



**TO: ALL BOARD MEMBERS, COMMUNITY DEVELOPMENT OFFICERS, LIFE MEMBERS, CENTRE SECRETARIES, UMPIRES COMMITTEE, DISTRICT UMPIRES SECRETARIES, SELECTORS, JUDICIAL COMMITTEE & GREENKEEPERS ASSOCIATIONS**

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The following items are referred for your information:

**Bowls New Zealand Board Minutes – 23<sup>rd</sup> February 2011**

**Attached** is a copy of the Bowls New Zealand Board Minutes for your information.

Items of interest from the Board Meeting (not covered elsewhere) which are drawn to your attention are:

- **Bowls New Zealand Strategic Priorities arising from Strategic Plan Approval**

The Board approved that work be commenced on the following:

- Establishment of a Leadership programme for identified potential Leaders at all levels of the sport (including Youth) – recognised in the Bowls NZ ODT and will be supported by SPARC capability funding
- Developing and embedding a value set for the sport of bowls – recognised in the Bowls NZ ODT and will be supported by SPARC capability funding
- Investigating and presenting options to the Board for approval of an appropriate database platform for Bowls NZ which integrates all of our needs
- Additional, one off, support to RSCs where a clear case for support is accepted and is aligned with the Bowls NZ Strategic direction. Examples could include CDO partnership opportunities and governance management reviews
- Review of MIB
- Market research working with SPARC and Gemba
- Review of Media strategy
- Investigate realistic options for Bowls on TV

- **High Performance**

The Board approved the High Performance Plan through to 2014 and the High Performance Operations Plan through to 2012.

**Bowling Club Members, Clubs and Bowls Canterbury**

Our thoughts have been with the bowlers of Canterbury since the tragedy in February.

Since the Board Meeting Bowls New Zealand have kept in close contact with Bowls Canterbury and have provided support as necessary.

There have been 19 Clubs and 29 greens damaged and full analysis of what remedial work is required is still being carried out.

Any financial assistance to the recovery effort would be greatly appreciated and Bowls Canterbury have established a separate fund for this purpose – donations can be sent to Colin Reynolds, Chief Executive, Bowls Canterbury, P.O. Box 29-620 Fendalton, Christchurch.

### **Bowls New Zealand A.G.M.**

The Annual General Meeting for 2011 will be held in Auckland at the Carlton Cornwall Bowling Club on 4<sup>th</sup> September 2011. The AGM will be followed by an Open Forum.

### **Vision For Umpiring:**

Bowls NZ is excited to introduce the Vision for Umpiring: Technical Officials plan to our bowls community. The continued development of the quality and quantity of technical officials and tutors is fundamental to the supervision of the game, and the improvement of bowls. This plan sets the foundation for the national direction, regional development and alignment of umpiring in New Zealand.

Developed over 4 years, this plan is the culmination of work undertaken by the Bowls NZ Umpires Committee and is ready to be implemented by Clubs, Centres, 3 Regional Service Centres and Bowls NZ.

What does this plan seek to achieve?

Quite simply, this plan seeks to increase the number of technical officials in our sport. This is to be achieved through the promotion of clear pathways and opportunities to participate and the creation of the Regional Umpires Development Teams.

### **The next steps are:**

- Identification and formation of the RUDT within each Regional Service Centre (RSC2 is underway)
- Development of Regional Technical Official Plans detailing how the national vision will be applied locally
- National training and recruitment plan developed

The full plan is included in this circular and can be downloaded from the Bowls NZ website – under the Umpires section.

### **National Awards**

The Bowls New Zealand National Awards nominations open on **April 1, 2011**. As of **March 31, 2011** the nomination forms will be available for downloading from the Bowls NZ website: [www.bowlsnz.co.nz](http://www.bowlsnz.co.nz)

### **Suspension**

We have been advised that Mr Tommy Poutu of the Port View Bowling Club, Taranaki has been suspended for a period of 2 months starting 1<sup>st</sup> March 2011 and finishing on 30<sup>th</sup> April 2011.

