



Hong Kong Lawn Bowls Association

Bye-Laws

VERSION 18

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BYE-LAWS

These Bye-laws are provided in accordance with the Memorandum and Articles of Association of the Hong Kong Lawn Bowls Association. Unless otherwise prescribed, words in these Bye-laws shall have the same meaning as defined therein.

Definition

In these Bye-laws, any reference to “Association” or “HKLBA” shall mean the Hong Kong Lawn Bowls Association;

“Club” shall mean a Member Club;

“Convenor” shall mean the Representative of a Club;

“Hong Kong” shall mean the Hong Kong Special Administrative Region of the PRC;

“National Competition” or “Competition” in that context shall mean a championship or competition managed by the National Championships Panel; and

“PRC” shall mean the People’s Republic of China and does not include Hong Kong, Macau or Taiwan for the purpose of these Bye-laws.

“Council” shall mean the Council of Management of the Hong Kong Lawn Bowls Association.

Construction

In these Bye-laws, except as otherwise expressly provided and/or required:

- (a) headings are for convenience of reference only and shall not affect the construction or interpretation of these Byelaws;
- (b) all references to Bye-law(s) are references to bye-law(s) of these Bye-laws;
- (c) grammatical variations of any terms defined in these Bye-laws shall have similar meanings;
- (d) words importing the singular number include the plural and vice versa; words importing the masculine gender include the feminine gender and vice versa;
- (e) the words “including” or “includes” means “including (or includes) without limitation”; and
- (f) these bye-laws are written in English and translated in Chinese. In case of discrepancy between the two versions, the English version shall prevail.

1 GENERAL BYE-LAWS

1.1 The World Bowls Laws of the Sport of Bowls Shall Apply

Except where its contents shall conflict with the General Bye-Laws of the National League Competition, or National Championships and Competitions, the current World Bowls Laws of the Sport of Bowls shall apply.

1.2 Anti-Doping

All anti-doping policies issued by World Anti-doping Agency, World Bowls, Sports Federation & Olympic Committee of Hong Kong, China and Hong Kong Anti-Doping Committee shall be strictly adhered to by this Association and its members.

1.3 Correspondence

1.3.a All correspondence relating to general matters shall be addressed to the Honorary Secretary at hklba@hklba.org, or HKLBA office at Room 2010, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong.

1.3.b All correspondence relating to the National League Competitions shall be addressed to the Chairman of the National League Panel at league@hklba.org, or sent to HKLBA office.

1.3.c All correspondence relating to the National Championships and Competitions shall be addressed to the Chairman of the National Championships Panel at competition@hklba.org, or sent to HKLBA office.

1.3.d All correspondence for the attention of the Council of Management shall be addressed to the President of HKLBA, for the attention of the Council of Management, by letter to HKLBA Office and copied by e mail to hklba@hklba.org

1.4 Office Staff

1.4.a The Association employs office staff to assist in the running of the Association.

1.4.b Duties of the office staff will be laid down by the Council of Management and supervised by the Honorary Secretary.

1.4.c Remuneration paid to the office staff will be approved by the Council of Management.

1.5 Voting Rights

1.5.a Except as stated in 1.5.b, the number of votes entitled by each Club is based on their total number of men and women sides competing in the current or most recent Premier League Competitions specifically as follows:

- (i) One vote for one side;
- (ii) Two votes for two or three sides;
- (iii) Three votes for four or five sides;
- (iv) Four votes for six or seven sides; and
- (v) Five votes for eight or more sides.

- 1.5.b When the Chairman of a meeting considers that a matter being raised for which a vote is required at a Council of Management Meeting, a Club's representative who has an actual or potential or perceived conflict of interest by reason of having received remuneration for providing services in relation to such matter to the Association shall not be entitled to vote on the matter. A duly appointed proxy of a Club's representative shall be entitled to vote on the matter, so far as the duly appointed proxy is not a party related to the Club's representative which shall include his:
- (i) spouse; and
 - (ii) any child or step-child, natural or adopted, of himself or of his spouse.

1.6 Entry Forms

- 1.6.a All entries for the league and national competitions played under the direct control of the Association shall be made on entry forms approved by the Council of Management.
- 1.6.b Entries shall not be accepted if they are incomplete or if a competitor enters under a pseudonym.
- 1.6.c Clubs shall be responsible to the Association for the payments of entry fees for all competitors entering under the name of the Club.
- 1.6.d Entries shall not be accepted if they are not accompanied by the Convenor's endorsement, the required fee or if they are not received by the time indicated on the entry form.

1.7 Presentation of Prizes

- 1.7.a Presentation of Prizes will normally be held at the Annual Presentation Dinner organised by the Association.
- 1.7.b The Council of Management will form an Organising Committee to organise the said event.
- 1.7.c A Year Book will normally be published in conjunction with the Presentation of prizes.
- 1.7.d Dress code for the Presentation Dinner shall be smart casual.

1.8 Umpires

- 1.8.a The Association will, as far as practicable, organise umpire training once every year. Anyone can apply to undergo such training with a view to becoming a National Umpire.
- 1.8.b Anyone can apply to the Umpires Panel to be examined as a qualified National Umpire.
- 1.8.c An Umpires Panel, to be appointed every year, shall consist of a minimum of five qualified National Umpires. The appointment of such Panel shall be conducted at the first Council of Management Meeting following the Annual General Meeting. The Panel Chairperson shall be a Vice President of the Association delegated with the responsibility following the Annual General Meeting. The Council of Management shall, as necessary, replace any retirement or resignation from the Panel during the year. Such replacement shall hold office until the next regular election at the first Council of Management Meeting following the Annual General Meeting.
- 1.8.d The Umpires Panel shall be empowered to conduct training courses and examinations. It shall keep a register of all qualified National and International Umpires, and notify the Council of Management of all persons so qualified.
- 1.8.e The Umpires Panel shall decide on:
- (i) Umpires for semi-finals and finals of all competitions under Bye-law 6.1.c either by nomination or delegation.
 - (ii) Markers for semi-finals and finals of all singles competitions under Bye-law 6.1.c.

1.9 Coaches

- 1.9.a The Association will, as far as practicable, organise coach training once every year. Anyone can apply to undergo such training with a view to becoming a qualified coach.
- 1.9.b Anyone can apply to the Coaching Panel to be examined as a Coach.
- 1.9.c The Coaching Panel, to be appointed every year, shall consist of a minimum of five qualified coaches. The appointment of such Panel shall be conducted at the first Council of Management Meeting following the Annual General Meeting. The Panel Chairperson shall be a Vice President of the Association delegated with the responsibility following the Annual General Meeting. The Council of Management shall, as necessary, replace any retirement or resignation from the Panel during the year. Such replacement shall hold office until the next regular election at the first Council of Management Meeting following the Annual General Meeting.
- 1.9.d The Coaching Panel shall be empowered to conduct training courses and examinations. It shall keep a register of all qualified coaches and shall notify the Council of Management of all persons so qualified.
- 1.9.e The Coaching Panel shall decide on:
- (i) Coaches assigned for training courses, fun days and other training related activities organised by HKLBA or the Leisure & Cultural Services Department.
 - (ii) Disciplinary actions against coaches who violate the code of conducts.

1.10 Greens

- 1.10.a A Greens Panel may be appointed as and when necessary.
- 1.10.b Upon appointment, the Greens Panel shall consist of a Chairperson and three persons. Such appointment shall be conducted at the first Council of Management Meeting or as otherwise decided by the Council of Management following the Annual General Meeting. The Vice President – Technical shall act as Chairman of the Panel.
- 1.10.c The Greens Panel shall report to the Council of Management on the condition of all greens, on which the Association matches are to be played. For such purposes, they may co-opt any further people onto their Panel as required.
- 1.10.d Complaints from any Club concerning the conditions of a green will be referred to the Greens Panel, which will investigate into the complaint and report to the Council of Management with recommendations.
- 1.10.e A match shall be continued as long as the green is open, except for the circumstances as stated in Bye-law 1.10.f and 1.13. Refusal to play shall be treated as 'fail to arrive' in National League Competition. The non-offending team or competitor shall report to the National League Panel and penalty shall be imposed on the offending team in accordance with Bye-law 3.5.d or 4.5.d. In National Competition, it shall be treated as a “walk-over”, and the match shall be forfeited to the non-offending team or competitor in accordance with Bye-law 6.8.a.
- 1.10.f The accepted pace/speed of a green is 9 to 18 seconds. The pace is determined by the number of seconds taken by a bowl from the time of its delivery to the moment it comes to rest at 27 meters from the centre of the mat line.
- (i) The query on the pace of a green assigned for a match to be played should only be raised after trial ends, but before the commencement of the first end. Once the game has started, no query on the pace of the green is allowed.
 - (ii) If the pace of the green is found to be out of the accepted range, the game will be re-scheduled and relevant bye-laws apply.
 - (iii) The side/team who raised the query will be responsible for any additional green fee involved.

- 1.10.g Procedures for measuring the pace of green:
- (i) The procedure will only take place after trial ends;
 - (ii) Each side assigns one member to deliver the bowl and one member to time the pace. For Singles the bowl will be delivered by the marker and timed by the two competitors.
 - (iii) Place the mat at two meters from the rear ditch, and place the jack at 27 meters from the centre of the mat and centre it;
 - (iv) The two bowlers each deliver two bowls consecutively on the same hand. For Singles the marker will deliver two bowls on the same hand;
 - (v) Time starts counting when the bowl leaves the bowler's hand. Time stops counting when the bowl stops completely;
 - (vi) Only bowls stop within one meter from the jack will be counted. Time registered by both players will only be recognized as correct when the difference is less one second. Take all records and average them for the exact timing;
 - (vii) Repeat steps (iv), (v) and (vi) until at least one valid time is recorded to determine the pace.
- 1.10.h In league games after trial ends, a side may query the pace of green that is assigned to play. The captain should communicate with the opponent to request a measure to the pace of the green. The two teams should each nominate a player to conduct the test on a rink these two players will not play on. If the pace of green proves to be outside the allowed range, the above Bye-law 1.10.f (ii) and (iii) apply.
- 1.10.i In national games, the above procedures shall apply except for games with a duty umpire. The Lead of each team or marker in Singles should conduct the test on the rink of play. If a duty umpire is present, he is responsible for making the decision. Owing to the tight schedule of national competitions, the two teams need to consider the date of the rescheduled game before making a decision to postpone the game. In case of dispute, the current Bye-laws apply.
- 1.10.j If a competitor in a competition or match plays on the same rink on the same day of the competition or match, that competitor or his team shall be disqualified unless otherwise permitted or instructed by the Association.
- 1.10.k The home Clubs shall be entitled and have the rights to refuse any person with improper footwear to enter its green.

1.11 Playing Surface

1.11.a Choice of Playing Surface

All competitions, unless otherwise nominated, shall be played on an available natural bowling surface. Where a Club has a choice of playing surface in his Club as home green, competition entries shall nominate the playing surface for the entry. If no nomination is made, the playing surface for the entry shall be determined in the following order, natural surface, outdoor artificial surface, indoor surface.

1.11.b Change of Playing Surface

Where the nominated playing surface is not available due to inclement weather, the option to play on an alternative surface shall be given to the opposing league captain in a league match or the opposing skip in a National Competition or both skips where the green is being used as a neutral venue. If the option to play on the alternative surface is not taken, the match shall be postponed.

1.12 Groundsheet

- 1.12.a Groundsheet or portable groundsheet may be used during inclement weather. It is at the discretion of the home team in any match, or the Convenor of the venue club in a National Competition where the venue is being used as a neutral venue.
- 1.12.b The groundsheets shall be placed at least 2 metres from the ditch. The mat at the first and every subsequent end shall be placed at the back edge of the sheet.

