



# CIRCULAR

**ROYAL NSW BOWLING ASSOCIATION LTD.**

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**No: 01-2018**  
**Date: Monday 8 January 2018**  
**To: Zones, Districts & Clubs**  
**Re: Expression of Interest to Host 2018 NSW State Championships; 2018 NSW State Championships Seniors; 2018 NSW State President's Reserves**

All NSW Bowling Clubs with the capacity to host the listed 2018 Bowls NSW State Championships Events are now invited to submit an Expression of Interest for the consideration of the State Match Committee.

Clubs are encouraged to read through the requirements listed and apply by providing an Expression of Interest meeting all requirements. Please see the requirements (attached) for the complete event.

Expressions of Interest should be returned via email to **Anthony Cottee, General Manager**  
[Anthony@bowlsnsw.com.au](mailto:Anthony@bowlsnsw.com.au)

Expressions of Interest should reach the RNSWBA no later than **5pm, Thursday 25<sup>th</sup> January 2018**.

Greg Helm  
Chief Executive Officer  
Bowls NSW



# 2018 NSW State Championships

## Expression of Interest

### Host Requirements

**Competition to be hosted:** NSW State Championships;  
NSW State Championships – Seniors; NSW State President’s Reserves.

**Competition Dates:** Saturday 15<sup>th</sup> September 2018 to Saturday 22<sup>nd</sup> September 2018.

### 1. Requirements of Greens

Host Clubs are required to provide a minimum of 3 greens for Sectional Play and Finals.

### 2. Format and Schedule

Format and schedule subject to change in consultation with successful host club; live streaming provider; State Match Committee.

Date	Events & Matches	1st match starts	2nd match starts*
<b>Saturday 15 September</b>	State Fours & State President’s Reserve Pairs – Rd of 16/Quarter Finals	9.00am	1.00pm
<b>Sunday 16 September</b>	State Fours & State President’s Reserve Pairs – Semi Finals & Finals	9.00am	1.00pm
<b>Monday 17 September</b>	State Triples & State President’s Reserve Singles – Rd of 16/Quarter Finals	9.00am	12.15pm
<b>Tuesday 18 September</b>	State Triples & State President’s Reserve Singles – Semi Finals & Finals	9.00am	12.15pm
<b>Wednesday 19 September</b>	State Pairs & State Senior Pairs – Rd of 16/Quarter Finals	9.00am	1.00pm
<b>Thursday 20 September</b>	State Pairs & State Senior Pairs – Semi Finals & Finals	9.00am	1.00pm
<b>Friday 21 September</b>	State Singles & State Senior Singles – Rd of 16/Quarter Finals	9.00am	12.15pm
<b>Saturday 22 September</b>	State Singles & State Senior Singles – Semi Finals & Finals	9.00am 11.30am	1.30pm

### 3. Factors to be considered

**Greens:** The greens must be of a high standard and able to cope with volume of matches.

**Lighting of Greens:** Where possible host clubs should have lighting on at least one green.

**Club House:** The Club House must be capable of holding the number of players and spectators that this event attracts. Typically, the event may attract up to 300 spectators at any one time across the greens. The indoor and outdoor space and comfort of the host club will also be considered.

**Spectator Comfort:** It is of critical importance that the general public and supporters are welcomed and accommodated around all sides of the green being used. This consideration is a high priority when the Club's ability to host are being evaluated. We must attract spectators to support the game and create a great atmosphere for all concerned.

**Club Facilities:** The club must have adequate parking available or able to be accessed. Snack Bar/ Food facilities for all concerned must be available all weekend and morning tea and hot beverage facilities. The club should have communication facilities, including fax, telephone and internet access. Clubs may also be asked to stream the live game inside the facility also.

**Catering:** The Club must be capable of efficiently catering for lunches for the players and spectators. To allow the Finals Series to run to timetable it is important that players are fed in a timely manner. Delays in feeding players are obviously unacceptable at this peak event. There should also be opportunity for spectators to purchase meals and beverages throughout the duration of the event.