### **New Zealand Turf Conference and Trade Show 2011**

The above Conference which was originally scheduled to be held in Christchurch will now be held at the Claudelands Convention and Exhibition Centre in Hamilton over the period 27 to 29 June 2011.

Bowls will be a key part of this Conference which is not just for Greenkeepers but is also targeted at Club and Centre Leaders.

The Bowls attendees will also take part in some sessions with other attendees at the Conference from Golf, Sports Field Management, Cricket and NZ Recreation Association.

This is a Conference which includes the top practitioners and advisers to Clubs and Regional Bodies in New Zealand and should not be missed.

Details of the Conference can be found on the Conference website [www.turf2011.co.nz](http://www.turf2011.co.nz)

Registration is \$250.00 which includes two days of informative sessions based on planning, training and best practice together with a field trip on the third day to take part in some practical demonstrations related to greens maintenance at a Waikato bowling club.

Please mark this date in your diaries, advise your Clubs and register now.

**Office Update**

I am pleased to advise that Rajal Middleton has returned to her role of Marketing/Communications Manager after 12 months maternity leave.

Rajal's details are as follows:

DDI – 09 571 9953

Mob – 021 966 344

**Hours:**

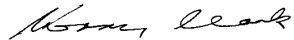
Monday – 9.00am – 3.00pm

Tues/Wed – from home – ring DDI – 09 571 9953

Thursday – 9.00 – 5.30pm

Friday – 9.00 – 5.30pm

Email: [rajal@bowlsnz.co.nz](mailto:rajal@bowlsnz.co.nz)



**Kerry Clark OBE  
CHIEF EXECUTIVE**

**MINUTES OF MEETING OF  
BOWLS NEW ZEALAND BOARD**

**To be held at The Coach Room,  
Auckland Domestic Airport**

**On Wednesday 23<sup>rd</sup> February 2011,  
Commencing at 8.50am**



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**PRESENT**

John Carter - Chair  
Coral Wing - President  
Trevor McComish - Vice-President  
Lynette Adams  
Jacki Richardson  
Kerry Clark OBE - Chief Executive Officer  
Nicki Patrick – (minute taker)

**CHRISTCHURCH EARTHQUAKE**

The Chairman asked Members to observe a moments silence as a mark of respect to those who had lost lives in the Christchurch Earthquake which occurred the previous day.

**1. APOLOGIES**

Jim Lindsay  
Cushla McGillivray – flight cancelled because of Christchurch earthquake

**2. OBITUARIES**

Brenda Papesch, from Manawatu – a previous Executive Member of NZ Women's Bowling Association and Delegate of the International Women's Bowling Board.

**3. REGISTER OF INTERESTS**

John Carter	Director, Bowls Events NZ Limited Life Member, Bowls Wellington Administration Manager, Hutt Bowling Club
Cushla McGillivray	Director, Bowls Events NZ Ltd
Coral Wing	Life Member, Bowls Manawatu
Lynette Adams	CEO, Sport Waitakere
Jacki Richardson	Ministerial Trustee Pakuranga Health Camp School General Manager, Northern Auckland Kindergarten Association
Jim Lindsay	Managing Director, Lindsay Consulting
Trevor McComish	Bowls Wellington Club Rationalisation Team

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The Board directed that each of these items need to be costed but that they are appropriate for funding assistance from the Development Reserve fund and in some cases related to Capability training Tower Bowls Development funds could be used.

In all cases proposals and costings are to be developed for Board consideration.

### ***Bowls New Zealand Budget 2011/2012***

The CEO tabled the 2011/2012 budget together with a detailed High Performance budget and a Capex budget. All budgets had been reviewed by the Risk and Audit Committee and were recommended by them for approval.