1.13 Extreme Weather

- 1.13.a When typhoon signal No. 8 or above is hoisted or is expected to be hoisted at the scheduled starting time or during the course of the match, the following procedures shall be followed:
- (i) All matches which have not been started shall automatically be postponed.
 - (ii) All matches which have been started shall automatically stop at the conclusion of the end in course of play. The match may continue, however, if every player taking part agrees to play on provided the venue remains open and is covered by appropriate insurance.
- 1.13.b When the Black rainstorm warning signal is issued or is expected to be issued at the scheduled starting time or during the course of the match, the following procedures shall be followed:
- (i) All outdoor matches which have not been started shall automatically be postponed.
 - (ii) All outdoor matches which have been started shall automatically stop at the conclusion of the end in course of play.
 - (iii) For indoor matches, the match may continue if every player taking part agrees to play on, provided the venue remains open.
- 1.13.c When the thunderstorm warning is issued and covered the scheduled starting time or during the course of the match, the following procedures shall be followed:
- (i) If the venue remains open and is covered by appropriate insurance, the game can be played as scheduled with an agreement between the two opponents.
 - (ii) For matches which have been started, if both sides cannot agree on the continuation of the matches, it shall be stopped at the conclusion of the end in course of play.
 - (iii) When the thunderstorm renders difficulties for players to access to the venue, the game can be postponed until such a time as agreed upon by the players.
- 1.13.d When the temperature reaches 35C or below 8C at the scheduled starting time, as per issued by the Hong Kong Observatory, postponement of the game should be considered and:
- (i) If both sides mutually agree, the game may be postponed even when the weather does not meet these requirements.
 - (ii) The cost for public greens shall be borne by the side who raises the postponement request.

1.14 Bowls

- 1.14.a In National League Competitions and National Competitions, any bowl with a date stamp of not more than 20 years before the date of the competition is valid and can be used. For international competitions or their qualifying tournaments, however, bowls shall comply with the provisions of the Laws of the Sports of Bowls issued by World Bowls or the requirements of the competition organiser.
- 1.14.b In case of dispute arising from the latest edition of the Laws of the Sport of Bowls regarding the validity of a bowl, it shall be made in writing to the Council of Management within 72 hours of the conclusion of the match.
- 1.14.c Such a case will be referred to the Umpires Panel for deliberation and recommendation.

1.15 Use of Auxiliary Bowling Equipment

Subject to the venue policies, the use of auxiliary bowling equipment, such as wheelchairs, bowling arms and laser pointer, is allowed on the principles that other bowlers are not to be affected and the playing surface is not to be damaged. To this end, the following rules are to be observed:

- 1.15.a For wheelchairs, the large tires (normally the rear wheels) must have a minimum width of 45mm, while the small tires (normally the front wheels) should have a minimum width of 50mm. Tires should be made of soft rubber, should be smooth and should not cause damage to the green. Electrical wheelchair shall not be used because of its heavy weight.
- 1.15.b Only HKLBA approved bowling arm is allowed. It may use by bowler who cannot bowl without the aid of such artificial device. A bowler who wishes to use bowling arm shall seek an approval from the HKLBA before using it in HKLBA competitions. To this end, a bowler is required to produce a medical certificate stating that he requires a bowling arm to participate in lawn bowling games.
- 1.15.c Laser pointer is allowed only for partially sighted or blind bowlers during HKLBA competitions. The bowler involved is required to provide proof for his disability when necessary. The use of laser pointer by qualified coaches is also allowed but the user must ensure the safety of people nearby.

1.16 Use of Communication Equipment

The use of walkie-talkie or mobile phone for communication between the skip and his front men is acceptable under the following guidelines:

- 1.16.a Walkie-talkie or mobile phone may be used only at clubs that allow the use of such devices.
- 1.16.b Use of earphone is mandatory to avoid disturbance to other players.
- 1.16.c Consent from opponent should be sought before using these devices. If an opponent does not agree the use of such equipment, then it cannot be used for the game.
- 1.16.d Penalty will be imposed when the players in possession of the rink are being interfered, annoyed or distracted in any way by their opponents using these communication devices.

1.17 Dress Code

- 1.17.a Players of the same side or team shall wear matching Club shirts when representing a Club, and shirts shall have collars with short or long sleeves. When challenged by the opponent, the team should prove that they have worn the correct uniform. Those refusing to provide proof will be treated as breaching the rules and is subject to penalties as stated in Byelaws 1.17.b.

Markers provided by a player from the same Club in a singles competition shall wear matching Club shirts. Markers provided by a player from a different Club shall be permitted to wear his own Club shirt or proper lawn bowls attire.

Upper body attire and outerwear including jackets, vests, jerkins, rainwear, wind jackets, cardigans, jumpers, knitwear, shall be predominantly white or cream colour unless they are the player's Club lawn bowls kit bearing its insignia. The colour of the sleeves of any undergarment and protective sleeves shall be white or of the same main colour as the shirt. Hats, caps and head gears shall not be treated as part of upper body attire.

Lower body attire, including socks, shall be predominantly white or cream colour unless otherwise approved by the Association. The colour of any undershorts or tights shall be white or of the same main colour as the shorts.

Players and markers shall wear proper lawn bowls shoes manufactured by World Bowls recognized manufacturers or approved by the Association.

1.17.b Penalties

(i) National League Matches -

For first offenders, the side violating this bye-law will be deducted one point per violator up to a maximum of three points for improper attire, two points per violator up to a maximum of four points for improper lawn bowls shoes. For repeated offenders, in addition to the above, a suspension in the next immediate match.

(ii) National Championships and Competitions -

For each offence in any National Competition, two Bowler of the Year Award points shall be deducted and a suspension in the next round of the same competition.

1.18 Players' Duties

For all domestic matches, the duties of the skips described in Law 40.1.7 of the current version of the Laws of the Sport of Bowls may be transferred to the second player to play in each team.

1.19 Slow Play / Restricting Movement of Players

1.19.a All players of a rink in play, except the skips who are controlling play, shall stay at the mat-end until:

(i) Singles (each player playing four bowls)

After delivery of his third bowl.

(ii) Singles (each player playing three bowls)

After delivery of his second bowl.

(iii) Pairs (each player playing four bowls)

The leads: after delivery of his fourth bowl; and
The skips: after delivery of his second bowl.

(iv) Pairs (each player playing three bowls)

The leads: after delivery of his third bowls; and
The skips: after delivery of his second bowls.

(v) Triples (each player playing three bowls)

The leads: after delivery of his third bowl;
The seconds: after delivery of his second bowl; and
The skips: after delivery of his first bowl.

(vi) Triples (each player playing two bowls)

The leads: after delivery of his second bowl;
The seconds: after delivery of his second bowl; and
The skips: after delivery of each of his bowls.

(vii) Fours (each player playing two bowls)

The leads: after delivery of his second bowl;
The seconds: after delivery of his second bowl;
The thirds: after delivery of his first bowls; and
The skips: after delivery of his first bowl.

(viii) 2-4-2 (each player playing four bowls)

1st player: after delivery of his second bowl;
2nd player: after delivery of his third bowl;
Back to 1st player: after delivery of his first bowl.

1.19.b No double skipping is allowed.

1.19.c After the jack is delivered, a skip may want his second/third to go up the jack end to temporarily relieve him of his position, the second/third shall return to the mat end immediately once the skip returns.

1.19.d The skip is not allowed to go to the delivery end to instruct the teammates. Skips should conduct their directives at the head end.

1.19.e Teams should avoid prolonged discussion on a particular head or during exchange of position.

- 1.19.f Any infringement of this bye-law shall be liable for a penalty to be decided by the relevant Panel after considering the circumstances of each case. Points can be deducted for National League Competition. Repeated offender may be suspended from playing in the next round of matches in National Competition.

1.20 Side Coaching

Except for matches involving YDT in accordance with Bye-law 7.4, side coaching to players during the course of play is only allowed in international events by designated managers or coaches.

1.21 Conflict between National League and National Championship Fixtures

In the event of competitors being required to play in two or more matches arranged by the Association which have fixtures of the same date and conflicting times, precedence shall be given to the National League match. The other matches shall be re-arranged accordingly except these other matches are one of the following:

- (i) Finals, Semi-finals and Quarter-finals, if scheduled on the same day as the Semi-finals, of National Championships and Competitions
- (ii) Hong Kong International Bowls Classic
- (iii) Knock-out Singles
- (iv) Champion of Champions
- (v) Aitkenhead Fours
- (vi) National Day Invitation Triples
- (vii) Under-25 Singles
- (viii) Any other matches so exempted by the Association

1.22 Sanctioning of Bowls Tournament

1.22.a With a view to promoting lawn bowls and enhancing bowling techniques amongst lawn bowls enthusiasts, member clubs may from time to time organise invitational bowls tournaments. In organising such tournaments, the organiser shall look for sanction from the HKLBA when:

- (i) three or more member clubs, including the organiser, are involved in a local tournament;
- (ii) two or more members of the World Bowls are involved in an international tournament to be held in Hong Kong.

1.22.b When a sanction is granted to a member club to organise an invitational bowls tournament, the HKLBA shall have the authority to oversee the event and to ensure that it is properly managed by the organiser. At the same time, HKLBA shall facilitate the organiser in every possible aspect as far as practicable.

1.23 Complaints

1.23.a Any complaint with an allegation of misconduct as defined in Bye-law 1.25 shall be made in writing through the convenor of the complainant to the President of HKLBA for the attention of the Council of Management within seven working days of the alleged occurrence. The President shall inform members of the Council of Management as soon as practicable. The Council shall expeditiously act upon the information received by deciding on and directing any action to be taken, which includes but not limited to dismissal of the complaint or requiring the complaint be referred to other relevant Panel or the Disciplinary Panel.

1.23.b Except a complaint made in accordance with Bye-law 1.23.a., any complaint regarding a dispute as defined in Bye-law 1.28 shall be made in writing through the Convenor to the HKLBA for the attention of the Chairman of relevant Panel in accordance with Bye-law 1.29.

1.24 Disciplinary Panel

- 1.24.a A Disciplinary Panel shall be appointed every year at the first Council of Management Meeting following the Annual General Meeting. It shall comprise an Officer as Chairman and a minimum of five members from the Council of Management. The Chairman is authorized to co-opt any other persons into the Panel when necessary. The Panel should comprise, for as far as possible, the following members:
- (i) Umpires Panel members, for their extensive knowledge of the Laws of the Sport of Bowls;
 - (ii) Persons with legal experience, preferably a lawyer;
 - (iii) Persons with profound investigation experience.
- 1.24.b Upon receipt of a complaint concerning misconduct or dispute being referred to by the Council of Management or by any other relevant Panel, the Disciplinary Panel shall investigate into the case, make judgement on the actions to be taken and provide recommendations to prevent recurrence.
- 1.24.c As required or when circumstances dictate, the Chairman of the Panel shall also have a discretionary power to appoint an Investigation Team to conduct an investigation into any complaint relating to misconduct or dispute. Such Investigation Team shall comprise a minimum of three members to be selected from the Disciplinary Panel.
- 1.24.d On each occasion, no Panel Member is allowed to sit in the Investigation Team when he has an actual, potential or perceived conflict of interest with any or all parties involved in the case.
- 1.24.e The functions of the Disciplinary Panel are as follows:
- (i) Hear and determine if any allegation of misconduct or dispute is properly made under the Bye-laws;
 - (ii) Peruse, comment on and where necessary amend notices of motion submitted for consideration by the Council of Management; and
 - (iii) If delegated by the Council of Management, undertake any inquiry or investigation, on behalf of HKLBA.

1.25 Misconduct

The Disciplinary Panel shall only take action for any alleged misconduct upon receiving details of the allegation in writing from the Convenor on behalf of the Club and members.