**Total Number of players 480 – Please see breakdown per day below.**

Date	Events & Matches	Round of 16	Quarter Finals	Semi Finals	Final
<b>Saturday 15 September</b>	State Fours & State President's Reserve Pairs – Rd of 16/Quarter Finals	64 32	32 16		
<b>Sunday 16 September</b>	State Fours & State President's Reserve Pairs – Semi Finals & Finals			16 8	8 4
<b>Monday 17 September</b>	State Triples & State President's Reserve Singles – Rd of 16/Quarter Finals	48 16	24 8		
<b>Tuesday 18 September</b>	State Triples & State President's Reserve Singles – Semi Finals & Finals			12 4	6 2
<b>Wednesday 19 September</b>	State Pairs & State Senior Pairs – Rd of 16/Quarter Finals	32 32	16 16		
<b>Thursday 20 September</b>	State Pairs & State Senior Pairs – Semi Finals & Finals			8 8	4 4
<b>Friday 21 September</b>	State Singles & State Senior Singles – Rd of 16/Quarter Finals	16 16	8 8		
<b>Saturday 22 September</b>	State Singles & State Senior Singles – Semi Finals & Finals			4 4	2 2

**Motel Accommodation:** Most players & teams participating in the State Championships will require motel accommodation. Sufficient suitable motel accommodation must be available within a reasonable distance of the host club. Where Bowls NSW partners with a Council/Visitor Information Centre, the Participants will be advised to book through the Visitor Information Centre.

**Sponsor Servicing:** The Club is to display banners or advertising as endorsed by Bowls NSW and provided by Bowls NSW or sponsors of Bowls NSW. From the start of the competition to its completion, Bowls NSW will have exclusivity to promotion of sponsors. Whilst we allow for the club's sponsors to be promoted, where a direct conflict of sponsorship is identified, the host club will be asked to cover the sponsors. In the past, we have worked tirelessly to ensure a Club's sponsors are visible throughout the course of the event, and will do everything within our power to ensure an amicable outcome so as not to affect our host club's sponsorship arrangements. Bowls NSW retains the sole right to engage sponsors, event supporters, event partners and commercial agreements relating to the NSW State Championships and will work with clubs to increase their opportunities.

**Host Coordinator:** The Host Club are to appoint a Coordinator to act as the principle contact for Bowls NSW and the State Match Committee regarding correspondence and arrangements for the NSW State Championships. The Host Coordinator is also to ensure that all preparation for the NSW State Championships are met and the requirements to complete the tournament to the highest standard is also achieved. Clubs will be consulted throughout the year leading up to the event, provided with guidelines to assist, and assisted in efficiently running the event.

**Live Streaming:** The Host Club will need to provide adequate space for Cameraman to be stationed – generally behind the ditch at each end of the chosen rink. There will also be a cameraman stationed at the half way mark of the green, generally positioned off the green pending which rink is chosen for live streaming. Generally live streaming will utilise three rinks to host the one match. Consideration should also be given to the potential construction of a temporary platform for elevation of all the cameras.

Allowances for the Commentary team to be positioned in an area either close to the green, or in view of the green is extremely important. Our live streaming will provide exposure to your club and will absolutely include the opportunity to advertise your club and its offerings to our audience.

**Volunteer Markers/National Umpires:** Host Club to provide Accredited National Umpires for each Green throughout the course of the event. The host club must source and provide Markers for all singles matches. Consideration for appropriately attired and able Markers and Umpires for all live streamed matches. The State Match Committee as the Controlling Body will have final approval on all markers of matches. Bowls NSW in conjunction with the State Umpires Committee will assist clubs in running accreditation or reaccreditation courses to assist the Host Club. Score Board Attendants are required for all live streamed matches and where possible all singles matches.

**Bowls NSW Policies:** Clubs will be required to abide by Bowls NSW Policies during the event, including the Smoke Free Greens policy.

**Insurances:** The host club must provide evidence of a minimum of \$20-million Public Liability Insurance cover. Documentation will be sought to show currency, again, prior to the event to ensure currency.

**Risk Management:** Host Clubs must be able to provide risk management documentation prior to the event that outlines protocols, policy and procedure for incidents that may occur throughout the duration of the event. Reference to First aid facilities including access to a first aid kit, defibrillator,

and nominated accredited staff must be included. References to security and safety of patrons must also be included within the Expression of Interest.