Resolved that the Board approve the Budget for 2011/2012 and the Capital Expenditure Budget for the same period as submitted via the Risk and Audit Committee.

### ***High Performance Plan to 2014 and HP operations plan through to World Bowls 2012***

The Board reviewed and discussed the High Performance Strategic Plan 2011 – 2016 and Operational Plan 2011 – 2012.

Resolved that the Plans, as submitted, be approved.

### ***Board Policies***

The following Board policies were reviewed –

- 2.2.18 CEO Financial Management – no change
- 2.2.19 Budgeting Policy/Financial Planning – no change
- 2.2.21 Fundraising – no change
- 2.2.22 Reporting to the Board – add adverse media coverage to 2.2.22.2; add “or a need to recommend change when needed” to 2.2.22.4
- 2.2.23 CEO Financial Reporting –no change

### ***SPARC Board Evaluations***

Areas discussed:

- Stakeholder Analysis – Chair will prepare a way forward for next meeting including a list of Bowls NZ Stakeholders for the Board.
- Organisational Performance – the Board was satisfied that adequate reporting was taking place.
- Board Performance Standards – the Board policies set an operating protocol which will be reviewed each meeting.
- Succession Planning – gap analysis to be undertaken and the Board Selection panel advised accordingly. Unsuccessful applicants not to be publicised.
- Prospective Directors – the Chairman to hold a list of prospective Board Members.



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- Mentoring – Board agreed that a formal mentoring and support programme is in place.

### ***Bowls New Zealand Vice-President***

A draft job description for this position was approved.

### ***Membership Sub-Committee Discussion***

Trevor McComish tabled a report on the Bowls NZ Membership Project and an updated timeline for the sub-committee report back to the Board.

## **7. CHIEF EXECUTIVE’S REPORT**

The Chief Executive tabled a Report covering all activities since the last Board Meeting.

The following actions arise from the report –

Dave Edwards, National Coach will re-locate to Nelson on a date to be agreed

Board directed that the CEO be reimbursed for Halberg Award expenses of \$200.

Vision for Umpiring document submitted via the National Programme Manager was approved

Hyundai National entry fee increase to \$32.50 approved

Debrief on Dunedin Hyundai Nationals received and actions for the future approved

Noted that Twizel Bowling Club had not paid their membership fees to the Centre or Bowls NZ –action to be taken by the Centre via their Constitution as a defaulter

NZOC General Assembly will be attended by CEO and Chair

Stakeholder survey to be conducted using SPARC template in April

### ***Operations Plan Update***

CEO tabled the Operations Plan results update to February 2011 which was received.

### ***Risk Management Plan update***

Risk Management plan update was received.

### ***RSC Update***

Board received reports on meetings the CEO had held with all Chairs and CEOs/GMs.

It was noted that Region 2 (Wellington) had recently held a Regional Forum and that Forums were planned for Regions 1 and 3.



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A request for extraordinary financial assistance resulting from the need to restructure was received from Bowls Canterbury.

The Board accepted that Bowls Canterbury were required to deal with some difficult issues which required professional advice but does not accept that this action was as a result of them becoming a RSC. After full discussion, the Board agreed the following:

The Board of Bowls NZ accepts that Bowls Canterbury have been through some difficult times and will continue to do so for the foreseeable future. In the circumstances the Board will waive repayment of a short term loan made earlier in the financial year subject to the Centre providing, for Bowls New Zealand Board approval, a recovery plan which includes an updated Strategic Plan, an Operations Plan for the next financial year and a financial plan supporting the future direction. Once the Board is satisfied with these proposals action will be taken to write the loan off.

In addition the Board of Bowls NZ would like to offer tangible support to Bowls Canterbury which includes a Bowls New Zealand Board Member, Cushla McGillivray, being available to attend Bowls Canterbury Board Meetings if required and Operational assistance from CDO, Vince Roper.

The Board also considered a request from Bowls Wellington for assistance in getting a legal opinion relating to a dispute they were having with a Wellington Club.