An allegation of misconduct shall primarily be submitted in writing to the Council of Management through Chairman of the HKLBA no later than seven working days after the alleged incident or incidents. In exceptional circumstances, the Council of Management thence the Disciplinary Panel may, at their discretion, accept an allegation after seven working days of the alleged incident. Any matter of misconduct reported to the HKLBA shall be dealt with expeditiously.

For the purposes of this Bye-law, the definition of "misconduct" shall include but not limited to situations where any member of a Club including its official, or any member or official of the HKLBA, as the case may be:

- 1.25.a Breaches any provision of the Laws of the Sport of Bowls;
- 1.25.b Deliberately loses or attempts to lose a match of bowls or plays unfairly;
- 1.25.c Alters a bowl after it has been stamped by a registered bowls tester without submitting it for retesting and re-stamping;
- 1.25.d At any event, function or activity of HKLBA, or whilst on the property of HKLBA, uses any profane, indecent or improper languages in speech or in writing;
- 1.25.e At any time or place or through any media, engages in offensive or insulting behaviour including the use of profane, indecent or improper languages towards HKLBA or any person who are acting for or on behalf of HKLBA or a Club;

- 1.25.f Breaches any provision of:
- (i) these Bye-laws, or
 - (ii) any policies of HKLBA, or
 - (iii) any reasonable direction of HKLBA, or
 - (iv) any decision of the Council of Management or the relevant panel including the Disciplinary Panel.
- 1.25.g Acts in a manner which brings, or could bring HKLBA into disrepute;
- 1.25.h Aids or abets any of the conduct specified in 1.25.(a) to (g) above.

1.26 Procedures for Handling Misconduct

- 1.26.a Upon receipt of an allegation of misconduct, the Chairman of the Disciplinary Panel shall determine, subject to the availability of the Panel members, the need to appoint an ad hoc Investigation Team to look into the incident.
- 1.26.b The Panel or any ad hoc Investigation Team, as the case may be, shall notify the other parties affected by the allegation that notice has been received against them on misconduct incident. They shall send to them copies of the allegation, with any relevant documentation received in relation to it. They shall also inform the parties affected by the allegation that disciplinary procedures have been launched to look into the incident.
- 1.26.c If an allegation cannot be determined on papers, a hearing will be required. A date, time and place for the hearing of the allegation will then be decided. A notice of hearing will be given to the parties affected by the allegation at least seven days before the hearing, unless the Panel considers that the allegation shall be determined urgently, in which case it may vary the timeframes set out in these Bye-laws.
- 1.26.d Notice of the hearing shall be in writing. It shall expressly point out whether the party or parties concerned are required to present himself or themselves to the Disciplinary Panel, or whether the allegation will be determined on papers. It will state the nature of the hearing, the matters or alleged offence(s), the issues to be determined, the possible penalty or penalties and the date, time and place of the hearing.
- 1.26.e Persons appearing before the Disciplinary Panel shall be entitled to call witnesses, but shall present their case in person or through a representative of their choice. All parties and their witnesses shall be given a full opportunity to be heard.
- 1.26.f If the person against whom the allegation is made is absent or fails to submit any witness statement and their witness is also absent, a decision may be made by the Disciplinary Panel in their absence or an adjournment may be granted. Before making such a decision, the Disciplinary Panel shall satisfy itself that the person concerned is aware of the time, date and place of hearing and that the latter has been requested to participate in the hearing in accordance with these Bye-laws.
- 1.26.g If, after determination of the dispute on papers or by hearing, the Disciplinary Panel finds an offence of misconduct has not been committed, it shall announce its decision as soon as possible by advising the parties concerned and the Council of Management as per 1.25.h below. If the Disciplinary Panel finds an offence of misconduct has been committed, it may impose, at its discretion, an appropriate penalty as set out in Bye-law 1.27. When an investigation is conducted by an ad hoc Investigation Team, the latter shall note that their findings and recommendations are to be ratified by Chairman of the Disciplinary Panel before presenting to the Council of Management for acceptance.
- 1.26.h The Disciplinary Panel may announce its findings and recommendations as appropriate to prevent recurrence in future.
- 1.26.i If a decision cannot be given by the Disciplinary Panel immediately after the hearing, the relevant parties shall be advised of the date by which the decision will be given.

- 1.26.j When a decision is made, the Chairman of the Disciplinary Panel shall advise the parties concerned and the Council of Management on details of the decision, any penalty imposed upon the person concerned, the reasons for the decision and notice of the person's rights to appeal.
- 1.26.k A complete documentation of the case shall be filed and kept properly by office staff of the HKLBA.

1.27 Recommendations and Penalties of Misconduct

The ultimate objective of a complete investigation into any misconduct incident is to provide lesson learnt for preventing recurrence. When the Disciplinary Panel finds that an offence under Bye-law 1.25 has been committed, it may recommend any one or more of the following penalties:

- 1.27.a A reprimand;
- 1.27.b Suspension from such activities of HKLBA, including competitions, tournaments, events, meetings or functions, on such terms and for such period as it thinks fit;
- 1.27.c Exclusion from a particular competition, tournament, event, meetings or functions of HKLBA;
- 1.27.d An expulsion from the HKLBA if the party concerned is a member of the Council;
- 1.27.e Fines, imposed in such manner and in such amount as the Disciplinary Panel thinks fit;
- 1.27.f Any other penalty specified in the Bye-laws or policies, resolution or determination, which the person/Club has breached, fails, refuses or neglects to comply with;
- 1.27.g Such other penalty as the Disciplinary Panel considers appropriate and commensurate with the offence; and/or
- 1.27.h Such combination of any of the above penalties as the Disciplinary Panel thinks fit;
- 1.27.i Every decision of the Disciplinary Panel shall, unless otherwise specified, take effect immediately upon the date the decision is dated; but
- 1.27.j A decision of the Disciplinary Panel under Bye-law 1.27 may be appealed under Bye-law 1.30.

1.28 Disputes

For the purpose of this Bye-law, the definition of "dispute" shall include situations where any member or official of a Club or any other member of HKLBA, as the case may be, has a grievance or difference about the meaning or effect of any Law, provision, decision, policy, practice, right, privilege or direction including these Bye-laws and the Laws of the Sport of Bowls.

1.29 Procedures for Handling Dispute

- 1.29.a Where there is a dispute, any party of the dispute may refer it through their Club Convenors in accordance with Bye-law 1.23 to the Chairman of the relevant panel for determination. The dispute shall be submitted in writing no later than 7 days after the alleged incident or incidents occurred. Under exceptional circumstances, the relevant Panel may at its discretion accept a dispute after 7 days of the incident.
- 1.29.b Upon the receipt of a notice of a dispute through the Club Convenor(s), the Chairman of the relevant Panel shall disseminate details of the dispute to members of the Panel for determination. He shall concurrently notify the other parties concerned of the allegation and send to them copies of the allegation and any relevant documents relating to it.

- 1.29.c The relevant Panel shall have the right at this stage to decide that the complaint shall be referred to the Discipline Panel in accordance with Bye-law 1.23. The relevant Panel shall advise the Chairman of the Disciplinary Panel accordingly and all parties involved in the complaint of their decision. When the Chairman of the Disciplinary Panel also finds that the referred incident involves any misconduct, he shall carry out an investigation as per Bye-law 1.26.
- 1.29.d When the relevant Panel decides that the dispute cannot be resolved on papers, a hearing will be required. A date, time and place for a hearing of the allegation will then be decided. A notice of hearing will be given to the parties concerned at least seven days before the hearing, unless the relevant Panel considers that the allegation shall be determined urgently, in which case it may vary the timeframes set out in these Bye-laws.
- 1.29.e The notice of the hearing shall be in writing and states whether the party or parties concerned are required to present themselves to the Panel or whether the allegation will be determined on papers. It will state the nature of the hearing, the matters or alleged offence(s), the subject to be determined, the possible penalty and the date, time and place of the hearing.
- 1.29.f When the relevant Panel considers that there is a reasonable prospect of the dispute being resolved by further discussion and/or mediation, it shall mediate the dispute to see whether the dispute can be resolved between the parties. The parties shall determine, by an agreement, the time period in which they will attempt to resolve the dispute by mediation.
- 1.29.g If an agreement by mediation is reached within the agreed time frame with an outcome, the relevant Panel shall notify all parties involved and the Council of Management of the outcome. If an agreement cannot be reached within the agreed time period, the dispute shall be determined by the relevant Panel.
- 1.29.h When the relevant Panel has determined the outcome of the dispute, the Chairmen of the Panel shall inform the parties concerned and the Council of Management in writing of their decision, the reasons for the decision and the party's rights to appeal.
- 1.29.i If a decision cannot be given by the relevant Panel immediately after the hearing, the Chairman of the Panel shall advise the relevant party or parties of the date by which the decision will be given.

1.30 Appeal

- 1.30.a Where a party concerned is the subject of a decision made under Bye-law 1.25 or 1.28, he has the right to appeal against the decisions of the Disciplinary Panel or the relevant Panel. To this end, the appellant shall give written notice of the appeal to the President of the HKLBA within seven working days of the given decision to be appealed against.
- 1.30.b In filing an appeal to the President of the HKLBA, appellant shall lodge a deposit of HK\$1000 (ONE THOUSAND HONG KONG DOLLARS) with the HKLBA.
- 1.30.c Any appeal shall be limited to any one or more of the following grounds:
- (i) That natural justice is denied;
 - (ii) The decision-making body acts ultra vires or beyond its powers;
 - (iii) That substantially new evidence has become available within the permissible time frame after the decision to be appealed against;
 - (iv) In respect of misconduct only, that the penalty is either excessive or inappropriate;
 - (v) Wrongful interpretation of the Bye-laws.

- 1.30.d The notice of appeal shall:
- (i) Set out the grounds of appeal;
 - (ii) Set out the outcome which is sought;
 - (iii) Be accompanied by a statement or statements of new evidence setting out the facts of the matter; and
 - (iv) Be accompanied by a written submission setting out why and how the appellant considers the Disciplinary Panel's or relevant Panel's decision was inappropriate.

1.31 Procedures for Handling Appeal

- 1.31.a Upon receiving the Notice of Appeal, the President shall look into the prima facie evidence as provided by the appellant and determine if it is sufficient to call for an appeal panel to handle the appeal. If so, he shall:
- (i) Appoint three members from the Disciplinary Panel as Appeal Panel members, but none of whom should have sat on the original investigation or hearing;
 - (ii) Notify all other parties likely to be affected by the appeal that an appeal has been referred to the Appeal Panel, and send to them copies of the Notice of Appeal and any relevant documents relating to it;
 - (iii) In consultation with the members for the Appeal Panel, to determine a date, time and place for the hearing of the appeal if the appeal cannot be resolved on papers;
 - (iv) Notify the parties affected by the appeal at least seven days before the hearing, unless the Appeal Panel considers that the appeal shall be determined urgently, in which case it may vary the timeframes set out in the Bye-law.
 - (v) An appeal under the Bye-law is not a rehearing of the whole allegation. It shall be limited to the decision to be appealed against by the appellant. If it is in the interest of natural justice, however, the Appeal Panel may hear or rehear, as appropriate, evidence which was heard before by the relevant decision-making panel.
- 1.31.b Having heard the appeal, the Appeal Panel may make the following orders:
- (i) Allow the appeal, and reduce or increase any penalty which has been imposed upon the appellant; or impose any other penalty or sanction permitted by the Bye-law;
 - (ii) Dismiss the appeal;
 - (iii) Refer the matter back to the Disciplinary Panel to re-hear the matter, with any such directions deemed necessary;
 - (iv) The deposit stated under Bye-law 1.30.b shall be refunded under order 1.31.b(i) or 1.31.b(iii), or confiscated the deposit under order 1.31.b(ii).
- 1.31.c Once the Appeal Panel has determined the outcome of the appeal, the decision and the reasons for reaching such decision shall be given in writing to the parties concerned and the Council of Management.
- 1.31.d If the Appeal Panel cannot give a decision immediately after the hearing, the relevant party or parties shall be advised of the date by which the decision will be given at the conclusion of the hearing.
- 1.31.e During any appeal relating to misconduct, the persons against whom an allegation of misconduct is made may be suspended, on such terms and for such period as the Appeal Panel thinks fit.

