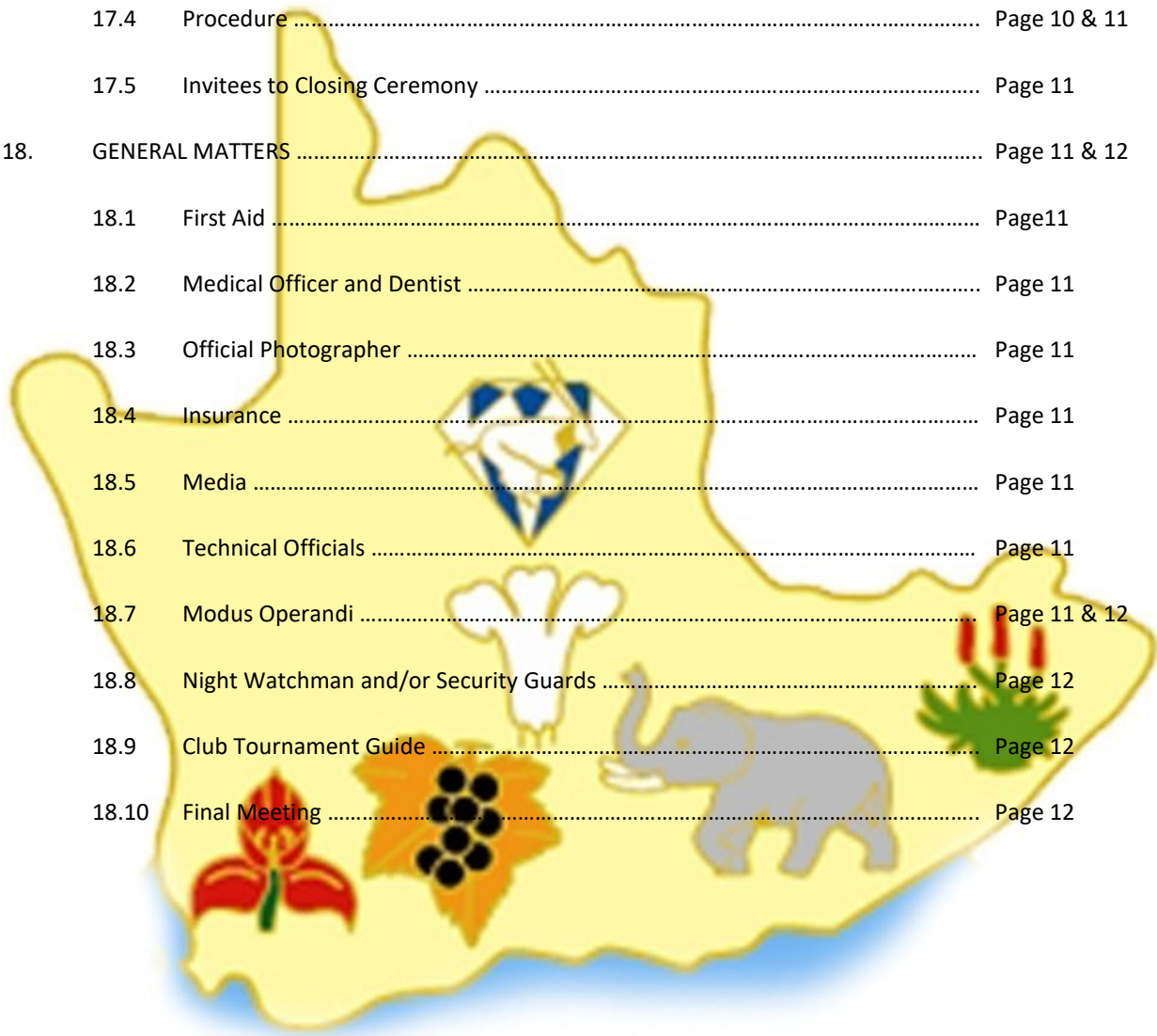


# MODUS OPERANDI FOR ALL CAPE BOWLS TOURNAMENT

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## ALL CAPE BOWLS TOURNAMENT BOARD

### MODUS OPERANDI FOR ALL CAPE BOWLS TOURNAMENT

#### 1. TITLE

1.1 All Cape Bowls Tournament [hereinafter referred to as the Tournament].

#### 2. VENUE AND TIMING

2.1 The Tournament shall be held each year.

2.2 The Tournament rotation set out below shall be adhered to as closely as possible:

Border  
Eastern Province  
Eden  
Western Province

2.3 The All Cape Bowls Tournament Board [hereinafter referred to as the Board], shall ensure that as far as possible no Tournament shall be staged at the same venue in the same or for two consecutive years.

