

SCOTTISH WOMEN'S INSTITUTES
GUIDELINES FOR FEDERATIONS HOSTING NATIONAL SPORTS FINALS
OUTDOOR BOWLING

1. **Venue:** Choose a venue able to cope with the expected numbers of teams taking part. Twelve rinks are required. Normally around 24 teams enter the competition.
Before booking, submit details of proposed venue(s), together with cost and available dates, to the General Secretary at SWI Headquarters. On notification from the General Secretary of approval of the venue, the host Federation books the venue.
2. Headquarters will deal with the following:
Letter 1: To Federation Secretaries - Notification of event, venue, date and host Federation, enclosing entry form requesting name of Member in Charge and entry fee.
Letter 2: To Members in Charge and Secretaries of participating Federations – general information about event, the rules, the Umpire's name, notification of draw and times, enclosure of accommodation list, map and/or directions to venue, list of competing federations, meal order form if necessary and expenses claim form (to be returned to HQ within 28 days of event) and contact mobile telephone numbers.
Headquarters is responsible for making alternative arrangements should the weather prevent play.
3. **(a) Costs:** The host Federation will advise the General Secretary when payments are due. SWI Headquarters will pay the green fees. If payment is required on the day of the event, the attending Office-bearer will be responsible for payment.
(b) The Draw: Headquarters will supply a list of all Federations taking part and the host Federation is responsible in conjunction with the Bowling Club for the draw for the Competition. The draw should be submitted to Headquarters as soon as possible.
(c) Timing: The host Federation is responsible for the timing of the games.
(d) Scoring: The host Federation is responsible for preparing the score cards and appointing someone to score the competition. The Umpire is responsible for checking the completed team score cards.
(e) Federation Name Boards: Teams will collect their federation name boards from the Office Bearer in charge at the start of the competition and they are responsible for moving the name boards to each game.
(f) Raffle: The host Federation will organise a raffle on the day of the event, with proceeds going to Headquarters to offset event costs. Cloakroom tickets will be supplied by Headquarters and raffle tickets will be sold at 5 for £1.
4. **Officials:** A National Office-bearer will attend and will present trophies and certificates. The host Federation will be notified of who is attending prior to the event.
An Umpire/Referee appointed by Headquarters will attend and will be responsible for the conduct of the competition.
The host Federation will appoint a Member in Charge who will liaise with the Umpire/Referee and Headquarters.
5. **Results:** The Umpire/Referee will notify Headquarters of the results.
6. **Prizes:** Only official trophies and certificates will be awarded. Headquarters will ensure that the trophies and certificates are available for presentation. No other prizes should be awarded. Headquarters will reimburse engraving for trophies. Please send claim with receipt to Headquarters within six weeks of the event.
7. **Photographs:** The Host Federation is responsible for arranging for someone to take photographs of the prize winners (with their full names and federation on the back, or attached if by email), a professional photographer is not necessary. The photographs should be sent to the magazine as soon as possible after the day for timely inclusion. For example photographs received by 26 April will appear in the June issue.
8. **Food:** The host Federation will provide tea/coffee for team members before play starts, and arrange for food to be available for players and supporters. Details of these arrangements will be sent out from Headquarters to Federations with order slips (if required). The National Office Bearer in attendance will pay for her and the National Umpire's refreshments on the day of the competition. It would be appreciated if federations could supply a receipt for the payment made.
9. **Accommodation:** The host Federation should send a B & B list, map, etc., to Headquarters. This will be sent to participating teams. The competitors make their own bookings.