2. BYE-LAWS OF THE LEAGUE COMPETITION (GENERAL)

The National League Competitions shall be managed by the National League Panel. The Chairman of National League Panel shall be the Vice President of the Association delegated with the responsibility following the Annual General Meeting. The Panel shall comprise at least two other panel members who shall be members of the Council of Management. When a player or a side violates a bye-law but the penalty of which is not clearly defined, the League Panel can recommend any penalty to Council of Management for endorsement.

2.1 Adjustments to Composition of Divisions

The Council of Management has the final decision on altering the number of divisions, increasing or decreasing the number of sides in the divisions and adjusting the sides to be demoted/promoted to suit such changes.

2.2 Re-entry or First Entry into the Competition

A side which did not play in the competition of the previous season shall play in the lowest division on re-entry or on first entry into the competition.

2.3 Withdrawal of Sides

2.3.a A member of the Association may withdraw a side from the competition provided that it has no other side in a division lower than the division from which the side is withdrawn.

2.3.b If a side is withdrawn from the competition during the course of a season, the results of matches played shall be expunged as if the side had not taken part in the competition, unless the Council of Management decides otherwise.

2.4 Position in League

2.4.a The League position of each side in each division shall be determined at the end of the season by the number of points won by each side.

2.4.b In the event of two or more sides gaining the same number of points, the position of these sides shall be determined by the differences between shots scored for and against.

2.4.c In the event of the shots difference being the same, the manner by which the winning team shall be determined by the National League Panel and referred to the Council of Management for ratification.

2.5 Drawing of Rinks

2.5.a For side games, the drawing of rinks shall be done before the match starts according to the following procedures. All players names shall be the same as recorded in accordance with Bye-law 2.15.b:

- (i) Prior to the draw, both Home and away side captains shall enter the names of their players on their score cards in the appropriate positions. They shall shuffle and exchange their score cards without looking at the inside page of the cards.
- (ii) Away side captain shall lay down the (home-side) score cards with data facing downwards on a table, then mark the number of rinks to play on each card.
- (iii) Home side captain shall lay down and pair-off the (away-side) score cards on top of those marked score cards.
- (iv) Both captains shall then turn over the score cards to reveal the drawn opponents and their rink numbers. The respective side captains shall copy the names of their players on to the opponents' cards.

2.5.b Once the draw for rinks has been completed, no player changes between or within teams of the same side shall be permitted.

2.6 Matches Played under Artificial Light

Matches may be played wholly or partially under artificial lights.

2.7 Matches Played on Artificial Surfaces

Matches may be played on any artificial bowling green surface as approved by the Council of Management.

2.8 Postponed or Unfinished Matches

- 2.8.a All postponed or unfinished matches with the exception of those mentioned in 2.8.b shall be played within 22 days of the original day appointed or before the final league match whichever is earlier, unless the National League Panel directs otherwise.
- 2.8.b In respect of the final league matches of the season, all postponed or unfinished matches shall be played on a day specified by the National League Panel.
- 2.8.c Alternative arrangements for postponed or unfinished matches:
- (i) The valid alternatives of an offer of a re-arranged, postponed or unfinished match shall satisfy the requirements of the Bye-law 2.8.a.
 - (ii) No limitation if the offer is to play the game in advance.
 - (iii) Two alternatives can be on the same date without overlapping of time.
 - (iv) It is the responsibility of the convenor or captain to ensure that the offers are valid.
- 2.8.d Procedures for offering alternative arrangement for postponed or unfinished matches:
- (i) When a match has to be postponed, abandoned or is unfinished, the home side shall offer three valid alternatives to the away side within 48 hours of the original date of the match, and advise the National League panel of details accordingly.
 - (ii) The away side shall agree to one of the three alternative dates within 48 hours of the offer or within 96 hours of the date and time of the original scheduled match, whichever is the later.
 - (iii) When an agreement cannot be reached or no offer is made by the home side, the away side shall within 96 hours of the date and time of the original scheduled match, advise the National League Panel on details of dispute together with details of counter offers. The National League Panel will decide on the date, time and venue for the re-scheduled match.
- 2.8.e In the event that a re-scheduled match is postponed, abandoned or unfinished the procedure in 2.8.d shall be repeated.
- 2.8.f Proposals to play a re-scheduled match at a neutral venue may be offered, but subject to the fact that the proposer is able to confirm the availability of the venue from the venue's convenor or the authority of a public green.
- 2.8.g Financial penalty for rescheduled matches:
- (i) When an away side requests to postpone an approved day of a match and when such postponement will cause financial loss to the home side, the National League Panel shall, upon receipt of a complaint, study the prevailing circumstances and to determine whether a financial penalty shall be imposed.
 - (ii) Such financial penalty should be a fixed amount determined by the National League Panel to reflect the average public green fee, which shall be in addition to other ruling of the Panel or penalties applied under the Bye-laws.
 - (iii) The financial penalty will be settled between the two sides or through HKLBA if necessary.

- 2.8.h Difference between postponed match and unfinished match:
- (i) If a match is interrupted before the start of match (that is before any rink delivers the jack in the first scoring end) and the match cannot be re-started on the same day, it shall become a postponed match. For a postponed match, both sides may change their players and the draw for rinks shall be done again.
 - (ii) If a match is interrupted after the start of the match, it shall become an unfinished match. In resuming an unfinished match, the draw for rinks shall remain as drawn and no player changes between or within teams shall be made except for conditions stated in Bye-law 2.12.

2.9 Score in Unfinished Matches

When a match is stopped, it shall be resumed with the scores of all teams standing as they are when the match is stopped.

2.10 Closing of Greens

- 2.10.a When bad weather prevails before the commencement of a match, the home side Convenor shall decide on the availability of greens not more than two hours and, if possible, not less than one hour before the appointed starting time. The home side shall provide a contact person throughout the two hours period before the starting time to answer queries on this subject. By agreement between the captains of both sides, the starting time may be delayed to enable the greens to become playable.
- 2.10.b In the event of inclement weather, such as heavy rainfall occurring during a match, every effort shall be made to complete the head being played. Unless both sides agreed to declare the end dead, if a particular player refuses to play the remaining bowl(s) of the end, the following arrangement will implement:
- (i) If only half or less than half of the bowls has been played, the end will be declared dead.
 - (ii) If more than half of the bowls has been played, the end should continue to be completed. Players who are yet to play their bowls can choose to play or forfeit their remaining bowl(s). This decision should be made in the normal order of play and is final. The end will conclude when all players played or indicated their intention to forfeit their bowl(s). Should any team want to wait for an improvement of the condition before continuing the end, such waiting time should be no more than 30 minutes, unless both sides agree to extend such waiting time.

2.11 Sides from One Member in Same Division

- 2.11.a When two or more sides from a Club play in the same division, the sides will be entered according to their rankings as defined by Bye-laws 3.1.b and 4.1.b.
- 2.11.b Registered and tied players are not allowed to play for any other side in the same division during the same league season.

2.12 Substitutes

- 2.12.a Interrupted matches shall be resumed with no more players than at any time the match is interrupted.
- 2.12.b Interrupted matches which commence with a complete team of four (three in triples) but resume with only three players (two in triples) will result in 25% of the score being deducted only from the ends played with three (two in triples) players.
- 2.12.c One substitute only per team will be permitted in resumed matches, and no substitute may play in the position of skip. Prior approval from the National League Panel is required for exemption.

- 2.12.d Except in respect of matters submitted in accordance with Bye-law 1.26, the decision of the National League Panel on substitutes is final.
- 2.12.e Any player who plays in a match at the original fixture shall not play in any other match for any other side at the same fixture. This rule will not apply to YDT members in accordance with Bye-law 7.6.

2.13 Fees for Entry into League Competitions

Prior to commencement of the league season, the Council of Management shall set the fees to be paid by Clubs for entry of sides in the National League Competition.

2.14 Players Representing Hong Kong

Should any Club have a minimum of two players of the same side taking leave to represent Hong Kong in the capacity of a player or a coach in lawn bowls competition, their Club may apply to the National League Panel for approval to re-schedule those matches during their absence. Approval will be granted subject to the players' intention to play in those matches of the National League Competitions so scheduled.

2.15 Eligibility

- 2.15.a Participation in National League Competitions is confined to bona fide members and staff of Clubs affiliated to the Association.
- 2.15.b The National League Panel shall record the names of all participants. Member clubs shall advise the Chairman of the National League Panel names of their players in a season no later than the time for result capture or verification as per Bye-law 2.19.e. of the first match.

2.16 Player Names in the Scorecards

The names of players should be clearly recorded in the score cards and they should match with the computer records.

2.17 Provision of Green

- 2.17.a The home side should ensure the availability of greens as per the fixture schedule. If the home side fails to book the green, the home side will be treated as "Fail to arrive".
- 2.17.b The home side should reserve sufficient time to ensure the availability of greens for a league match. If a match is stopped due to insufficient time, the League Panel may consider imposing a penalty by deducting 1 point per rink from the home side.

2.18 Rearranged Match at Season Starts

- 2.18.a For rearranged matches, the home side shall make offers within seven days after the fixture is confirmed. If home side fails to make the offer within seven days, a reminder will be issued. If the home side still does not respond within 24 hours, one point will be deducted from them.
- 2.18.b The away side can agree to the offer of home side or make counter-offers within 96 hours after receiving the home side's offers. If the away side fails to respond to the home side's offers within 96 hours, a reminder will be issued. If the away side still does not respond within 24 hours, one point will be deducted from them and HKLBA will select one of the offers as new match date/time.

2.19 Match Results

- 2.19.a Each skip or player nominated by the skip shall keep a scorecard for every match played under the direct control of the Association. Each card shall be signed by both skips or each player in the case of a singles match, and each copy so signed shall be regarded as a correct record of the match.
- 2.19.b Convenors shall retain one copy of signed scorecards in National League Competitions, which shall be forwarded to the Chairman of the National League Panel at the Chairman's request.
- 2.19.c The National League Panel may request convenors to submit a copy of signed scorecards within 96 hours. If the relevant scorecards have not been submitted upon expiry of such notice, the offending side will be deducted one point for each un-submitted scorecard, with a maximum of three points for each match.
- 2.19.d If the results of the match have not been captured and both sides failed to submit the signed scorecards, both sides will be treated as "fail to arrive".
- 2.19.e The following procedures shall be followed in reporting the results and details of matches in the National League Competitions.
- (i) The home sides in National League Competitions shall input the results and details of their matches by using the result data inputting features provided on the HKLBA website link within 48 hours of the starting time of the match.
 - (ii) The away side shall verify the match result data within 96 hours of the starting time of the match. If the away side cannot verify or disagrees with the match result data, they shall report it to HKLBA within 96 hours of the starting time of the match.
 - (iii) When the home side does not input the result of a match within the time specified above, or it is not verified by the away side within the time specified above, or when the away side fails to report their disagreement with the data input by the home side within the time specified above, the respective offending side shall be deducted by one point.

3 BYE-LAWS OF THE NATIONAL PREMIER (FOURS) LEAGUE COMPETITION

3.1 Composition of Teams

- 3.1.a The National Premier League Competitions shall be played between sides of three teams of four players. Each player shall deliver two bowls per end.
- 3.1.b If more than one side is entered by a Club, the sides will be suffixed A, B, C, etc. This nomenclature will define the descending order of rankings of these sides in that Club, as agreed by National League Panel.
- 3.1.c A convenor may nominate a member of his Club as Captain of a side, who shall act in his capacity in any league match.