The Board agree to pay up to 50% of the legal fee for the opinion which will be recoverable if the proceedings are successful.

## 8. FINANCIAL REPORT

### *Report to 31 January 2011*

CEO tabled the financial report which was accepted.

### *Investment Update*

Schedule of current investments was tabled and accepted.

## 9. OTHER BUSINESS

### *Venue for AGM on 4<sup>th</sup> September 2011 and need to elect Delegates as early as possible because of RWC*

Venue will be the Carlton Cornwall Bowling Club, Auckland.

An Open Forum will follow the formal business of the AGM.

CEO to ask RSCs to elect delegates ASAP so that travel bookings can be made.

### *Next Board meeting 18<sup>th</sup> May 2011 in Auckland*



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**November Board Meeting dates changed to 28 and 29 November 2011.**

There being no further business the meeting closed at 3.15pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date



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# VISION FOR UMPIRING

*Last updated: 14 Feb 2011. Approved 23 Feb 2011*

***“UMPIRING IS THE KEY TO ENSURING THAT THE  
LAWS OF THE SPORT ARE ADHERED TO AT ALL  
LEVELS OF PLAY”***

## TECHNICAL OFFICIALS PLAN

The Technical Officials Plan has major goals which are to:-

- 1. Recruit and maintain an adequate number of Technical Officials (T.O) to officiate at all levels**
- 2. Prioritise the training of tutors and mentors by critical selection and appointment**
- 3. Strengthen the Structure and Develop Levels of Umpiring Competence**
  - 3.1 Train and accredit an adequate number of measurers, law umpires and Technical Officials to officiate at an introductory and improving level for club and Centre requirements. (Level 1)
  - 3.2 Improve the performance of level 1 T.O's to enable them to qualify to a standard suitable for officiating at Regional and National games and competitions (Level 2)
  - 3.3 Select individuals suitable for accrediting by World Bowls representatives as International Technical Officials, (ITO's) (Level 3)
- 4. Build Organisation Ability**
- 5. Ensure a Financially Stable and Viable Future**

*These goals should provide guidance for Bowls NZ and form a significant part of the direction of the further development of the umpiring of bowls.*

### CURRENT SITUATION AND GOALS

The 2009 Bowls NZ AGM committed to the implementation of regional delivery of key services by way of three Regional Service Centres (RSCs). A priority now is to work closely with the RSCs to develop and appoint Regional Umpiring Development Teams (RUDTs) to develop regional plans.

### UMPIRE GOVERNANCE STRUCTURE

The continued development of the quality and quantity of Technical Officials and tutors is fundamental to the supervision of the game, and the improvement of bowls.

The Technical Officials governance structure will consist of the Bowls NZ National Programmes Manager, Bowls NZ Umpires Committee (BNZUC), Regional Umpires Development Teams, (RUDTs), and Centre Umpire Associations and Centre sub committees.

The key tasks outlined below list the areas that are most important in these positions.

#### **Bowls NZ National Programmes Manager**

##### Key Tasks

- To provide support to the Bowls NZ Umpires Committee
- Responsibility for the development, implementation and review of the national Vision for Umpiring
- Assist BNZUC to develop the training and recruitment plan
- Assist BNZUC to develop mentor training plan and processes
- Development of processes and systems for maintain a database of active Technical Officials
- Promote the pathway for Technical Officials

#### **Bowls NZ Umpires Committee (BNZUC)**

##### Key Tasks

- To provide national leadership in the area of Technical Officials
- The formation of a RUDT at each RSC as these service centres come into being.
- The BNZUC conducts the annual umpire accrediting examination procedure and will utilise the assistance of the RUDTs if required.
- Assist the RUDTs in the recruitment of umpire candidates and advancing Technical Officials through the different levels of pathways
- Ensure development of trainees