2.4 The Board shall, in consultation with the Tournament Committee, confirm the venue and recommended dates, [which should preferably not extend over a month end], and the entry fee for the forthcoming Tournament at each Annual General Meeting.

2.5 Only the Board is empowered to suspend, modify or amend any of the provisions of this Modus Operandi to meet changing circumstances and special conditions.

2.6 The Controlling Body is the Board.

#### 3. TOURNAMENT COMMITTEE

3.1 The President of the District Association responsible for staging the succeeding Tournament shall nominate a Chairman for the Tournament Committee.

3.2 The Portfolios to be filled shall be:

- 3.2.1 Chairman
- 3.2.2 Secretary
- 3.2.3 Treasurer
- 3.2.4 Communication and Records
- 3.2.5 Catering Convenor
- 3.2.6 Umpires
- 3.2.7 Greens, Parking and Seating
- 3.2.8 Handbook
- 3.2.9 Some portfolios may be combined

3.3 The Tournament Committee shall be a Sub-Committee of the District Association responsible for staging the Tournament.

3.4 The Tournament Committee's function shall be to set up an organisation to carry the Tournament to a successful conclusion.

3.5 The names of the Members of the Tournament Committee appointed shall be submitted to the Board for the record at the Meeting of the Board.

#### 4. SELECTION OF HEADQUARTERS

4.1 The Club concerned should have sufficient accommodation either in the clubhouse or in its grounds to enable it to provide:

4.1.1 Stands or seating around one green to seat the anticipated number of spectators at the final.

4.1.2 Chairs and/or small stands around its second and third greens. If the club has only two greens, a nearby club should be chosen which will provide chairs and/or small stands around two greens.

4.1.3 Flip boards to be used at all the games on each green from the last 16.

4.1.4 Greens graded "B" or higher by the Bowls South Africa Greenkeepers Standing Committee.

4.1.5 Catering and parking facilities for officials, players, press and the public.

4.1.6 Rooms for the Tournament Committee, Tournament Records and the Press.

#### 5. STANDS AND SEATING

5.1 Stands or seating for the anticipated number of spectators at the finals should be erected/provided around the finals green as well as greens being used for the Sectional Play-Offs.

5.2 Seats should be reserved for V.I.P's who have accepted invitations, [sent well in advance] to attend the finals afternoon. These seats should be allocated on a block basis in the stand or chairs nearest to the rink on which the finals are to be played.

5.3 Seating is to be reserved at Headquarters for workers, e.g. the ladies involved with catering, Club Tournament Officials, etc.

#### 6. SURVEY OF GREENS

6.1 The greens to be used shall be within a 100 kilometre radius of Headquarters.

6.2 The Tournament Committee shall arrange for the Bowls SA Greenkeepers Standing Committee to nominate two suitably qualified persons to carry out a survey of the greens to be used by not later than 4 months prior to the start of the Tournament.

6.3 Such appointees shall give such advice as well ensure that all greens to be used for play during the Tournament will conform to the "C" or better grading.

6.4 The appointees shall return to the Tournament Centre approximately one month before the commencement of the Tournament to verify that all greens to be used for Play-Offs are graded "B" or higher.

6.5 The Tournament Committee shall be directly responsible for the travelling and subsistence expenses of the two [2] appointees for a period not exceeding five [5] days. Periods allocated for these inspections shall not include travelling time and may be extended only with the prior authorisation of the Tournament Committee.