3.2 Composition of Divisions

- 3.2.a The competition shall be divided into divisions. The number of sides in the upper divisions will not exceed ten.
- 3.2.b Normally the first division shall consist of the following sides:
 - (i) All sides other than the bottom two sides of the first division of the previous league; and
 - (ii) The top two sides of the second division of the previous league.
- 3.2.c Normally the second division and all subsequent divisions other than the lowest ranked division shall consist of the following sides:
 - (i) The bottom two sides of the higher division of the previous league;
 - (ii) All sides other than the top two sides and the bottom two sides of the division of the previous league; and
 - (iii) The top two sides of the lower division of the previous league.
- 3.2.d Normally the lowest ranked division shall consist of the following sides:
 - (i) The bottom two sides of the higher division of the previous league;
 - (ii) All other sides, other than the top two sides of the division of the previous league; and (iii) All sides which did not compete in the competition in the previous league.

3.3 Programme of Matches

- 3.3.a Each side shall play two matches, one at home and one away, against every other side in the same division. Any individual request for a change of venue shall be considered by the National League Panel but any general long-term request or continuing individual requests shall be referred to the Council of Management.
- 3.3.b Each side shall declare the venue for playing home matches to the National League Panel.
- 3.3.c Upon recommendation of the National League Panel, the Council of Management shall decide on the commencement date of each league season.

3.4 Scoring of Points

In every match, eight points shall be contested. These shall be divided as follows:

- (i) Two points to each winning team; or
- (ii) One point to each team which ties with another team; and
- (iii) Two bonus points to the side winning the highest total of shots scored; or
- (iv) One bonus point to each side if the total shots scored by each side are equal.

3.5 Time of Starting Matches

- 3.5.a Prior to commencement of the league season, the National League Panel shall decide on the original fixture of all matches, including the venue, the appointed day and the appointed starting time. All matches shall start according to the original fixture, unless approved otherwise in accordance with these Bye-laws or is mutually agreed between the sides concerned.
- 3.5.b If any side requests to rearrange a match, their application shall arrive HKLBA office at least six days before the match starts, otherwise the request side will be treated as "failure to arrive". If the request arrives HKLBA office between 6-8 days inclusive and the Panel approves the request, two points will be deducted from the side which makes the request. The Panel will not handle any reschedule request due to shortage of player and being submitted with more than eight days in advance. If the Panel allows a postponement, it shall instruct postponements in a priority of lowest ranked team to highest ranked team.
- 3.5.c When less than 12 but at least nine players are present at the appointed time, the offending side shall field teams of three players. The Lead and Second shall play three bowls each. If the players cannot use a Set of Bowls as defined in the Laws of the Sport of Bowls, then one bowl may not be from the same set. Should a fourth team member subsequently appear, he may play in any position except skip and 25% of the score shall be deducted from only those ends played with three players.
- 3.5.d If a side fails to arrive for whatever reason, except those given in 3.5.a and 3.5.b, or arrive with less than nine players at the venue at the appointed time, and unless the captains agree to extend, the match shall be treated as postponed.

The circumstances surrounding the reasons for the postponement shall be given in writing by both sides to the National League Panel Chairman within 72 hours of the date of the postponed match. The National League Panel will then rule on the postponed match by:

- (i) either instructing the match to be replayed within 22 days of the date that the sides have been notified by the National League Competition Panel; or
 - (ii) giving a "walkover" to one side, which will only be given in exceptional circumstances, the nonoffending side shall receive eight points and an additional aggregate score of plus 10 shots. The offending side shall be deducted an aggregate score of 10 shots; and
 - (iii) in the event that the match is instructed to be played within the 22 days, the offending party shall be deducted an aggregate score of four points; and
 - (iv) deciding whether the offending party should be deducted additional points.
- 3.5.e In the event of the offending party failing to comply with the requirement of Bye-law 3.5.d(i), the side shall be reprimanded by the National League Panel and deemed to have withdrawn from the competition in accordance with Bye-law 2.3. Withdrawal shall be confirmed by the Council of Management.

3.6 Registered Players

- 3.6.a The convenors shall register in writing for each side with the National League Panel the names of six players for a side before they play their fourth league match in any league season. These players shall have played at least two matches in the relevant side prior to registration.
- 3.6.b The registered player list is effective once the fourth match starts. A registered player shall not play a lower ranking side or any other side in the same division except to continue his resumed match.
- 3.6.c A registered player is allowed to play in a higher rank side, regardless of the number of matches he has played previously in a lower ranking side.

3.7 Unregistered and Tied Players

- 3.7.a In any one season, a player shall be regarded as tied to the side in which he has played a total of eight or more complete matches for that side. If a player plays for more than one side, he will be tied to the lowest ranking side of the top eight games that he has played for.

If a player is tied to a side which has more than one side in the same division, he will be tied to the side he has played more games in that division. If the number of games played are the same for the two sides, he shall be tied to the side he played last.

- 3.7.b Any player who has become tied to a side in accordance with Bye-law 3.7.a shall not play for any lower ranking side, or for any other side in the same division in accordance with Bye-law 2.11.b.

3.8 Penalties

- 3.8.a Where there is a breach of Bye-law 2.5.b, 2.11, 2.12, 3.6 or 3.7, the defaulting side shall have two points deducted from its total league point. The team in the opposing side in which the defaulting player plays against shall have the result adjusted to win if they lose or drew.
- 3.8.b Where there is a breach of Bye-law 2.5.b, 2.11, 2.12, 3.6 or 3.7, the defaulting team score will be adjusted to lose by four shots. If the defaulting team had lost for more than four shots, no adjustment will be applied.
- 3.8.c Where necessary any penalty points shall be deducted from the total league points accumulated at that date, but no side shall gain more than eight points from any side match.
- 3.8.d Where the name of a player is not advised to the Chairman of the National League Panel as required by Bye-law 2.15.b, a penalty of one point for each player not recorded shall be deducted from the match score of the offending side.
- 3.8.e Where a home side fails to make an offer for a re-scheduled match as per 2.8.d, one point shall be deducted from the home side. The National League Panel may waive such penalty when the home Club demonstrates to the satisfaction of the National League Panel that such failure is due to difficulties in reserving or confirming the availability of the home green, which is unavoidable and beyond their control.
- 3.8.f Where an away side fails to act on an offer for a re-schedule match as per 2.8.d, one point shall be deducted from the away side. The National League Panel may waive such penalty when the away side notifies the National League Panel, along with their complaint and their counter proposal, that such failure is due to disagreement to the home side's offer.
- 3.8.g When a side withdraws its entry without an acceptable reason after the commencement date of the season, the National League Panel shall give warning to the Club and reserves the right to disallow that side to enrol in the following season.
- 3.8.h If any name is identified to be in breach of Bye-law 2.16, a warning will be issued to the Club for the first offence. For repeated offences, 0.5 points will be deducted for each discrepancy without any further warning.

3.9 Transfer of Players

A player who has played in one or more completed matches in any side entered by a Club in any one season is not allowed to play in a side entered by another Club unless prior approval is obtained from the National League Panel. Application with reasons for such transfer shall be made in writing, at least three working days in advance to the National League Panel.

3.10 Champion Skip Tables

- 3.10.a In association with the running of the National League, the National League Panel will maintain a Champion Skip table for each division which will be updated automatically during the season.
- 3.10.b For each match played, a skip will be awarded:
 - (i) Two points for a win; and
 - (ii) One point for a draw.
- 3.10.c The skip acquiring the highest number of points, if equal by a higher shot difference, in each division by close of the league season will be awarded the title of Champion Team along. Along with him are the three players with whom he has played the highest number of matches in that season.
- 3.10.d If points and shot difference are equal, both teams will be awarded the title of Champion Team.

4 BYE-LAWS OF THE NATIONAL TRIPLES LEAGUE COMPETITION

4.1 Composition of Teams

- 4.1.a The National Triples League Competition shall be played between sides of three teams of three players, each player shall deliver three bowls per end.
- 4.1.b If more than one side is entered by a Club, the sides will be suffixed A, B, C, etc. This nomenclature will define the rankings of these sides within that Club, as agreed by the National League Panel.
- 4.1.c Convenors may nominate a member of his Club as Captain of a side, who shall act in his capacity in any league match.

4.2 Composition of Divisions

- 4.2.a The competition shall be divided into divisions. The number of sides in upper divisions shall not exceed ten.
- 4.2.b Normally the first division shall consist of the following sides:
 - (i) All sides other than the bottom two sides of the first division of the previous season; and
 - (ii) The top two sides of the second division of the previous season.
- 4.2.c Normally the second division and all other divisions except the lowest ranked division shall consist of the following sides:
 - (i) The bottom two sides of the higher division of the previous season;
 - (ii) All sides other than the top two sides and the bottom two sides of the division of the previous season; and
 - (iii) The top two sides of the lower division of the previous season.
- 4.2.d Normally the lowest ranked division shall consist of the following sides:
 - (i) The bottom two sides of the higher division of the previous season;
 - (ii) All other sides, other than the top two sides of the division of the previous season; and
 - (iii) All sides which did not compete in the competition in the previous season.

4.3 Program of Matches

- 4.3.a Each side shall play one match against every other side in the same division, the venue to be as decided by the National League Panel.
- 4.3.b The National League Panel shall consider any individual request for a change of venue. Any general long-term request or continuing individual requests shall be referred to the Council of Management.
- 4.3.c Upon recommendation of the League Panel, the Council of Management shall decide on the commencement date of each league season.

4.4 Scoring of Points

In every match, eight points shall be contested. These shall be divided as follows:

- (i) Two points to each winning team; or
- (ii) One point to each team which ties with another team; and
- (iii) Two bonus points to each side winning the highest total of shots scored or,
- (iv) One bonus point to each side if the total shots scored by each side are equal.

4.5 Time of Starting Matches

- 4.5.a Upon recommendation from the National League Panel, the Council of Management shall agree on the original fixture of all matches including the venue, the appointed day and the appointed starting time prior to the commencement of the league season.
- 4.5.b All matches shall start according to the original fixture, unless otherwise approved in accordance with these Bye-laws or is mutually agreed between the sides concerned.
- 4.5.c If any side requests to rearrange a match, their application shall arrive HKLBA office at least six working days in advance of the match, otherwise the request side will be treated as "failure to arrive". If the request arrives HKLBA office between 6-8 working days inclusive, two points will be deducted from the side which makes the request even when the Panel approves the request.
- 4.5.d The Panel will not handle any reschedule request due to shortage of player, which is submitted with more than 8 days in advance. If the Panel allows a postponement, it shall instruct postponement to be in a priority of lowest ranked team to highest ranked team.
- 4.5.e If less than nine but at least six players are present at the appointed time, the offending side shall field teams of two players and each of them shall deliver four bowls. If the players cannot use a Set of Bowls as defined in the Laws of the Sport of Bowls, then one bowl may not be from the same set. When the third team member subsequently turns up, he may play in any position except skip but 25% of the score shall be deducted from those ends played with two players only. The lead in the side with three players shall play a second bowl immediately after his first bowl.
- 4.5.f If for any reason, except those given in 4.5.a and 4.5.b, a side fails to arrive or arrives with less than six players at the venue at the appointed time, the match shall be treated as postponed unless otherwise the captains agree to extend.
- 4.5.g The circumstances surrounding the reasons for the postponement shall be given in writing by both sides to the National League Panel Chairman within 72 hours of the date of the postponed match. The National League Panel shall then rule on the postponed match by:
- (i) either instructing the match to be replayed within 22 days of the date that the sides have been notified by the National League Competition Panel; or
 - (ii) giving a "walkover" to one side, which will only be given in exceptional circumstances, the nonoffending side shall receive eight points and an additional aggregate score of plus 10 shots. The offending side shall be deducted an aggregate score of 10 shots; and
 - (iii) in the event that the match is instructed to be played within the 22 days, the offending party shall be deducted an aggregate score of four points; and
 - (iv) deciding whether the offending party should be deducted additional points.
- 4.5.h When the offending party fails to comply with the requirement of Bye-law 4.5.g(i), the side shall be reprimanded by the National League Panel and taken as a withdrawal from the competition in accordance with Bye-law 2.3. Withdrawal shall be confirmed by the Council of Management.