- The continued supply of suitable World Bowls sanctioned training material to RUDT's and Centre umpire Association/sub committees.
- Promoting and supporting umpire Associations/sub committees by reviewing and updating their education programmes and re-accreditation systems
- The continued administration in the annual examination procedures for measurers, law umpires and Technical Officials (T.O).
- The continued liaisons with Bowls NZ on the Laws of the Game and Domestic Regulations.
- Promote an ongoing progressive improvement of skills, knowledge and expertise in umpiring.
- Recommendations to Controlling Bodies in the appointment of suitably qualified Technical Officials for International, National & Regional events

### **Regional Umpires Development Teams (RUDTs)**

#### Key Tasks

- To provide regional leadership for Technical Officials and work with the appropriate Regional Service Centre.
- Recruitment of measurer, law umpire and Technical Official candidates
- Visit centres to promote the contribution and commitment of BowlsNZ to its member clubs and centres
- Assist centres in targeting Technical Officials for advancement through the different levels of pathways.
- Ensuring Centre umpire Associations/sub committees are selecting sufficient competent tutors.
- Assisting the umpire Association/sub committees in the monitoring of Technical Officials appointments log.
- Promotion of the Umpire's Pathway

### **Role of Centre Umpire Association and Centre Umpire Sub Committees**

- Identifying people who have an interest in officiating
- Targeting players to become suitable measurer, law umpire and full umpire candidates
- Targeting Technical Officials suitable for advancing through the pathway levels.
- Recommending competent tutors
- Ensuring tutors have the appropriate training materials.
- Re-accrediting measurers, law umpires and Technical Officials as their accreditation period expires.
- Conducting regular umpire meetings locally or jointly with other Centres, to maintain or improve knowledge of the laws of the game and domestic regulations
- Appoint Technical Officials for centre fixtures.
- Ensuring measurers, law umpires and Technical Officials maintain their appointment logs

### **Communication and networking**

The BNZUC currently has the responsibility to maintain regular contact with the centre umpire associations/sub committees. With the introduction of the Regional Service Centres, the relationship with the RUDT will be critical for the effective delivery of umpire recruitment, umpire development and pathways.

- The BNZUC will be accessible to the RUDT's and the centre umpire Associations/sub committees and the RUDT's will be accessible to the centre umpire Associations/sub-committees and clubs.
- The BNZUC conducts the annual umpire accrediting examination procedure and will utilise the assistance of the RUDTs if required.
- The BNZUC will ensure that there is a regular relevant article in UPSHOT.
- The BNZUC will ensure that newly accredited measurers, law umpires and Technical Officials receive a congratulatory letter and a badge, ribbon or certificate as appropriate.
- The Bowls NZ website will have an umpiring section with information on personnel, courses, resources and law and measuring questions and exercises.
- National forums for RUDT leaders will be held at least annually
- Regional tutoring seminars will be held at least annually.
- The national data base of measurers, law umpires and Technical Officials will be enhanced to include details of:-Name, Centre, Original date of accreditation, Present level, Date of accreditation at present level, Date re-accreditation due, Email address/contact details, gender

## Recruitment and Retention Strategies

As umpire recruitment remains a real issue for clubs and centres, Bowls NZ will be putting in place an extensive recruiting programme; targeted recruitment of performance Technical Officials will also remain a priority. With the new Regional Service Centres structure in place, RUDT's will seek out suitable T.O's to be progressed to the higher levels of the pathways for T.O's. For the next few years, the BNZUC will be putting emphasis on the recruitment, training and support of performance T.O's with the RUDT leaders becoming responsible for the recruitment of T.O's suitable for advancement.

