

**CANTERBURY**

**COUNTRY**

**BOWLS**

**OPERATIONS**

**MANUAL**

## OPERATIONS MANUAL

This manual details current practices and procedures followed for Canterbury Country Bowls. It is intended as a guide for Sub Centre office holders and selectors and may be amended as desired or directed by meetings of Country Sub Centres.

### 1. MEMBERSHIP

Members are Ellesmere, Malvern, Mid Canterbury and Hurunui Sub Centres.

### 2. NOTICES

Sub Centres will receive notices of meetings and minutes, event updates, draws and results.

### 3. COUNTRY ADMINISTRATOR

Responsible for all matters pertaining to the organisation of events and communication with Sub Centres, Selectors, Bowls Canterbury and other Centres.

The Administrator works within the Bowls Canterbury management team and is appointed by Bowls Canterbury General Manager on an Annual basis.

### 4. MEETINGS

Meetings are held at a suitable Canterbury Country Club as necessary. Dates of meetings and venues will be notified to all Sub Centres by the Country Administrator not less than 2 weeks prior to the meeting.

## TOURNAMENTS AND FIXTURES

### General Information:

The Country Administrator is responsible for the overall organisation of all Canterbury Country Bowls events hosted by Country and will liaise with host sub centres as required by the fixture programme. For events that are hosted by other Centres the Administrator is the Canterbury Country Bowls contact and will circulate Sub Centres with information as necessary for these events.

- Catering: Host clubs are required to arrange morning/afternoon teas for all Players, Team Managers and Umpires. The catering fee to be paid per head at each event is set by the host club and should be notified to the Administrator at least four weeks prior to the event being hosted.
- Umpires: Umpires for each event are to be arranged by Host Sub Centre and must be a Bowls New Zealand Umpire. Umpires will be responsible for keeping time, maintaining charts, issuing and collecting score cards for their green. Where 2 greens are used at one club, 2 umpires should be appointed.
- Score cards/Charts: The Administrator is responsible for draws, charts Conditions of Play and score cards for each green being used for an event. Canterbury Country events are to be managed using the Bowlshub Aotearoa platform developed by Bowls New Zealand. Event draws and results will be available online for all events from 2024-25 season onwards.
- Markers: Where required, Markers shall be provided by Host Clubs and should be suitably experienced and able to undertake these duties according to the specifications relating to Markers Duties contained in the Laws of the Sport of Bowls.
- Notifications: Sub Centres will be notified for any event they are due to host no later than 3 weeks prior to the event date. Notification will include greens and number of rinks required, catering numbers, if markers are required and how many, any other information pertinent to the hosting of the event.
- Juniors: Where specified a 'Junior' player will be of 8 or less playing years.

### **1. COUNTRY QUADRANGULAR TOURNAMENT**

- Participants: Mid Canterbury, Malvern, Hurunui and Ellesmere  
Date: 2nd Sunday in October each year  
Host Venues: Ashburton and Allenton Bowling Clubs, Ashburton  
Playing Format: Games: Singles (21 shots); Pairs (3 bowls) and Triples (2 bowls) both 18 completed ends; and Fours (14 completed ends).  
Fees: Catering Fee to be paid to host club prior to start of play by all players and team managers.  
Selections: Each participant to select 1 team of 10 players each for Senior Men and Women; and Junior AC (8 and under playing years)  
Note: This Tournament will incorporate the Junior Men's Clark Beveridge event previously played on a separate date.  
Trophies: Overall Quadrangular Winner (Men and Women) - John Leeds Memorial Tray.  
Women's winner – Triangular Shield  
Junior Men's winner - Clark Beveridge Trophy.