4.6 Registered Players

- 4.6.a The convenors shall register for each side, in writing, with the National League Panel the names of four players in a side before they play their fourth league match in any league season. These players shall have played at least two matches in the relevant side prior to registration.
- 4.6.b The registered player list is effective once the fourth match starts. A registered player shall not play for a lower ranking side or any other side in the same division except to continue his resumed match.
- 4.6.c A registered player is allowed to play in a higher-ranking side, regardless of the number of matches played previously in a lower ranking side.

4.7 Unregistered and Tied Players

- 4.7.a In any one season a player shall be regarded as tied to the side in which he has played a total of four or more complete matches for that side. If a player plays for more than one side, he will be tied to the lowest ranking side of the top four games that he has played for.

If a player is tied to a side which has more than one side in the same division, he will be tied to the side he has played more games in that division. If the number of games played are the same for the two sides, he shall be tied to the side he played last.

- 4.7.b Any player who has become tied to a side in accordance with Bye-law 4.7.a shall not play for any side ranked lower or for any other side in the same division in accordance with Bye-law 2.11.b.

4.8 Penalties

- 4.8.a Where there is a breach of Bye-law 2.5.b, 2.11, 2.12, 4.6 or 4.7, the defaulting side shall have two points deducted from its total league point. The team in the opposing side in which the defaulting player plays against shall have the result adjusted to win if they lose or drew.
- 4.8.b When there is a breach of Bye-law 2.5.b, 2.11, 2.12, 4.6 or 4.7, the defaulting team score will be adjusted to lose by four shots. If the defaulting team loses for more than four shots, no adjustment will be applied.
- 4.8.c Where necessary any penalty points shall be deducted from the total league points accumulated at that date, but no side shall gain more than eight points from any side match.
- 4.8.d Where the names of players are not advised to the Chairman of the National League Panel as required by Bye-law 2.15.b, a penalty of one point for each player not recorded shall be deducted from the match score of the offending side.
- 4.8.e Where a home side fails to make an offer for a re-scheduled match as per 2.8.d, one point shall be deducted from the home side. The National League Panel may waive such penalty when the home side demonstrates to the satisfaction of the National League Panel that such failure is due to difficulties in reserving or confirming the availability of home green, which is unavoidable or beyond their control.
- 4.8.f Where an away side fails to act on an offer for a re-schedule match as per 2.8.d, one point shall be deducted from the away side. The National League Panel may waive such penalty when the away side notifies the National League Panel, along with their complaint and counter proposal, that such failure is due to disagreement to the home side's offer.
- 4.8.g When a side withdraws its entry, without an acceptable reason, after the commencement date of the season, the National League Panel shall give warning to the Club and reserves the right to disallow that side to enter in the following season.
- 4.8.h If any name is identified to be in breach of Bye-law 2.16, a warning will be issued to the Club for the first offence. For repeated offences, 0.5 points will be deducted for each discrepancy without any further warning.

4.9 Transfer of Players

When a player has played in one or more completed matches in any sides entered by a Club in any one season, he is not allowed to play in a side entered by another Club unless prior approval of the National League Panel is obtained. Application with reasons for such transfer shall be made in writing to the National League Panel at least three working days in advance.

4.10 Champion Skip Tables

- 4.10.a In association with the running of the National League, the National League Panel will maintain Champion Skip tables for each division which will be updated automatically during the season.
- 4.10.b For each match played, a skip will be awarded:
- (i) Two points for a win; and
 - (ii) One point for a draw.
- 4.10.c The skip acquiring the highest number of points or, if equal, by a higher shot difference in each division will be awarded the title of Champion Team by close of the league season. Along with him are the two players with whom he has played the highest number of matches in that season.
- 4.10.d If points and shot difference are equal, both teams will be awarded the title of Champion Team.

5 HONG KONG, CHINA SQUAD

The Bye-laws in this section shall apply to the management and administration of the Hong Kong, China Squad; and the process of selection and appointment of players to represent Hong Kong, China and the Association in national and international events.

5.1 General

- 5.1.a The Hong Kong, China Squad is composed of two tiers, namely the National Squad and Emerging Squad.
- 5.1.b Except as stated in Bye-law 5.7, members of the Hong Kong, China Squad only shall be eligible for selection to play in a representative team of Hong Kong, China and the Association.
- 5.1.c The Hong Kong, China Squad shall be formed as per Bye-law 5.3. The selection process of the Squad members to form a representative team for a specific event shall be in accordance with Bye-law 5.4.

5.2 High Performance Committee

- 5.2.a The High Performance Committee is accountable to the Council of Management. It is composed of the President of the Association, who shall act as the Chairman, Vice President - International, Vice President - Development and Vice President - Technical.
- 5.2.b The Committee shall be responsible for the management of all matters relating to the Hong Kong, China Squad and any players selected or appointed to represent Hong Kong, China or the Association. The Committee shall report any such matters to the Council of Management as required by these Bye-laws.
- 5.2.c The Committee shall be responsible for the appointment of the Squad Coaching Team comprising the High Performance Coach, National Coach, Assistant Coach and High Performance Manager.
- 5.2.d The Committee shall oversee the selection of the Hong Kong, China Squad and selection and appointment of the representative team of Hong Kong, China or the Association for a specific event.

5.3 Formation and Composition of Hong Kong, China Squad

- 5.3.a Recruitment of members for the Hong Kong, China Squad shall be held at least once every two years. Any player who is eligible to represent Hong Kong, China in accordance with the rules and regulations of World Bowls and the Association shall be eligible to apply.
- 5.3.b Each tier of the Hong Kong, China Squad shall comprise a maximum of 12 members for each gender.
- 5.3.c The High Performance Committee shall wherever possible hold meetings to consider the list of selected applicants recommended by the Squad Coaching Team.
- 5.3.d The Squad Coaching Team shall wherever possible arrange selection interviews, trials and/or physical fitness assessments to ascertain the suitability of applicants.
- 5.3.e In deciding on the applicants to be recommended for selection for the Hong Kong, China Squad, the Squad Coaching Team shall take the following factors into account:
 - (i) Selection interview, trial and/or physical fitness assessment results;
 - (ii) Past performance in national and international events;
 - (iii) Attitude, demeanour and sportsmanship;
 - (iv) Scope for development and expected competitive life span;

- (v) Current and potential best position to be played;
 - (vi) Expected level of commitment and availability;
 - (vii) Past reports from team manager and coach, if an applicant is a current or past Squad member;
 - (viii) Past Squad training reports and disciplinary record, if an applicant is a current or past Squad member; and
 - (ix) Sufficient number of players who are below 25 years of age for participation in under-25 events
- 5.3.f The Squad Coaching Team shall report its recommendation of selections, including the initial allocation of Squad tier, to the High Performance Committee for approval. The Committee shall submit the approved list of selected applicants to the Council of Management for ratification.
- 5.3.g Successful applicants shall sign and undertake to deliver the terms stated in the Players Agreement, which governs, inter alia, the conduct, anti-doping practice, public image, players obligations, including training attendance and publicity duty, of the Squad members. Failure to comply with any of the terms of the Players Agreement may cause a Squad member to be expelled from the Hong Kong, China Squad at any time and/or refusal of his application for Hong Kong, China Squad membership in future for a period of time at the discretion of the High Performance Committee.
- 5.3.h Each term of appointment for the Hong Kong, China Squad shall normally be two calendar years. Removal of Squad members before the expiry of the term of appointment on the ground of unsatisfactory standard of performance and/or discipline shall be at the discretion of the High Performance Committee in consultation with the Squad Coaching Team. As recommended by the Squad Coaching Team, members of a Squad may be transferred between Squad tiers from time to time at the discretion of the High Performance Committee.

5.4 Selection Process of Representative Team for Specific Event

- 5.4.a Upon decided by the Association to participate in a national or international event, the High Performance Committee shall invite application from member of the Hong Kong, China Squad or one of its two tiers in writing with details of the event including the entry requirements and any other necessary criteria for application.
- 5.4.b The High Performance Committee shall hold meetings if necessary to consider the respective representative team, as recommended by the Squad Coaching Team, so as to meet the entry deadlines and other requirements of the scheduled event.
- 5.4.c The Squad Coaching Team may arrange selection interviews, trials and/or assessments for the applicants to ascertain their suitability to be selected for the respective event.
- 5.4.d In recommending the applicants to be selected for the respective event, the Squad Coaching Team shall consider the following factors:
- (i) Selection objectives set by the High Performance Committee;
 - (ii) Level of competition of the respective event;
 - (iii) Selection interview, trial and/or assessment results;
 - (iv) Squad training reports and recent form of the applicant;
 - (v) Past performance of the applicant in the relevant disciplines and/or on the relevant playing surface;
 - (vi) Best position of the applicant;
 - (vii) Level of commitment to the Squad of the applicant;
 - (viii) Attitude, demeanour and ambassadorship of the applicant;
 - (ix) Scope for development of the applicant;
 - (x) Team synergy and compatibility; and
 - (xi) Team manager and coach reports of past events
- 5.4.e The Squad Coaching Team shall report its recommendation of selections in writing to the High Performance Committee for approval. The High Performance Committee shall timely submit the approved representative team to the Council of Management for ratification.

5.5 Team Manager

- 5.5.a The High Performance Committee may appoint a Team Manager prior to each event. The Team Manager shall be accountable to the High Performance Committee.
- 5.5.b Once the Team Manager and the representative team are ratified by the Council of Management, it shall be the sole responsibility of the Team Manager to manage and administer the team, including team officials, coaches and players.
- 5.5.c Within one month of the completion of the respective event, the Team Manager shall present a written report to the High Performance Committee for submission to the Council of Management.

5.6 Performance Incentive

- 5.6.a The Association may offer cash performance incentive to players representing Hong Kong, China and/or the Association, who have achieved satisfactory results in an event. Such incentive is normally an allocation of a proportion of any prize money received from the organizer or incentive award received from the Sports Federation and Olympic Committee of Hong Kong, China or the Hong Kong SAR Government.
- 5.6.b The proportion of allocation of any prize money or incentive award to the eligible players shall be in accordance with this Bye-law. For a team event, such award shall be equally distributed between the team members.
 - (i) 60% of any prize money or incentive award shall be offered to the winner of an event. Only the winner of the main draw or section shall be qualified as the winner of the respective event. Winner of any consolation draw or section shall not be deemed as a winner for the purpose of this Bye-law.
 - (ii) 40% of any prize money or incentive award shall be offered to the first, second and third runners-up of an event.
 - (iii) 20% of any prize money or incentive award shall be offered to other runners-up of an event, including a winner and any runners-up of any consolation draw or section of the respective event.

5.7 Exceptions for Selection of Players from the Squad

- 5.7.a When the Hong Kong, China or the Association Team is invited to participate in events for which special entry requirements and criteria are required by the organisers and/or the Association, the High Performance Committee may select players who are not members of the Hong Kong, China Squad but who otherwise satisfy the special entry requirements and criteria. Examples of such events are as follows:
 - (i) For the World Singles Champion of Champions, the player representing Hong Kong, China shall be the winner of the most recent National Singles Championship.
 - (ii) For the World Bowls Indoor Championship, the player representing Hong Kong, China shall normally be the winner of the most recent National Indoor Singles Championship. In the event of the winner not being available to play, the Committee may select any of the runners-up to represent Hong Kong, China in the event in normal circumstances.
- 5.7.b When the number of available players in the Hong Kong, China Squad is insufficient or when they are unsuitable to be selected for a particular event, the High Performance Committee shall at its discretion invite other players who are not members of the Squad to apply for selection.
- 5.7.c Players, who are not members of the Hong Kong, China Squad but are selected or appointed by the High Performance Committee to represent Hong Kong, China or the Association, shall sign and abide by the Players Agreement that governs their conduct, anti-doping practice, public image, players obligations on training and in publicity exercise. Failure to comply with any terms of the Players Agreement may result in expulsion from the respective representative team by the High Performance Committee.