## Related Documents

2009	Minutes Bowls NZ AGM
July 2009	Minutes BNZUC Vision for Umpiring

## Resources

- a. Laws of the Sport of Bowls and Domestic Regulations
  - Crystal Mark edition of the Laws produced by World Bowls
  - Domestic Regulations produced by Bowls NZ
- b. Training material
  1. Bowls New Zealand Umpires Handbook. (Laws, equipment and marking)
    - An adaptation of the Scottish Bowls Association's training manual
  2. Measurement Exercises Booklet
    - A fifteen exercise programme produced by World Bowls for measuring
  3. Notes for Tutors
    - A comprehensive guide to the requirements of the practical exercise programme produced by the BNZUC
  4. DVD (measuring and Marking)
    - A professionally presented video produced by World Bowls.

## Umpire Structure Review Process

The review process will be regarded as a constructive and supportive part of the Umpire Development Programme

### *BNZUC*

- BNZUC to review own performance
- Performance review of the BNZUC, be carried out annually by the National Programmes Manager (NPM) of Bowls NZ

### *RUDT*

- RUDT to review own performance
- NPM and BNZUC to review RUDT performance

### *Centre Umpire Associations/Sub Committees*

- Centre umpire Associations/sub committees to review own performance
- RUDT to review local umpire Associations/sub committees performance

### *Umpire Development Reviews*

- NPM, BNZUC and RUDT meet annually to review Technical Officials advancement plans
- Technical Officials to provide feedback to RUDT's via Centre Umpire Association/Sub Committees

## LEVELS OF UMPIRE'S PERFORMANCE—(PATHWAYS)

Refer to Technical Officials' Pathway diagram

### LEVEL 1 (Club/Centre Technical Officer)

#### ACCREDITATION

##### Procedure for Accreditation

Umpire candidates will be sought from suitable people from playing members.

##### *Level 1 Course.*

To undergo the level 1 course candidates must be recommended by the Chairman of the Centre Umpire Association/Sub Committee and submit an application together with the fee set by the BNZUC

*On acceptance of an application to undergo the level 1 course a candidate will be required to maintain an Umpire's appointment log using the template provided.*

*All subsequent occurrences of officiating at club, centre, regional, national and international events, along with attendances at training sessions, umpire meetings and the successful completion of qualifying and re-accrediting law and practical examinations are to be recorded in an individual's appointment log.*

##### **Course content**

The course is comprised of two sections.

##### **Firstly Laws**

A course of ten units to enable the candidate to obtain the following competencies:

- Knowledge of items of measuring equipment
- Elementary knowledge of the Laws of the Sport of Bowls and current Domestic Regulations
- Elementary knowledge of the laws of the Sport of Bowls.
- Apply the laws of the Sport of Bowls and current Domestic Regulations at club/centre level events when called upon to do so
- The utilisation of appropriate interpersonal and communicational skills when officiating

##### **Secondly Measuring**

Becoming competent in the use of all the equipment in an umpire's kit by practising the 15 exercise practical programme for at least five hours to enable the candidate to obtain the following competencies:-

- Make correct and consistent measuring decisions when called upon to do so
- Officiate effectively at club and Centre level.

**On completion of the Course, the candidate must obtain 90% in both the oral closed book questions on the Laws of the Sport of Bowls and in the practical 'on green' examination conducted by the Bowls New Zealand Umpires Committee.**

##### ***Self management***

In addition to the course content as above, the candidates should also:-

- Familiarise themselves with the current Domestic Regulation
- Identify and become familiar with the role of measurers, law umpires and T.O.s at club and centre events.

- Become competent with preparing and completing competition charts for one and two life systems, section and post section play and sets play.
- Be conversant with the requirement and duties of markers.
- Become competent in preparing written reports on umpiring matters at Club and Centre levels when called upon to do so.
- Be appreciative of values and ethics expected of a measurer, law umpire and T.O.