**Hosting Fee:** The Club successful in their bid to host a 2018 NSW State Championships will be required to pay a hosting fee. Those offering an expression of interest are to submit their proposal clearly outlining the hosting fee offered, including GST.

Bowls NSW will consider expressions of interest applications with a multi-year proposal but reserves the right to then negotiate terms with the applicant to achieved the desired terms. Details of multi-year proposals must clearly indicate the total for each year.

Hosting a State Championships has the potential to generate a significant return on investment for the club and for the local businesses. Bowls NSW currently negotiates with Local Councils and/or Visitor Information Centres (VIC) to attract funding towards hosting the event. Clubs should consult with Bowls NSW before approaching Councils or Visitor Information Centres for further support.

Clubs may also partner with local businesses to offset the hosting fee; however, any such partner must not conflict with any Bowls NSW sponsors of the State Championships and approval must be obtained from Bowls NSW.

**Prize Money:** The 2017 NSW State Championships offered the following prizemoney that is expected to be covered in full, or part, by the host club in 2018 under their hosting fee arrangement listed above. To assist clubs in submitting their Expression of Interest, the following should be used as a guide. **Total Prize Money is: \$40,000**

	State Championships							
	Singles	Total	Pairs	Total	Triples	Total	Fours	Total
<b>Winner</b>	\$1,500	\$1,500	\$800	\$1,600	\$800	\$2,400	\$800	\$3,200
<b>Runner Up</b>	\$800	\$800	\$500	\$1,000	\$500	\$1,500	\$500	\$2,000
<b>Defeated Semi Finalists</b>	\$300	\$600	\$200	\$800	\$200	\$1,200	\$200	\$1,600
<b>Defeated 1/4 Finalists</b>	\$150	\$600	\$100	\$800	\$100	\$1,200	\$100	\$1,600
<b>Defeated Rd of 16</b>	\$50	\$400	\$50	\$800	\$50	\$1,200	\$50	\$1,600
<b>TOTALS PER DISCIPLINE</b>		<b>\$3,900</b>		<b>\$5,000</b>		<b>\$7,500</b>		<b>\$10,000</b>

	State Seniors			
	Singles	Total	Pairs	Total
<b>Winner</b>	\$1,000	\$1,000	\$600	\$1,200
<b>Runner Up</b>	\$500	\$500	\$300	\$600
<b>Defeated Semi Finalists</b>	\$250	\$500	\$150	\$600
<b>Defeated 1/4 Finalists</b>	\$100	\$400	\$100	\$800
<b>Defeated Rd of 16</b>	\$50	\$400	\$50	\$800
<b>TOTALS PER DISCIPLINE</b>		<b>\$2,800</b>		<b>\$4,000</b>

	President's Reserves			
	Singles	Total	Pairs	Total
<b>Winner</b>	\$1,000	\$1,000	\$600	\$1,200
<b>Runner Up</b>	\$500	\$500	\$300	\$600
<b>Defeated Semi Finalists</b>	\$250	\$500	\$150	\$600
<b>Defeated 1/4 Finalists</b>	\$100	\$400	\$100	\$800
<b>Defeated Rd of 16</b>	\$50	\$400	\$50	\$800
<b>TOTALS PER DISCIPLINE</b>		<b>\$2,800</b>		<b>\$4,000</b>

### Expressions of Interest

Expressions of Interest should be returned via email to Anthony Cottee, General Manager [Anthony@bowlsnsw.com.au](mailto:Anthony@bowlsnsw.com.au).

The Expressions of Interest should clearly address the following:

- The ability of the club to host the event on the selected 2018 dates
- Quality of Greens;
- Lighting of at least one green
- Ability to host event with green space consideration
- Club's House and indoor/outdoor facilities
- Spectator Comfort
- Catering capability
- Local accommodation capacities
- Sponsor servicing acceptance
- Appointment of Host Coordinator
- Live streaming capacity and acceptance
- Volunteer management – including Officials and Markers.
- Bowls NSW Policies
- Insurances
- Risk management
- Clearly articulate their proposed 'Hosting Fee' with consideration to the Prize Money.

Bowls NSW will acknowledge receipt of your application within 48 hours. Should you not receive this written response please contact Anthony Cottee as soon as possible.

**Expressions of Interest close Thursday 25<sup>th</sup> January at 5pm.**