

APPLICATION FOR OFFICIAL REPRESENTATION



BOWLS
NEW SOUTH WALES

PLEASE SEND TO YOUR ZONE SECRETARY: CONTACT DETAILS CAN BE FOUND AT www.bowlsnsw.com.au
Please read Guidelines for Official Representation prior to lodging this application

EVENT DETAILS – HOST CLUB TO COMPLETE

Date Application Lodged with Zone:			
Host/Club Name:		Club #:	
Type of Event:		Milestone? YES or NO	
Date of Event:		Required Time of Arrival:	Expected Finish Time:
Host President's Name		Phone:	
Host Secretary's Name:		Phone:	
Number of Guests Required:	RNSWBA: _____ (max 2) Zone: _____ District: _____		
Invited Guest/s Name*:			
*Note: For 'Non-Milestone Events', Bowls NSW may be represented by the State Councillor or Zone Executive			
Format of Play? (if applicable) e.g Triples/Fours		Will overnight Accommodation be provided? YES/ NO	

Application for Recognition Awards for your event must be made on the 'Request for Recognition Award' form and should accompany your application for 'Official Representation form'.

PRIMARY CLUB CONTACT FOR EVENT

Primary Contact for Guest:		
Contact Details:	Ph: Mob.	Email:

ZONE SECRETARY TO COMPLETE

RNSWBA Representative allocated by Zone:			N/A if no representative available to attend
Position Held:			Representative must be authorised as per guidelines
Date processed by Zone:		Confirmation of Representative sent to Club? Y or N	
Signed by Zone Secretary:			

APPLICATION FOR OFFICIAL REPRESENTATION



Guidelines for official representation applications

OBJECTIVES OF OFFICIAL REPRESENTATION

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

NOTICE

At least three months' notice should be given for all Official Representation events

CLASSIFICATION OF EVENT

Official Representation events shall be classified in the following ways:

Milestone Events

- Club, District, Zone Milestone Anniversaries - 25th, 50th, 75th or 100th
- Club/Club Facility Openings
- Green Openings and Dedications
- State Pennant Flag Unfurling
- Combined District/Zone Presidents Days

Non-Milestone Events

- Club Presidents Days
- Club, District and Zone Presentation Days
- District/Zone Pennant Unfurling
- Social Functions – Birthdays etc.

BOWLS NSW REPRESENTATIVES

- Bowls NSW Board of Directors will, where possible, make every effort to attend Milestone events on behalf of Bowls NSW.
- Where an elected or appointed Director is not available to attend a Milestone event, and for any Non-Milestone events one (1) Zone representative shall be authorised to attend on behalf of Bowls NSW.
- It should be noted that the appointment of a Bowls NSW Director or other representative for a Milestone event is the prerogative of the Board, the appointment of an authorised representative for a Non-Milestone event shall be the responsibility of the Zone.
- An authorised representative shall hold one of the following positions of office with the Zone, and shall be invited in the following order of precedence: Zone President, State Councillor, Zone Vice-President, Zone Secretary, any other Zone Committee Member.
- A maximum of two (2) Bowls NSW representatives may be invited for Milestone events and one (1) representative for Non-Milestone events.

APPLICATION PROCESS

- Clubs and Districts shall complete the attached Official Representation application form and send to the Zone Secretary at least 3 months prior to the event for endorsement.
- A Zone making an application for a Zone event shall apply directly to Bowls NSW.

APPLICATION FOR OFFICIAL REPRESENTATION



Guidelines for official representation applications

- Clubs, Districts and Zones should retain a copy of their form when making an application.
- For Milestone events, the Zone shall send the endorsed application to Bowls NSW.
- For Non-Milestone events, the Zone shall appoint an authorised representative and send the endorsed application to Bowls NSW together with the name and position of the appointed representative.
- Bowls NSW will inform the applicant Club, District or Zone in writing to confirm attendance and provide the name and details of the Director or authorised representative appointed to attend.

ENDORSEMENT OF APPLICATION

- Zone endorsement is required prior to any application being submitted to Bowls NSW. Provision is made for this on the form.
- All applications received by Bowls NSW not bearing the endorsement of the Zone will be returned to the relevant Zone Secretary.

CONSIDERATIONS

It is expected that, particularly when long distances and the need for accommodation are involved, Club/Districts/Zones will endeavour to schedule two functions during the same visit. Clubs/Districts/Zones are requested to bear this in mind when arranging the year's programme.

