of not more than ten (10) sides playing nine (9) rounds at venues decided by the Executive.
- 12.21.5 Promotion and Relegation
- 12.21.5.1 From Division 2 onwards, two (2) sides finishing at the top shall be promoted and in all divisions the two (2) sides finishing bottom in every league shall be relegated provided that:-

- a) If a side is to be promoted and there are already two sides from the same Club in that division then NO promotion of that side due to be promoted shall take place.
- b) If a side is to be relegated and there are already two sides from the same Club in the lower division then the side due to be relegated shall be relegated to a division where one or no sides from that Club exists.

12.22 Women's Inter-Club League

- 12.22.1 The number of leagues shall be determined by the Executive depending on the number of entries.
- 12.22.2 All sides in each league shall consist of two (2) teams of four (4) players each, as selected by their Club.
- 12.22.3 An affiliated Club may enter as many sides as they desire, however no Club shall have more than two (2) sides in any Division. In the event of that being the case, those two sides shall play each other in the first fixture of the league.
- 12.22.4 All divisions shall consist of not more than eight (8) or less than six (6) sides playing at the same venue – matches to be played on five (5), six (6) or seven (7) consecutive Saturday afternoons (depending on the number of sides in the division).
- 12.22.5 Promotion and Relegation
 - 12.22.5.1 The side finishing bottom of the first league shall be relegated.
 - 12.22.5.2 From Division 2 onwards the side finishing at the top shall be promoted and in all divisions the side finishing bottom in every league shall be relegated provided that:-
 - a) If a side is due to be promoted and there are already two sides from the same Club in that division, then NO promotion of that side due to be promoted shall take place
 - b) If a side is to be relegated and there are already two sides from the same Club in the lower division, then the side due to be relegated shall be relegated to a division where one or no sides from that club exists.

13.0 PRO 10 PAIRS CHAMPIONSHIP

- 13.1 This competition shall be open to all bona fide members of affiliated clubs and shall be played on a round robin basis to start and then section winners will play on a knock-out basic.
- 13.2 The Executive shall make the draw in such number of sections as may be deemed desirable and expedient.
- 13.3 Two bowl pairs played over ten ends.
- 13.4 Teams may enter as either both men, both women or mixed gender. Both players in a team shall be bona fide first call members of the same club.
- 13.5 The names of the players in the team shall be submitted with the entry. Prior to playing the first game a team may replace one of the players originally entered or add the name of a third player if only two were originally entered, provided that the player so substituted did not originally enter the competition.
- 13.6 Immediately prior to playing the first match, the skip of each team shall complete and sign a declaration form setting out the names and BSA numbers of all players in a team.
- 13.7 The scoring system shall be ten points per end and made up as follows:-

Nearest to the jack	– 4 points
Second shot	3 points
Third shot	2 points
Fourth shot	1 point

Maximum points per game over ten ends = 100 points
- 13.8 The team with the bowl nearest the jack at the conclusion of an end will start the next end. In a “no shot” situation the bowl nearest the jack in the previous end shall start

the following end. Should a “no shot” situation arise, the points available to the bowls in contention should be shared equally .

- 13.9 The winner will be the team with the most points at the end of the 10th end and will be awarded two points. In the event of a peel one point will be awarded. The winner of the section will be the team with the most number of points. In the event of a tie then the team collecting the most number of points for in round robin play will be declared the winner and if there is still a tie, then the team having won their game against each other will be declared the winner.
- 13.10 A jack out of play will be placed on the centre 2m spot (no burnt ends). One trial end i.e. in one direction only may be played at the commencement of a game.
- 13.11 Participants are requested to wear bright coloured clothing or their club colours for the duration of the tournament – subject to both members of the team being uniformly dressed.
- 13.12 The winner of this competition shall receive the PRO 10 trophy.
- 13.13 Prize monies may be awarded to the winner, runners-up and semi-finalists as determined from time to time.
- 13.14 There will be no play off to determine third place. The losing semi- finalists will be placed third and will share any available prize money.
- 13.15 In the event there are 96 teams or less then after the round robin has been completed, the winners will go into sections of four and another round robin will be played the following week to determine the winners of each section. The semi-finals and finals can then be played.

14 Club Aggregate Performance

Highest Total Points - Sunday Tribune Shield; 2nd Highest - Crawford Shield; 3rd Highest - Daily News Shield

- 14.1 Each Club whose players or teams reach the finishing positions indicated in the undermentioned competitions shall be awarded points as follows:-

Last 16	2 points (provided that the last 16 were at least section finalists)
Last 8	3 points
Semi Finalists	4 points
Runner-up	5 points
Winner	6 points

Port Natal Events

- 14.2 Singles Championship, Senior Singles Championship, Pairs Championship, Mixed Pairs Championship, Triples Championship, Fours Championship, Pro-10 tournament.

14.3 **KwaZulu Natal Championships**

Singles , Pairs and Fours

14.4 **Port Natal Inter-Club League**

The final position of the “A” side of each Club, irrespective of which league they participated in , shall determine the points allocated for that Club.

Position	Points
1 st	10
2 nd	9
3 rd	8
4 th	7
5 th	6
6 th	5

7 rd	4
8 th	3
9 th	2
10 th	1

Points are only awarded for "A" sides .

15 South African Singles Championships

- 15.1 A prize, as determined from time to time by the Executive, shall be awarded to the Port Natal Women's and Men's players who go the furthest in the respective South African Singles Championships, provided that they are one of the last 16 in the competition. If no player reaches the last 16 then no prize shall be awarded.

CHANGES TO THE BYLAWS

31.01.2009
 24.10.2009
 30.01.2010
 30.10.2010
 30.01.2012
 27.10.2012
 26.10.2013
 25.10.2014
 24.10.2015
 15.10.2016
 28.10.2017
 27.10.2018