## 7. TOURNAMENT ENTRIES

- 7.1 Entries for the Tournament shall be submitted by Clubs, through their District Secretaries only on the prescribed entry form, to the Tournament Secretary, no less than 60 days prior to commencement of the Tournament.
- 7.2 Only bona fide Members of Clubs, as defined in the Constitution of Bowls SA, may participate in the Tournament. Entrants can be dual members, but MUST reside in the same district, to the Club they are representing. Issuing District to double check membership.
- 7.3 A Composite entry will be accepted from members of smaller clubs who combine to enter a team, under the name of the Skip's Club, provided it is sanctioned by the District and neither of the clubs has entered another team.
- 7.4 Entry fees must accompany the entry form.
- 7.5 The Tournament, unless otherwise determined by the Board, shall be a Fours event.
- 7.6 With the exception of a Composite team, all four members of a team, and a maximum of two registered reserves shall be Members, or Dual Members, of the same Club, and must reside in the same district, to the Club they are representing.
- 7.7 No refund of entry fees will be made once accepted by the Tournament Committee.
- 7.8 The Tournament shall comprise a Championship Competition, a Plate Competition, the latter being for the Runners-Up in Sectional Play, and a Bowl Competition, for the third [3<sup>rd</sup>] teams in the Sectional Play.
- 7.9 The previous year's winner and runner-up will be drawn in separate halves of the draw.

## 8. CHAMPIONSHIP, PLATE AND BOWL COMPETITION

- 8.1 Each competing team shall be represented by not more than six [6] players, all of which shall be bona fide Members or Dual Members of the same club, and all reside in the same area/region, to the club they are representing, which must be affiliated to a District.
- 8.1.1 Prior to the commencement of play on the first day of the Tournament, the completed Declaration Form shall be handed to the Tournament Official on duty at the Club where the team is drawn to play its first match.
- 8.2 As soon as possible once all entries for the Tournament have been received, the Tournament Committee shall arrange the draw for the competing teams into the required number of sections.
- 8.3 The Tournament shall be played on the League System in Sections of not less than nine [9] or more than ten [10] teams.
- 8.3.1 Two [2] points shall be awarded for a win, and one [1] point for a draw.
- 8.3.2 In the event of a tie in points at the conclusion of the last round in sectional play, shot difference and then shot percentage shall apply.
- 8.3.3 Should there still be a tie, the winner of the match between the two teams concerned shall be declared the winner of the Section.
- 8.3.4 If that game was peeled, the winner will be determined by the spin of a coin.

- 8.4 The Winners of the Section shall be drawn to play in the Knock-Out System for the Championship, and the Runners-Up shall be drawn to play in the Knock-Out System for the Plate Championship, and teams ending 3<sup>rd</sup> in the Sections shall be drawn to play in the Knock-Out System for the new trophy, "The Bowl".
- 8.5 The rotation of play in each section shall be in accordance with the Standard Chart for Round Robin Play as provided by Bowls South Africa.
- 8.6 Prior to the commencement of the Tournament, an Umpire shall be appointed for each green to be used for the duration of the Tournament.
- 8.7 **WITHDRAWALS, ETC.**
- 8.7.1 If withdrawals from the Tournament prior to its commencement, reduces the number of teams in one [1] or more sections, to less than 9 teams, the Tournament Committee shall rearrange the sections in such a manner as to ensure that no section has less than 9 teams and shall notify the teams that they have been moved from the original section in which they were drawn and of the new section in which they are to play.
- 8.7.2 If a team retires from the Competition or is disqualified before the completion of sectional play, all scores for or against such team shall be expunged from the records of the Tournament.
- 8.7.3 Should a team fail to appear within 15 minutes after the time appointed for the commencement of any match for which it is drawn, and be unable to advance reasons satisfactory and acceptable to the Tournament committee, it shall be within the discretion of the Tournament Committee to scratch such a team from the Tournament and/or award the opponents two points for the match missed.
- 8.7.4 It shall be at the discretion of the Board to debar a team scratched from the Tournament in 8.7.2 from entering the following Tournament.
- 8.7.5 If a team requires a substitute for the duration of the Tournament, the Controlling Body shall call for the names of players willing to act as such, and from those available, shall draw a player who shall be the substitute for the duration of the Tournament.
- 8.7.6 If a team having one player absent, requires a substitute, either at the start or during a match, and such absentee player is likely to resume play in subsequent matches, the Tournament Official, as representative of the Controlling Body, shall call for the names of players willing to act as substitute and from the names available, draw a player, who shall be the substitute for that match or the remainder thereof.
- 8.7.7 Notwithstanding the foregoing, any team participating in the section play-off stage, having one player absent or requiring a substitute, either at the start of in the course of the match, or on the resumption of a match stopped for any valid reason, the Controlling Body shall call for the names of players will to act as substitute.
- 8.7.8 In the event of more than one substitute being available, the names of not more than five [5] substitutes shall be put into a suitable container and the player acting as Skip for the team concerned, shall draw therefrom a name. The player drawn shall be the substitute for that particular match and any subsequent match if required.
9. **HANDBOOK**
- 9.1 The Tournament Handbook shall conform to the content as described below and no changes to this are to be made unless with the prior approval of the Board.
- 9.1.1 Title page or cover
- 9.1.2 Headquarters enquiry telephone number