**On acceptance the LEVEL 1 Umpire will:-**

- Identify and become familiar with the roles that measurers, law umpires and T.O's have at Club and Centre events
- Officiate and apply the laws of the sport effectively at Club and Centre level
- Familiarise themselves with the domestic regulations
- Make correct decisions on points of law and measuring when called upon to do so.
- Resolve disputes of medium complexity between players relating to the laws of the sport and the domestic regulations
- Utilise appropriate interpersonal and communicative skills when officiating

**Object**

The object of the course and subsequent examination is to get the trainee candidate on the first rung of the ladder so that experience both on the green officiating, marking and in the chart room and regular attendance at umpire meetings will further enhance the capabilities of the LEVEL 1 measurer/law umpire/T.O. Level 1 measurers/law umpires/T.O.s will officiate at Club and Centre levels.

**Initial Accreditation**

Candidates who:-

- (i) obtain a 90% pass mark in the practical measurement examination only:
- (ii) obtain a 90% pass mark in the oral law examination only:
- (iii) obtain a 90% pass mark in both the practical measurement and the oral law examinations,

Will initially be accredited as Measurers, law umpires and T.O.s as applicable for a period of four years.

Measurers may acquire full umpire status by attending the laws course and obtaining a pass mark in a subsequent laws examination and law umpires may similarly qualify as Technical Officials by attending the measurers' course and passing a subsequent practical measurement examination. Reaccreditation (4 years) will be from the date of becoming a measurer or laws umpire as applicable.

Both the oral laws and practical measurements examinations will be conducted once a year at a time suitable to both the Bowls NZ Umpires Committee (BNZUC) and Centre concerned.

**Re-accreditation**

In order to gain re-accreditation, a measurer, law umpire or a full umpire must:-

- Be recommended by the local umpire committee
- Have attended at least one Technical Officials meeting a year to update knowledge of the laws of the game
- Produce an appointment log or other acceptable evidence to show that the candidate has officiated at Club or Centre level for a total of at least 40 hours over the preceding four years.
- If a T.O., satisfy the local Technical Officials sub committee examining panel that they have maintained knowledge of the Laws of the Sport of Bowls by successfully passing by answering several questions of the level 1 re-accreditation assessment question paper set by the BNZUC (but administered by the centre umpire Association/sub committee) and are still fully competent in the use of all the practical measuring equipment. See below.

- If a measurer satisfy the centre association/sub committee examining panel that they are still fully competent in the practical use of all the approved measuring equipment
- If a law umpire, satisfy the centre umpire Association/sub committee examining panel that they have maintained knowledge of the Laws of the Sport of Bowls by successfully passing the level 1 re-accreditation assessment question paper

***Re-accreditation is required every four years and the recommended process is that the Technical Officials concerned are brought together and by mutual participation answer at least ten questions on the laws and domestic regulations (drawn from the fifty questions supplied by the BNZUC) and complete at least six of the practical exercises demonstrating their competency using each piece of equipment listed in Law 10 (2<sup>nd</sup> edition) from the fifteen practical exercise routine as used in the Annual, level 1 practical measurement examinations.***

### **Level 2 Course (Regional/National Technical Official)**

To undergo the level 2 course the candidate must be recommended by the centre umpire Association/sub committee and submit an application together with the fee set by Bowls New Zealand. The candidate must also;-

- Have demonstrated and continue to demonstrate, a high level of competence as a level 1 Technical Official.
- Have attended at least one Technical Officials meeting a year to update knowledge of the laws of the game.
- Produce an appointment log or other acceptable evidence to show they have officiated at Club/Centre events for a total of at least forty hours over the preceding four years.

#### **Course Content**

This course content is the same as the level 1 course but there will be an additional element on Domestic Regulation and a higher level of competency will be expected. The practical element may well include more complex exercises and there will be less tolerance for errors.

