

**No:** C10/2015  
**Date:** 29 May 2015  
**To:** Clubs, Districts and Zones  
**From:** Chief Executive Officer  
**Re:** PROTOCOL FOR OFFICIAL REPRESENTATION AND MERIT BADGE REQUEST

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The procedure for requesting official representation and requesting merit badges for presentation at official visits has been linked.

The *Guidelines and Application for Official Representation* form remains essentially the same in content, although it has a new look. And it now contains a *Request for Merit Badge* section. If you do not intend to conduct a presentation of recognition awards at your event, then just disregard this section. However, if your intention is to award merit badges, whether it be a club, district or zone affair, this is the mechanism to ensure we can get sufficient quantity to you in time.

In the *Request for Merit Badge* section, you will note you are asked to provide details of your proposed recognition award recipients. This has a dual purpose. For us, of providing a pool of potential Volunteer of the Year award nominees announced at the annual Bowls NSW Player Awards Night and, for club officials, avoids a duplication of effort when calls for nominations for the Volunteer Awards happens later in the year.

The *Application for Official Representation and Merit Badge Request* form is available on your website at [http://www.rnswba.org.au/RNSWBAstores/REFERENCELIB/1930/ATTRFILE\\_File1/Official\\_representation\\_and\\_recognition\\_award\\_application\\_interactive.pdf](http://www.rnswba.org.au/RNSWBAstores/REFERENCELIB/1930/ATTRFILE_File1/Official_representation_and_recognition_award_application_interactive.pdf) ).

If you have any queries regarding the new procedure call the Bowls NSW office on 02 9283 4555 and speak with Shontelle or Jennifer.



Greg Helm  
Chief Executive Officer