- 9.1.3 Message from sponsor [optional]
- 9.1.4 Message from local Mayor
- 9.1.5 Message from District President
- 9.1.6 Message from Tournament Chairperson
- 9.1.7 General Information
- 9.1.8 Conditions of Play
- 9.1.9 Programme
- 9.1.10 Alphabetical list of skips
- 9.1.11 Sections at Venue Guide
- 9.1.12 Fours rink chart
- 9.1.13 Sections Draw
- 9.1.14 Sectional League Chart
- 9.1.15 Play-off chart for Championship, Plate and Bowl Events.
- 9.2 All tournament handbooks to be handed out / distributed at registration for the tournament.
- 9.3 All information regarding the tournament and draw must be placed on the website of the hosting district.
10. **PRIZES AND TROPHIES**
- 10.1 The value of prizes will be determined by allocating the full sponsorship pro rata between the men's and women's tournaments, according to the number of entries received in each category. Prizes will only be given to finalists and semi-finalists, according to a given percentage, in the Championship, Plate and Bowl.
- 10.2 The winners of the Championship shall receive a floating trophy, and shall hold the trophy until the next Tournament.
- 10.3 The winners of the Plate and Bowl Events shall receive a floating trophy and shall hold the trophy until the next Tournament.
- 10.4 Districts of all recipients of Trophies shall have Trophies engraved within two [2] months of the conclusion of the Tournament and the cost for such engraving will be for that District's own account.
- 10.5 Should any trophy be in need of repair or require the additions of shields or similar appurtenances, this should be undertaken by the District whose participants last received the trophies and for their own cost before these trophies are handed back to the staging District at the commencement of the next tournament.
11. **CERTIFICATES**
- 11.1 Winners, Runners-Up, Semi- and Quarter- finalists in the Championship, Plate and Bowl Events, plus all Sectional Winners / Runners-Up, will be issued with bilingual standardized Certificates.
- 11.2 The provision of standardized bilingual certificates shall be the responsibility of the Staging Tournament Committee and the printing of names, completion and distribution of certificates, including all costs pertinent thereto, shall be the responsibility of the Staging Tournament Committee.
12. **COLOURED DISCS**
- 12.1 The Tournament Committee may, at its discretion and at any period after sectional finalists have been determined, require players to affix coloured discs to their bowls in any match. Adhesive coloured discs for this purpose shall be supplied by the Tournament Committee to players free of any charge.
- 12.2 The Tournament Committee may, at its discretion, allow players to affix their club discs to their bowls if they have been registered with their District Associations.