- 5.7.d The High Performance Committee shall timely submit the selected or appointed representative team for the respective event to the Council of Management for ratification.

5.8 Procedures of Appeal against High Performance Committee Decisions

- 5.8.a When any member of the Hong Kong, China Squad wishes to appeal against the decision of the High Performance Committee, the appellant shall give written notice of his appeal to the Council of Management within seven working days of the official team selection announcement or notice of ruling, whichever is applicable.
- 5.8.b The notice of appeal shall:
- (i) Set out the grounds of appeal;
 - (ii) Be accompanied by a written submission stating why and how the appellant considers the decision of the High Performance Committee is inappropriate; and
 - (iii) Be accompanied with a cheque deposit of HK\$1,000 payable to the Association.
- 5.8.c Upon receiving the Notice of Appeal, the President shall look into the prima facie evidence as provided by the applicant and determine if it is sufficient to call for an appeal panel to handle the appeal. If so, he shall appoint an Appeal Panel comprising three members from the Council and assign the Vice President - International as the co-ordinator of the appeal. A deadline of decision shall be given to the Panel.
- 5.8.d The Appeal Panel shall make their decision by:
- (i) Referring to all relevant documents such as the Notice of Appeal, Squad Coaching Team recommendation report, and minutes taken at the relevant High Performance Committee meetings; and
 - (ii) When necessary, interview any members of the High Performance Committee, Squad Coaching Team and the appellant for further information;
- 5.8.e If the Appeal Panel allows or dismisses the Appeal, the reasons of the decision shall be given in writing to the Council of Management for any further actions. The deposit stated under Bye-law 5.8.b(iii) shall be refunded if the Appeal is allowed, otherwise it will be confiscated.

6 BYE-LAWS OF THE NATIONAL CHAMPIONSHIPS

6.1 List of National Championships and Competitions

- 6.1.a The National Championships and Competitions of the Association shall be managed by the National Championships Panel.
- 6.1.b The Chairman of the National Championships Panel shall be the Vice President - National Championships of the Association appointed by the Council of Management following the Annual General Meeting. He shall form a Panel with at least two other members of the Council of Management.
- 6.1.c The following annual Men, Women and Mixed National Championships and Competitions shall be managed by the National Championships Panel:
- | | |
|----------------------------|---------------------------------------|
| (i) Singles | (xii) Mixed Fours |
| (ii) Pairs | (xiii) Novice Singles |
| (iii) Triples | (xiv) Novice Pairs |
| (iv) Fours | (xv) Under-25 Singles |
| (v) Knock-Out Singles | (xvi) Weekday Fours |
| (vi) Champion of Champions | (xvii) Bowls Grand Prix |
| (vii) Indoor Singles | (xviii) Aitkenhead Fours |
| (viii) 2-4-2 Pairs | (xix) National Day Invitation Triples |
| (ix) Indoor Pairs | (xx) Reunification Cup |
| (x) Mixed Pairs | (xxi) The Golden Bowl |
| (xi) Mixed Triples | |

- 6.1.d The Premier National Championships are:
- | | |
|-------------------------|--|
| (i) Singles (Outdoor) | (iv) Fours (Outdoor) |
| (ii) Pairs (Outdoor) | (v) Classic Singles Qualifying (Outdoor) |
| (iii) Triples (Outdoor) | |

6.2 Responsibilities of National Championships Panel

- 6.2.a The National Championships Panel shall decide on:
- Closing dates for entries;
 - Times, dates and venues for all matches; and
 - Disputes arising from any National Championships and Competitions.
- 6.2.b The National Championships Panel shall manage all competitions, subject to the following conditions:
- For all competitions where no sectional play is involved, the draw shall be made in such a way that byes can only occur in the first round;
 - For all competitions using the single elimination format except the Knock-out Singles and Under-25 Singles, all matches before the semi-final round shall be appointed to play at the home venue of the first-named competitors or teams in the draw. Unless otherwise arranged to be played on a National Championship Finals Day, matches in the rounds of semi-final and final, except for indoor competitions, shall be played on natural surface at a neutral venue where possible.
- 6.2.c Any competitor who is not satisfied with any decision made by the National Championship Panel, except decisions made under Bye-laws 6.6 and 6.7, may raise the matter as a dispute in accordance with Bye-law 1.28.

6.3 Entry Fees

Prior to the commencement of the National Championships and Competitions in any bowling year, the Council of Management shall set fees to be paid by competitors in competitions managed by the Association. Any request for refund of fees for any reason shall be directed to the National Championships Panel, which will make a recommendation to the Council of Management.

6.4 Conditions of Entries and Play

The Conditions of Entries and Play shall be decided by the National Championships Panel. Such Conditions of Entries shall be published with the entries form, and the Conditions of Play shall be published no later than the first-round draw.

6.5 Entry of Competitors

- 6.5.a No competitor may enter more than once in the same competition. If separate team enters the same player, all such teams shall be rejected and excluded from the draw of the competition.
- 6.5.b A competitor shall liaise with his Club Convenor for details of the competition which he has entered.
- 6.5.c Entries for national competitions shall only be accepted from bona fide members of Clubs affiliated to the Association and children of such members. Subject to Bye-law 1.6.d, entries are also accepted for any person who has completed a recognised training course conducted by a Registered Coach, or any person who has previously entered for a national competition organized by the Association.
- 6.5.d Should a competitor ceased to be a bona fide member of the Club who made the original entry:
 - in Singles, the entry will become invalid from the date the player ceased to be a member of the Club who made the original entry. The forthcoming match will be forfeited to the opponent.
 - in Team competition, the entry will still be valid. However, the player needs to be replaced with another club member who is eligible to play as substitute.

6.6 Replacement of Competitors

- 6.6.a Prior to the draw of any competition, Clubs may request the National Championships Panel to replace a team or singles competitor with an alternative team or competitor. Providing the National Championships Panel approves the request for replacement, such team or competitor shall be the original entrant of the competition.
- 6.6.b No replacements other than bona fide substitutes shall be allowed after the draw.

6.7 Substitution of Competitors

- 6.7.a The same competitors entered as a team shall play for the team, but not necessarily in the same order in each match throughout the competition.
- 6.7.b Unless otherwise specified in the Condition of Play, only one substitute shall be permitted for each team in each match of the competition. Any substitution shall be duly notified in writing to the National Championships Panel prior to the commencement of a match. Should it take place during a match, notification should be sent to the Panel before continuing the match. A bowler shall not be allowed to substitute for more than one team in the same competition. Use of an invalid substitute shall result in disqualification of the team.
- 6.7.c No substitute shall play in the position of skip except otherwise provided in Bye-law 6.7.e.
- 6.7.d Substitutes shall not be allowed in any singles competition.
- 6.7.e Unless otherwise specified in the Condition of Play, a substitute shall become a permanent member of the team if he plays more than one match in a competition. The permanent member for whom he substitutes on the occasion when he plays his second match shall take no further part in the competition.

- 6.7.f A team shall at all times have at least 50% of the original entrants remained as permanent members and fielded to play in the match, otherwise the team shall be disqualified.
- 6.7.g Only original entrants can play as skip.
- 6.7.h Should a substitute play in the final of a competition only, that substitute and the permanent member for whom he substituted shall be jointly registered with the Association as winner or runner-up, whichever is applicable.
- 6.7.i The National Championships Panel is empowered to deal with all requests for replacements under Bye-law 6.6 and breaches of the substitution rules under this Bye-law. Their decision regarding the same shall be final and binding upon all Clubs. Any disqualification or request for disqualification, resulting from infringements or alleged infringements of the Bye-laws covering replacements and substitutions may be subject to appeal to the Council of Management.

6.8 Disqualification of Competitors

- 6.8.a All matches shall start at the time as appointed by the National Championships Panel or as mutually agreed by the teams or the competitors and duly notified to the Association in accordance with Bye-law 6.9.a. Any team or competitor failing to appear on the green ready to play a match on the date and at the appointed or mutually agreed time shall forfeit the match to the opponent.
- 6.8.b For the purpose of Bye-law 6.8.a. only, for singles competitions the marker shall be part of the team of the competitor responsible for arranging the marker.
- 6.8.c Any member of such a team so disqualified without playing in the competition shall not be permitted to play as a substitute in accordance with Bye-law 6.7.b.
- 6.8.d Any competitor or team, whose opponent fails to appear at the appointed or mutually agreed time, shall submit to the National Championships Panel a score card signed to that effect by another competitor playing at the venue or by a responsible bowling member of the venue Club in accordance with the procedure stated in Bye-law 6.13.b.

6.9 Venues, Dates and Times of Matches, Markers for Singles, Trial Ends and Declaration of Home Venue

- 6.9.a Competitors may by mutual agreement arrange to play a match, without prejudice to Bye-law 6.9.b, at a venue, date and time other than those appointed by the National Championships Panel, provided that the National Championships Panel is notified in advance and is satisfied that the progress of a competition is not thereby impeded. It is however not applicable to final, semi-final and any other round of matches as stated in the Conditions of Entry.
- 6.9.b A competitor who is selected or appointed by the HKLBA to represent Hong Kong China or the Association as a player in a major event may, when in conflict with his commitment, request the National Championships Panel to re-arrange his match in premier National Championships as listed in Bye-laws 6.1.d. Such player(s) should represent at least 50% of the original entrants of the team. The permission is subject to the sole discretion of the Panel, provided that the Panel is satisfied that the progress of the competition is not thereby significantly impeded.

Major events including:

- Asian Lawn Bowls Championships
- Asia U-25 Lawn Bowls Championships
- China National Lawn Bowls Championships
- China National Lawn Bowls Classic
- National Games of the PRC
- World Bowls Indoor Championships
- World Bowls Championships
- World Junior U-25 Championships
- World Singles Champion of Champions

- 6.9.c The venue for matches of the Premier National Championships listed in Bye-laws 6.1.d shall be designated.
- 6.9.d For singles competitions, the first-named competitor in the draw shall be responsible for arranging the marker. The National Championships Panel may direct other arrangements for the provision of markers.
- 6.9.e Before the start of play in any match, or before continuing an unfinished match on another day, a maximum of one trial end to be played in each direction shall be allowed, unless otherwise specified in the conditions of play.
- 6.9.f Each competitor shall play a maximum of two bowls in each trial end, unless otherwise specified in the conditions of play.
- 6.9.g Except for competitions without any home venue requirement, competitors or teams of a club shall declare one home venue specifying the choice of playing surface in accordance with Bye-law 1.11.a. when they enter for a competition. The declared home venue shall be a venue available for use by the competitor or team. The declared home venue shall not be changed after close of entries, unless otherwise dictated by unforeseen circumstances.
- 6.9.h The drawn home team or competitor shall ensure the availability of venue at the time, date appointed by the National Championships Panel, taking into account the following:
- (i) The drawn home team or competitor shall reserve sufficient time of green availability for a match. If a match is aborted due to insufficient time, the National Championships Panel shall consider forfeiting the match to the opponent or ordering the match be completed in accordance with Bye-law 6.11.
 - (ii) Should the drawn home team or competitor be unable to provide a rink at the time, date and venue appointed by the National Championships Panel, the home team or competitor shall notify the opponent at least 72 hours before the next scheduled match. If a match is rescheduled to play less than 72 hours before the next scheduled match, the Skip or member of the winning team shall advise the Association by email and their next round opponent by text message where the venue of next round is before midnight of the day of the rescheduled match is played.
 - (iii) Players in a team or player in singles who fail to comply with Bye-law 6.9.h(ii) will receive a warning and a suspended penalty for 12 months from the date of the offence. Should the same offence happen again within the 12 months period, the player(s) involved will be disqualified for that competition.
 - (iv) The priority for the choice of neutral venue shall be:
 - (1) Home team or competitor to select a neutral venue to enable the match to be played at the appointed time and date. A different playing surface of the same Club shall not constitute a neutral venue for the purpose of this Bye-law; or
 - (2) Home team or competitor to play at the opponent's home venue at the reasonable cost of the drawn home team or competitor at the appointed date and time; or
 - (3) Re-schedule the match in accordance with Bye-law 6.9.a.
- 6.9.i Before the trial end, names of competitors in each team shall be entered onto the teams' own score card. The home team or competitor shall enter the rink number for the match. The score cards shall be exchanged for entry of the opponents' names. No changes in positions of play shall be permitted once the cards are exchanged.