**On completion of the course the candidate must obtain a 90% pass in both the oral closed book paper on the laws of the Sport of Bowls and an 'on green' examination conducted by the Bowls New Zealand Umpires Committee.**

**Continuous assessment will take place during the course and the RUDT and BNZUC will decide on the competency level of the applicant.**

**On acceptance, the LEVEL 2 Technical Official will:-**

- Be fully competent with preparing and completing competition charts for one and two life systems, section and post section play and sets play.
- Apply the laws of the Sport of Bowls at Regional and National events when called upon to do so Resolve medium disputes between players relating to the laws and rules of the sport Be fully conversant with the requirement and duties of markers
- Utilise appropriate interpersonal and communicational skill when officiating
- Make correct and consistent decisions when called upon to do so.
- Officiate effectively at Regional and National levels.

#### **Self Management**

In addition the candidates should also:-

- Be completely familiar with the Laws of the Sport of Bowls and all Domestic Regulations
- Be fully conversant with the roles which Technical Officials have at Regional and National events

- Become competent in preparing written reports on umpiring matters at Regional and National levels when called upon to do so.
- Fully comprehend values and ethics expected of a T.O.

## OBJECT

The object of the course and subsequent examinations is to provide the opportunity for those level 1 Technical Officials who show sufficient aptitude to officiate at a higher level, level 2.

Both the oral laws and practical measurements examinations will be conducted once a year at a time suitable to both the BNZUC and Centre concerned.

## INITIAL ACCREDITATION

Initial Registration will be for a period of four years.

## RE-ACCREDITATION

In order to gain re-accreditation, a Technical Official must:-

- Be approved by the RU DT and the BNZUC.
- Have attended at least two umpires meetings a year to update knowledge of the laws of the game
- Produce an appointment log or other acceptable evidence to show that the candidate has officiated at Regional/National level for a total of at least 40 hours at Regional or National level over the preceding four years.
- Satisfy the centre Umpire Association/sub committee examining panel that they have maintained knowledge of the Laws of the Sport of Bowls by successfully passing the level 2 re-accreditation assessment question paper set by the BNZUC.
- Satisfy the centre umpire Association/sub committee examining panel that they are fully competent in the practical use of all the approved measuring equipment.

***Re-accreditation is required every four years and the recommended process is that the Technical Officials concerned are examined by the relevant RU DT utilising the level 2 examination paper and practical measurement examinations set annually by the BNZUC.***

## LEVEL 3 International Technical Officials (ITO)

### ACCREDITATION

From time to time applications will be sought from existing level 2 Technical Officials for advancement to level 3.

Applicants must meet the following criteria:-

- Have actively participated as a level 2 Technical Official for a minimum period of three years. That is actually have officiated annually for at least five events for a combined total of at least twenty hours
- Have officiated in at least two international/national/regional events in the last two years immediately prior to the application.

Applicants will submit details of their previous experience at International/National/Regional levels. They should also prepare for submission (if requested by World Bowls or the BNZUC) documentary evidence that they have officiated annually in at least five events at any level for at least 20 hours in the last three years.

Applicants will sign the application form and a representative of both BowlsNZ will also sign it to confirm that they consider the candidate to be suitable to be assessed as an International Technical Official (ITO).

Applicants seeking accreditation as an ITO will be invited to attend a six part assessment which will comprise:-

- Undertaking a series of measures on an individual basis
- Undertaking a series of measurements in partnership with a colleague.
- Answering a series of oral questions on the Laws of the Sport.
- Making written comments on a Pairs and Triples game.
- Marking a singles game
- Answering written questions on the Laws of the Sport

World Bowls will approve and appoint an assessor to carry out the assessment process on its behalf.

Only the number of ITO’s required at any one time will be accredited. The applicants accredited will be the best performers in the assessments (in terms of scores achieved) and provided they reach the base mark.

World Bowls shall maintain a register of ITO’s.

<b><u>LEVEL 4 International Technical Official (ITO) Officiating in World Bowls Events</u></b>
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Level 4 Officiating ITOs will consist of those Technical Officials who have been appointed to officiate at World Bowls events. Status at Level 4 is maintained by a World Bowls appointment within a four year cycle from the most recent appointment.

# Technical Officials' Pathway