### 13. TOURNAMENT ACCOUNTS

- 13.1 All income and expenditure in connection with the Tournament shall be handled through the hosting Districts Account, but will be administered by the Tournament Committee.
- 13.2 All income due to the Tournament Committee shall be paid to the Tournament Committee within two [2] weeks of receipt thereof.
- 13.3 All expenditure for supplies, services, prizes, honoraria, etc., shall be a charge against the Tournament Committee.
- 13.4 When VAT invoices are received from suppliers, the amount excluding VAT to be charged to the expense account and the VAT amount is to be debited to the Staging District. The original VAT invoices are to be sent to the District Secretary as soon as they have been paid. A copy should be kept for audit purposes.
- 13.5 All expenditure in connection with the inspection and survey of greens shall be borne by the Tournament Committee.
- 13.6 The Tournament Committee shall, during the Tournament, provide meals and refreshments to their guests.
- 13.7 District Associations shall not raise additional funds for the Tournament by means of a levy upon Clubs and members under their jurisdiction, but they shall budget to stage the Tournament with the estimated income. Any surplus or loss from the staging of the Tournament shall accrue to, or be borne by, the District Association staging the Tournament.
- 13.8 The net surplus accruing from the publication of the Tournament handbook shall accrue to the Tournament Committee.
- 13.9 The Board shall not handle finance nor shall it dispense or accumulate funds.
- 13.10 At the Annual General Meeting of the Board, the last hosting District will submit to the Board meeting full and comprehensive income and expenditure accounts for the Tournament.
- 13.11 Expenses of members attending Board Meetings shall be for each District's own account.
- 13.12 At the Annual General Meeting, the Board shall ratify the proposed entry fee for the forthcoming Tournament. This entry fee shall include four [4] Tournament Badges and handbooks.
- 13.13 The Board and the Tournament Committee shall seek sponsorship or renewal of sponsorships, providing that this shall be in keeping with the aims and objectives of the Tournament. Any on-going sponsorship shall not be accepted as commitment without approval of the majority of the Board.

### 14. TOURNAMENT BADGE

- 14.1 The badge of the Tournament shall depict the boundary outline of the Eastern Cape, Northern Cape, Eden and Western Cape in green, blue and red, whereon shall be the tokens to symbolize each of the present six Members of the Board, namely:
- |               |   |
|---------------|---|
| Boland        | - a bunch of black grapes on gold vine leaves               |
| Border        | - an aloe with green leaves and red flowers                 |
| Eastern Cape  | - a grey elephant   |
| Eden          | - three white ostrich feathers on a bottle green background |
| Northern Cape | - a white diamond with black facing                         |
| Western Cape  | - a red disa  |



On the bottom of the badge there shall be the wording "All Cape Bowling Tournament" and the venue together with the year of the particular tournament.

14.2 Tournament badges shall be sold at the price agreed upon by the Tournament Committee

14.3 Four Tournament badges shall be handed to the players of each team which has entered the Championship at the commencement of the Tournament.

14.4 Tournament badges shall be available for sale at all Clubs being used in the Tournament.

## 15. RECORDS

The success of the Tournament depends to a very large extent on the efficiency of the Records Department. NO Fax machines may be utilised. Email is the required form of correspondence to and from all the various venues to the Records Room. Cell phones can be used for contact methods, i.e. WhatsApp, etc. [include space for cell numbers on entry form of all players].

### 15.1 Staffing

15.1.1 The person handling the portfolio should be fully familiar with the running of competitions in general. Typically they should have had at least two [2] years' experience as District Secretary and/or have been involved with Records for Tournaments.

15.1.2 An additional three [3] or four [4] persons should assist with handling the receipt of results as well as the telephones, photocopier and filing of results, score cards and declaration forms.

### 15.2 Facilities

15.2.1 The records room should be spacious and comfortably accommodate the records staff and be adjacent to the press room.

15.2.2 It is essential that there be sufficient separate wall plugs. If this is not available, ensure that there is an extension cable available nearby.

15.2.3 Make sure the room can be locked when not in use.

### 15.3 Equipment

15.3.1 A photocopier machine capable of handling A4 and A3 size paper.

15.3.2 A minimum of six [6] telephones, three [3] for records, one [1] for the Secretary, and two [2] for the press. Make sure the numbers for the telephones in records are only published in the CTO Guide and NOT in the Handbook.

15.3.3 A computer with emailing facilities must be available at the various venues. Preferably there should be two [2] computers, one being used for general queries, and one for score cards, results etc. These computers should have all the email addresses of the various clubs being utilised.

15.3.4 A suitable computer system and a high quality printer capable of handling A4 sheets.

### 15.4 Computer System

15.4.1 Forms preparation

The computer programme will be used to produce Score Cards and Results Forms prior to the commencement of the Tournament.