### **2. MEN'S SUB CENTRE FOURS—SENIOR AND JUNIOR**

- Participants: Ellesmere, Malvern, Mid Canterbury and Hurunui  
Date: Last Sunday in November  
Host Sub Centre: Malvern, Mid Canterbury, Hurunui, and Ellesmere will host in rotation each season.  
Playing Format: 3 games of 14 completed ends, no time limit. One game before lunch, 2 games after lunch.  
Fees: Catering Fee to be paid to host club prior to start of play by all players and team managers.  
Host Clubs: Host Sub Centre to notify Country Administrator of host venues no later than four (4) weeks prior to the event date.  
Selections: Each Sub Centre to select:  
Senior Men—2 teams of Four,  
Junior Men—2 teams of Four.  
Trophies: Country Men's Shield – Senior Men's winner  
Aaron MacDonald Challenge Shield – Junior Men's Winner

### **3. WOMEN'S SUB CENTRE FOURS (QUADRANGULAR)**

- Participants: Ellesmere, Malvern, Mid Canterbury and Hurunui  
Date: Last Sunday in November  
Host Sub Centre: Ellesmere, Mid Canterbury, Malvern then Hurunui will host in rotation each season.  
Playing Format: 3 games of 14 completed ends, no time limit. One game before lunch, 2 games after lunch.  
Fees: Catering Fee to be paid to host club prior to start of play by all players and team managers.  
Host Clubs: Host Sub Centre to notify Country Administrator of host venue no later than four (4) weeks prior to the event date.  
Selections: Each Sub Centre to select:  
Senior Women—2 teams of Four,  
Junior Women—2 teams of Four.  
Trophies: Women's Quadrangular Cup – Senior Women  
Sparks Cup – Junior/Development Women

#### **4. MEN'S QUADRANGULAR - Mugford Trophy**

Participants: Ellesmere, Malvern, Mid Canterbury and Hurunui  
Date: 3rd Sunday in March each year.  
Host Sub Centre: Mid Canterbury, then Ellesmere, Hurunui and Malvern in rotation each season.  
Playing Format: Pairs (3 Bowl) 18 completed ends,  
Fours 14 completed ends.  
Three (3) rounds to be played. Round One before lunch, rounds 2 & 3 after lunch.  
Fees: Catering fees to be paid to host club prior to start of play.  
Host Clubs: Host Sub Centre to notify Country Administrator of host venue no later than four (4) weeks prior to the event date.  
Selections: Each Sub Centre to select a team of 8 players; 2 pairs and 1 four.  
Trophy: Frank Mugford Trophy

#### **5. TOWN AND COUNTRY OVER 65'S**

Participants: Bowls Canterbury Town Clubs and Canterbury Country Sub Centres  
Date: 2nd Wednesday in March each year  
Host Venue: Malvern, then Mid Canterbury, Ellesmere and Hurunui in rotation each season.  
Playing Format: Fours 18 completed ends, 2 rounds to be played. 2 hour 45 minutes time limit for both rounds. Morning Tea before round One, Lunch after round One, Afternoon tea at conclusion of round Two.  
Fees: Catering Fee to be paid to host club prior to start of play by all players and team managers.  
Host Clubs: Host Sub Centre to notify Country Administrator of host venue no later than four (4) weeks prior to the event date.  
Selections: Each Sub Centre will select two teams of four—1 Men's team and 1 Women's team.

#### **6. LEX KIMBER TOURNAMENT**

Participants: Canterbury Country, Central Otago, South Canterbury and North Otago.  
Date: 2<sup>nd</sup> weekend in March—Saturday and Sunday  
Host Centre: 2024 Canterbury Country, 2025 North Otago, 2026 South Canterbury, 2027 Central Otago, continuing in rotation.  
Playing Format: Singles/Fours and Pairs/Triples over 6 rounds of competition.  
Fees: Host Centre will notify catering costs to participants prior to the event.  
Host Clubs: Host Centre will notify participants of venues for the competition each year. Country Administrator will circulate this information as required to Team Manager/Selectors.  
Selections: Canterbury Country will select 5 Development Women players (up to 10 playing years) to make up the team to play Singles/Fours and Pairs/Triples as required by the draw.  
Note: A reserve player may be named but does not travel as part of the team.