REIMBURSEMENTS OF EXPENSES

- Reimbursement of expenses for Bowls NSW Directors and authorised representatives to attend Milestone events shall be in accordance with Clause 6.1(a) of the Bowls NSW Expenses Policy.
- Reimbursement of expenses for Bowls NSW Directors and authorised representatives to attend Non-Milestone events shall be in accordance with Clause 6.1(b) of the Bowls NSW Expenses Policy.

NUMBER OF VISITS

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

PROTOCOL FOR RECOGNITION AWARDS

- If you require Recognition Awards for your event accompany your 'Application for Official Representation' form with a completed 'Request for Recognition Awards' form.
- Prior to the event, the Bowls NSW Executive Secretary will provide the relevant badges/awards or plaques for Recognition Awards to the Director or authorised representative appointed to attend.
- The presentation of Recognition Awards shall be limited to a maximum of two (2) merit badges, two (2) tie bars and two (2) brooches per visit for both Milestone and Non-Milestone events.
- It is not obligatory to present this number if suitable recipients are not available.
- Any unused badges must be returned to the Bowls NSW Executive Secretary.

**For more information please contact Bowls NSW
p. 02 9283 4555 e. executive@bowlsnsw.com.au**

REQUEST FOR RECOGNITION AWARDS



**SEND BY: FAX- 9267 4739, EMAIL- executive@rnswnba.org.au or MAIL-PO Box A2186 Sydney South, NSW 1235
PLEASE NOTE- It can take up to 7-14 days to receive merit badges/packs once form is submitted.**

Attach this form completed with details at the time of submission of your 'Application for Official Representation' form

Nominator

Name:	Registration Number:
Club Name:	
Club Address:	
Email:	
Type of Event:	

Please indicate which of the following and how many you would like to receive			*Full Recognition Award Packs include; 2 x Merit Badges 2 x Tie Bars 2 x Ladies Brooches & 1 x Year Shield
QTY	Merit Badge	maximum 2	
QTY	Tie Bar	maximum 2	
QTY	Ladies Brooch	maximum 2	
QTY	Year shield	maximum 1	
QTY	Full Recognition Award Pack*	maximum 1	

Nominee for Recognition Award

Name:	Date of Birth:
Contact Number:	Gender: Paid, yes or no*:
Residential Address:	Email Address:
Are they a Registered Bowler:	Registration Number:
Reason for Nomination:	

Nominee 2 for Recognition Award

Name:	Date of Birth:
Contact Number:	Gender: Paid, yes or no*:
Residential Address:	Email Address:
Are they a Registered Bowler:	Registration Number:
Reason for Nomination:	

REQUEST FOR RECOGNITION AWARDS



SEND BY: FAX- 9267 4739, EMAIL- executive@rnswba.org.au or MAIL-PO Box A2186 Sydney South, NSW 1235
PLEASE NOTE- It can take up to 7-14 days to receive merit badges/packs once form is submitted.

Attach this form completed with details at the time of submission of your 'Application for Official Representation' form

Nominee 3 for Recognition Award

Name:	Date of Birth:
Contact Number:	Gender: Paid, yes or no*:
Residential Address:	Email Address:
Are they a Registered Bowler:	Registration Number:
Reason for Nomination:	

Nominee 4 for Recognition Award

Name:	Date of Birth:
Contact Number:	Gender: Paid, yes or no*:
Residential Address:	Email Address:
Are they a Registered Bowler:	Registration Number:
Reason for Nomination:	

Nominee 5 for Recognition Award

Name:	Date of Birth:
Contact Number:	Gender: Paid, yes or no*:
Residential Address:	Email Address:
Are they a Registered Bowler:	Registration Number:
Reason for Nomination:	

REQUEST FOR RECOGNITION AWARDS



**SEND BY: FAX- 9267 4739, EMAIL- executive@rnswba.org.au or MAIL-PO Box A2186 Sydney South, NSW 1235
PLEASE NOTE- It can take up to 7-14 days to receive merit badges/packs once form is submitted.**

Attach this form completed with details at the time of submission of your 'Application for Official Representation' form

Nominee 6 for Recognition Award

Name:	Date of Birth:
Contact Number:	Gender: <input type="checkbox"/> Paid, yes or no*:
Residential Address:	Email Address:
Are they a Registered Bowler:	Registration Number:
Reason for Nomination:	

**Additional information on nominees may be written here.
(If further space is needed you may attach your own pages to this form)**

• Note - Recognition Award recipients will automatically be nominated for the 'Volunteer of the Year Award' for that year.

*Exception: Recipients who receive payment or an honorarium are not eligible for Volunteer Award nomination.

**For more information please contact Bowls NSW
p. 02 9283 4555 e. executive@bowlsnsw.com.au**