- 15.4.2 The Result forms are printed in duplicate, one set to be sent to each venue and one set is to be kept at records.
- 15.4.3 Copies of the various forms are attached. [See Annexure "A"]
- 15.4.4 Results will be forwarded by email, and placed on the website of the hosting District at the completion of each round. Updated scores must be available at all venues after the completion of each round.
- 15.4.5 After all the results for a round have been received, obtain a printout of the log positions to date, as well as the results on all games. This printout can then be emailed to all venues. [If possible, at the same time, a separate file for submission to SAPA, via the Press computer should be produced.]
- 15.5 **Play-Off Results**
- 15.5.1 All playoff results should be entered on the playoff charts and displayed on the notice board after each round.
- 15.6 **Declaration Forms**
- 15.6.1 It is of the utmost importance that ALL declaration forms are returned to records as soon as possible. The forms should be file in section number order and photocopies are to be made for the press upon request.
- 15.7 **Club Tournament Officials**
- 15.7.1 The CTO can make or break the Tournament and it is of the utmost importance that their names and telephone numbers, both at the Club and at home, are readily available. A good idea is to have a list of these at each telephone.
- 15.7.2 Check that the telephones are in good working order, prior to and at the start of the Tournament.
- 15.7.3 Stress the importance of speedy transmission of results and ask the CTO to contact Records if and when circumstances arise that are likely to hold this up. Results must be emailed before any other CTO duties are performed.
- 15.7.4 Make sure that the CTO is thoroughly familiar with the operation of a computer and emailing.
- 15.8 **Final Stages of the Tournament**
- 15.8.1 As soon as possible, all play should be concentrated at Headquarters and be under the full control of Records and not the Headquarters CTO.
- 15.8.2 It is important that a great deal of attention is paid to the flow of play, i.e. players should not play on the same rink on the same day, rinks should not stand idle, score cards are to be handed into Records immediately the game is finished and cards have been checked by the Technical Official.
16. **CATERING**
- 16.1. The Tournament Catering Convenor is to propose menus and recommend prices at a meeting of the Tournament Committee.
- 16.2.1 After the staging clubs have been decided upon, a combined meeting of Club Catering Convenors and Club Tournament Officials should be arranged with the Tournament Committee to discuss catering and record keeping.

- 16.2.2 Have sufficient copies of recommended menus for all present, invite discussion and if necessary arrange a report back meeting about a month later at which time any problems can be discussed.
- 16.2.3 Standardisation of menus for each day is important in order to avoid duplication on following days. Latitude in so far as buffet as buffet lunches, being a regular feature of some composite catering clubs, is however, permissible.
- 16.3 Encourage staging clubs to provide light snacks and bar lunches after the day's play. It pays dividends in keeping the players at the clubs and creates a happy atmosphere.
- 16.4 Ensure that all staging clubs have an adequate supply of tea and lunch tickets.
- 16.5 Ensure that at all the clubs, the requirements of the players receive first priority, the public to be taken care of thereafter.
- 16.6 Club Tournament Officials should be addressed with regard to the record keeping procedure during the tournament and if available, the score cards and score sheets should be distributed to the staging Clubs.
- 16.7 **Lunches for Sponsors and VIP's**
- 16.7.1 The Tournament Chairperson, in conjunction with the Board, shall arrange for representatives from sponsor firms [both major and minor], as well as any other outside person who has assisted materially with the running of the tournament, to lunch at Tournament Headquarters.
17. **MEETINGS, CLOSING CEREMONY**
- 17.1 **All Cape Tournament Board Annual General Meeting**
- 17.1.1 This meeting shall be held at any suitable time over the same weekend as the Bowls SA AGM.
- 17.2 **Tournament Committee Meetings**
- 17.2.1 Regular meetings of the Tournament Committee should be arranged at a time and preferably at a club venue suitable to all members of the committee, at least once a month and more frequently as required.
- 17.2.2 Convenors of the Sub-Committees, viz. Handbook, Catering, etc., should arrange appropriate meetings and report progress to the Tournament Committee, so that any members thereof are afforded the opportunity of attending, particularly so the Chairperson.
- 17.3 **Closing Ceremony [Takes place on Finals Green]**
- 17.3.1 The finals must be timed so as to be completed in good time before dusk, to allow for the closing ceremony.
- 17.3.2 The final shall be played on the closest parallel rink to where the VIP's are seated and should finish last.
- 17.3.3 An adequate Public Address System with standby unit is essential.
- 17.3.4 Immediately the final is completed, the Master of Ceremonies will call spectators and players to order with the request to stay for the prize-giving and closing ceremony.
- 17.3.5 Ensure that all persons, including prize-winners, involved in this ceremony:

- 17.3.5.1 Have been previously advised.
- 17.3.5.2 Are confirmed present.
- 17.5.5.3 Are suitably briefed.
- 17.3.5.4 Are conveniently seated.
- 17.3.5.5 Flag Officials to take up their positions in an orderly fashion.
- 17.3.6 Bugler, Trumpeter, Bagpiper or similar instrumentalist [suitably briefed] to arrive in good time for closing.
- 17.4 **Procedure**
- 17.4.1 Address by national or local dignitary [if present].
- 17.4.2 Address by District President.
- 17.4.3 Address by Tournament Chairperson.
- 17.4.4 Presentation of prizes.
- 17.4.5 Ensure that prizes are arranged in order of handing out and the Tournament Secretary is available with same. Also present on the green should be the Staging District President, the Sponsor and any officiating person. Players should be called to receive their prizes so that the winners received their trophies last, and in the following order:
- 17.4.5.1 Runners-Up of Bowl Event.
- 17.4.5.2 Winners of Bowl Event.
- 17.4.5.3 Runners-Up of Plate Event.
- 17.4.5.4 Winners of Plate Event.
- 17.4.5.5 Runners-Up of Championship.
- 17.4.5.6 Winners of Championship.
- 17.5 **Invitees to Closing Ceremony**
- 17.5.1 Past President and Life Members of the Staging District  
 President and Executive of Bowls SA  
 Executive Committee of Staging District  
 Springboks / Protea's in Staging District  
 Men's and Women's Selectors  
 Chairpersons of Affiliated Bodies, i.e. Technical Officials, Coaches, etc.  
 Department of Sport [Director]  
 Department of National Education  
 Media  
 The Mayor and any other dignitaries
- 17.5.2 Make use of modern communication methods, i.e. email, group WhatsApp, SMS, etc, for suitably approved invitations, which should be sent out timeously by the Secretary of the Tournament Committee.



- 17.5.3 With regard to non-bowling VIP invitees, i.e. Government, Provincial and/or Civics, recommendation should be submitted to the Tournament Committee for their approval.
18. **GENERAL MATTERS**
- 18.1 **First Aid**
- 18.1.1 Make arrangements with Red Cross or St John's Ambulance or some other organisation, requesting them to provide a first aid service at Headquarters for the final stages of the tournament.
- 18.2 **Medical Officer and Dentist**
- 18.2.1 Arrange for a Doctor and a Dentist to be on call during the Tournament.
- 18.3 **Official Photographer**
- 18.3.1 Arrange for an Official Photographer to be present on the closing day to photograph winners and trophies in colour for the Press.
- 18.4 **Insurance**
- 18.4.1 Discuss with local Insurance Brokers the cost covering:  
Public Liability  
Cash on hand and in transit  
Records and Headquarters equipment
- 18.5 **Media**
- 18.5.1 Arrange coverage with local newspapers for the period of the Tournament.
- 18.6 **Tournament Officials**
- 18.6.1 Appoint only the best umpires and draw up a schedule showing the times and dates when they are to officiate.
- 18.7 **Modus Operandi**
- 18.7.1 Within three [3] months of the conclusion of the Tournament, the Committee should advise the Board of any proposed amendment to this Modus Operandi.
- 18.8 **Night Watchmen and/or Security Guards**
- 18.8.1 Consider appointment for safety reasons.
- 18.9 **Club Tournament Official Guide**
- 18.9.1 The CTO Guide shall be considered part of the Modus Operandi and shall consist of:
- 18.9.1.1 General Module
- 18.9.1.2 Communications Module
- 18.9.1.3 Diary Module
- 18.9.1.4 Technical Officials Module

18.9.1.5 Conditions of Play

18.9.1.6 Catering Module

18.10 **Final Meeting**

18.10.1 At this meeting, discussion on the Modus Operandi and the CTO Guide should take place. Suggestions for improvement should be forwarded to the Chairman of the Board in writing.

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