



Application for Official Representation



Please complete and forward to your Zone Secretary

Application From Club _____ (club no.) _____

Type of Event _____

Day & Date of Event _____

Host Club or Organisation _____

Preferred time of arrival of Guest _____ Expected finishing time _____

Date of last RNSWBA Official visit _____

Host President's Name _____ phone _____

Host Secretary's Name _____ phone _____

Type of Game(if applicable- e.g. fours, triples) _____

Number of Representatives required	Royal	Zone	District

It is acceptable for one or two Royal NSW Bowling Association representatives to be invited, with the rest of the team, if required, being supplied from club, district or zone executives.

Please enter the name(s) of the RNSWBA/ Zone/ District representative you wish to invite. _____

Will overnight accomodation be provided if required? YES - NO (*please delete*)

Location of event- please provide street address, and directions in locating venue and parking.

Signed _____ Club President - Secretary (please delete as required) _____

<u>DISTRICT / ZONE APPROVAL</u>	
To: RNSWBA PO Box A 2186 Sydney South 1235 Fax: 02 9283 4252	The above application has been approved by District* / Zone _____
Signed: _____ District / Zone President / Secretary	Date: / /
Note: Districts are requested to supply a copy of any approved application to their Zone for information purposes. * Only applicable where there are Districts. <u>PLEASE REFER TO GUIDELINES OVERLEAF</u>	

Official Visits – Guidelines

- ◆ At least three months notice should be given. The more notice given the greater the chance of the representative being the President, or the person nominated, in the event that the President is otherwise committed.
- ◆ It should be noted that the appointment of a representative is the President's prerogative. A sub-committee assists to fill vacancies when the President or his nominee is unavailable.
- ◆ Clubs should retain a copy of their application.
- ◆ District / Zone endorsement is required prior to the request being submitted to the Royal New South Wales Bowling Association Inc. Provision is made for this on the form.
- ◆ The District and Zone should retain a copy and send an approved copy to the Royal New South Wales Bowling Association Inc.
- ◆ Applications not bearing the approval of the District/Zone will be returned to the Club.
- ◆ It is expected that, particularly when long distances and the need for accommodation are involved, Zones/Districts will endeavour to schedule two functions during the same visit. Zones/Districts are requested to bear this in mind when arranging the year's programme.
- ◆ When accommodation is required the cost is borne by the person representing the Royal New South Wales Bowling Association Inc. Representatives other than the President are not subsidised in any way for accommodation or meals. Host organisations should bear this in mind. There is a question regarding accommodation on the application form. A "yes" answer will reduce the cost borne by the Royal New South Wales Bowling Association Inc representatives.
- ◆ Men's bowls games are preferred. Of course, this does not preclude women bowlers and other members participating in the day's bowling and social procedures as appropriate.
- ◆ Particularly where travel and accommodation arrangements could cause problems for the representative/s, it is preferred that only one or two attendees be requested from the Royal New South Wales Bowling Association Inc.
- ◆ Additional team members can be provided by the Club or Zone/District as appropriate.

Priorities

In order to make the maximum use of the President's availability, preference will usually be given to those days where a number of Clubs are to be represented; eg: Zone or District Events, Club Events involving a number of visiting Clubs.

Other priority events are:

- ◆ Openings of Greens
- ◆ Opening of new facilities
- ◆ 50th, 75th, 100th anniversaries where a number of visiting Clubs etc, are invited.
- ◆ Annual General Meetings of Zones and Districts.

Number of Visits

Except in exceptional circumstances, it is usual to limit the number of visits to a host organisation to one each year.

Badges, etc.

The protocol is that presentations be limited to a maximum of two merit badges, two tie bars and two brooches per visit. It is not obligatory to present this number if suitable recipients are not available.

Summary

For Official Visits, the Board's objectives are:

- ◆ To rationalise the use of the President's and Executive's availability
- ◆ To obtain greater coverage at a reasonable cost
- ◆ To pay due regard to the importance of each Event
- ◆ To ensure that the smaller organisations rate just as highly as the larger ones.