6.10 Closing of Greens

- 6.10.a Except for the circumstances as stated in Bye-law 1.13, in the event of inclement weather prior to commencement of a match, the Convenor of the home venue shall decide on the availability of greens not more than two hours and, if possible, not less than one hour before the appointed or mutually agreed starting time of the match and inform the opponent accordingly. If no communication between the two teams is made, both sides should be present at the venue at the scheduled time and ready to play the match. Any team or competitor failing to appear on the green ready to play a match at the scheduled time shall forfeit the match to the opponent. As agreed between the competitors or skips of both teams, the starting time of the match may be delayed until the green becomes playable.
- 6.10.b In the event of inclement weather, such as heavy rainfall occurring during a match, every effort shall be made to complete the end in course of play. If it is impossible due to closure of the green, which decision shall be made by the Convenor of the home venue, any partially played end shall be abandoned and recognised as not having been played.

6.11 Unfinished Matches

- 6.11.a If a match is stopped by mutual agreement of the skips or competitors or a mutually agreed umpire, by darkness, by inclement weather, or for any other valid reason, it shall be resumed with the scores as they were when the match is interrupted.
- 6.11.b Unfinished matches, including matches which could not be started due to closure of the greens, shall be completed within six days of the day originally appointed for the match unless the National Championships Panel otherwise directs. It shall be the responsibility of the first-named team or competitor in the draw to ensure that contact is made with their opponent in this situation.
- 6.11.c When completing an unfinished match, or one that cannot be started, the venue shall be the venue at which the match is commenced or originally appointed, in that order of priority. Every effort shall be made to complete an unfinished match on the rink used for the start of the match.

6.12 Decisions in Matches

If the scores are equal in a knock-out competition after the completion of the normal number of ends, an extra end or ends shall be played until a decision is reached.

6.13 Match Results

- 6.13.a Each skip or player nominated by the skip shall keep a scorecard for every match under the direct control of the Association. Each card shall be signed by both skips or each player in the case of a singles match, and each copy so signed shall be regarded as a correct record of the match.
- 6.13.b The winning competitor or the skip of the winning team in a match in National Competition shall be responsible for notifying the match results by e-mail, facsimile or other electronic means to the Association. He shall give all relevant details including the draw, match reference number, time, date and venue by noon of the following day. He shall also inform his opponent in the next match without delay, where the starting time of the next round of match falls before noon of the following day. Skip of each team or competitors in singles match shall retain one copy of the score cards, which shall be forwarded to the National Championships Panel upon demand.

Any infringement of this bye-law shall be liable for a penalty to be decided by the Panel after considering the circumstances of each case.

- 6.13.c If a match is postponed or unfinished, the skip of the first-named team in the draw or the first-named competitor in a singles match shall advise the postponement or non-completion of the match by e-mail, facsimile or other electronic means to the Association. He shall give relevant details including the draw, match reference number, time, date and venue by noon of the following day. He shall also inform his opponent in the next match and any duty official appointed by the Association without delay, where the starting time of the next round of match falls by noon of the following day.

Any infringement of this bye-law shall be liable for a penalty to be decided by the Panel after considering the circumstances of each case.

6.14 Special Bye-laws

Bye-laws 6.15 to 6.21 shall apply only to the specific Championships and Competitions as per their titles in the Bye-laws. They shall take precedence over all other provisions in this Bye-laws.

6.15 Champion of Champions

- 6.15.a Entries shall be restricted to the current holders of:
- (i) The Champion of Champions Championships of the Association.
 - (ii) The Singles Championships of the Association.
 - (iii) The Knock-out Singles Competitions of the Association.
 - (iv) The Indoor Singles Championships of the Association.
 - (v) The Under-25 Singles Championships of the Association.
 - (vi) The male or female as applicable Singles Champions of each Club for the current bowling year.
 - (a) If a Club's Singles Championship competition for the current bowling year has not been completed by close of entry, the Club shall not be eligible to enter a competitor.
 - (b) Entries shall be accepted only from the winners of the Singles Championship competition of a Club, who represents that Club in the National Premier League Competition. As of non-league players, an entry shall be accepted from the winner of the Singles Championship competition of a Club provided that this person enters the Singles Championship competition in one Club only, who would have been eligible under these Bye-laws to play in that Club's National Premier League side.
 - (c) When the winner of a Club's Singles Championship, who has entered for that Club's Single Championship only but having played in the National Premier League for another Club, appeals, the Council of Management shall be empowered to reconsider the application to enter the Champion of Champions Championship. This provides an exemption to the provision under Bye-law 6.15.a.(vi)(b).
- 6.15.b In the case of Champions of the Association, entries shall be made by the Honorary Secretary of the Association.
- 6.15.c In the case of Champions of Clubs, entries shall be made by the respective Club Convenors.
- 6.15.d If a competitor fails to play in a match or withdraws or is disqualified from the competition, all results relating to that competitor shall be expunged. If no satisfactory explanation is given, the Council of Management may debar such competitor or Club from entering the competition in the following bowling year.

6.16 Under-25 Singles

Entries shall be restricted to those who have not reached the age of 25 on the date of the competition.

6.17 2-4-2 Pairs and Mixed 2-4-2 Pairs

- 6.17.a. For each team on each end, the first competitor plays two bowls, his partner plays four bowls, then the first competitor plays his remaining two bowls. The competitor to play first for each team alternates with each end. The same competitor shall therefore play the first two and last two bowls for his team on odd-numbered ends and the third, fourth, fifth and sixth bowls consecutively on even-numbered ends. His partner will play the first two and last two bowls for his team on even-numbered ends and the third, fourth, fifth and sixth bowls consecutively on odd-numbered ends.
- 6.17.b In the event that an extra end is played, the competitor's order of play for each team shall be the opposite of the last end played.
- 6.17.c The competitor who is slated to play the last bowl of the team in the final end of the match shall be deemed as skip.

6.18 Mixed Pairs

Each team shall comprise one woman and one man, and either one can play as skip.

6.19 Mixed Triples

Each team shall comprise at least one woman and one man, and either one can play as skip.

6.20 Mixed Fours

Each team shall comprise at least one woman and one man, and either one can play as skip.

6.21 Novice Competitions

Entries shall be restricted to persons who have never won any open international competition approved by World Bowls or any national competition included in Bye-law 6.1.c.(i) to (xxi).

6.22 The Golden Bowl

Entries shall be restricted to those who have reached the age of 60 or above on the date of the competition.

6.23 Reunification Cup

The Reunification Cup will be held on 1 July or any other date deemed appropriate by the Association.

6.24 National Day Invitation Triples

The National Day Invitation Triples will be held on 1 October or any other date deemed appropriate by the Association.

6.25 Bowler of the Year Award

6.25.a One point shall be awarded for each match won up to and including the Round of 256 teams or competitors, and thereafter as follows:

	Winners in Round of 64	Winners in Round of 32	Winners in Round of 16	Quarter-final Winners	Semi-final Winners	Final Winner
Hong Kong International Bowls Classic Singles & Qualifying (*)	2	2	2	3	7	14
Singles	1	1	1	2	5	10
Pairs	1	1	1	2	5	10
Triples	1	1	1	2	4	8
Fours	1	1	1	2	4	8
Knock-out Singles	1	1	1	1	3	6
2-4-2 Pairs	1	1	1	1	3	6

(*) Points shall be awarded to bowlers qualified through the Qualifying or selected or appointed by the Association to represent Hong Kong China or the Association only.

6.25.b No points shall be awarded for any abandoned games due to no show, walkover or withdrawal.

6.25.c Should a substitution take place during a match, points shall be awarded to the player who played the highest number of ends in the match.

6.25.d The winner of the Bowler of the Year Award is the bowler who finishes the corresponding bowling year with the highest number of points, provided that the bowler has participated in a premier national championship event listed in Bye-law 6.1.d in the same bowling year.

7 YOUTH DEVELOPMENT

7.1 Management, Coaches, Co-ordinator and Youth Development Coaching Director

- 7.1.a The youth development and training programme of the Association shall be managed by the Vice President - Development of the Association ("VP-Development"), delegated with the responsibility by the Council following the Annual General Meeting.
- 7.1.b A Youth Development Coaching Director (YDCD) reporting to the VP-Development shall perform and make sure that all reasonable tasks and duties in relation to the Youth Development Team, Pre-youth Squad and Young Athletes Lawn Bowls Training Schemes, and any other programmes are in line with the direction as assigned from time to time by the VP-Development. The VP-Development shall facilitate the High Performance Committee for as much as possible, should the latter have any request to be performed by the YDCD.
- 7.1.c A number of coaches, one of them shall be the Youth Development Team Co-ordinator (YDTC) reporting to the YDCD, are deployed to manage and to train the Youth Development Team (YDT) until they reach the age of 29. The YDTC shall initiate and execute training programmes and conduct recruitment events at periodic intervals as per directed by the YDCD.
- 7.1.d A number of coaches, one of them shall be the Pre-youth Squad Co-ordinator reporting to the YDCD, are deployed to manage and to train the Pre-youth Squad. The Pre-youth Squad Co-ordinator shall initiate and execute training programmes and conduct athlete recruitment events at periodic intervals as per directed by the YDCD.
- 7.1.e A number of coaches, one of them shall be the Young Athletes Lawn Bowls Training Schemes Coordinator reporting to the YDCD, are deployed to manage and to train the participants of the Young Athletes Lawn Bowls Training Schemes. The Young Athletes Lawn Bowls Training Schemes Coordinator shall initiate and execute training programmes and conduct athlete recruitment events at periodic intervals as per directed by the YDCD.

7.2 Entry into Youth Development Programme

Any persons under the age of 29 can enter the Youth Development Programme through:

- 7.2.a Graduates of the Pre-youth Squad and Young Athletes Lawn Bowls Training Schemes; or
- 7.2.b Open recruitment.

7.3 League Matches During School Final Examination Period

Once in the team, apart from training, manner and etiquette of bowls, members' school studies shall be considered and shall take precedence over league matches. The YDT may rearrange their league match to a date beyond the limit set in Bye-law 2.8.a, but only for matches scheduled during their final examination period.

7.4 Side Coaching for YDT Matches

For the purpose of developing our youth team players, side coaching to YDT players by designated coaches during league matches or national competitions is allowed, except otherwise provided in Bye-law 7.7.g. The designated coach shall stay at a position off the green. He shall not initiate any advice to the players, but free to do so upon the player's request without interfering the opposition.

7.5 YDT Member Secondment to Club

- 7.5.a On the condition that the YDT league teams are fielding full teams and with an adequate number of reserves in an upcoming round of league match, YDT members not on the roster may be seconded to play for Clubs. Clubs shall apply to the HKLBA Office not less than 3 working days preceding the league match concerned, stating the number of YDT members required but not specific YDT members. The YDT Co-ordinator shall allocate any YDT members available to Clubs on a first-come-first-served basis. Clubs shall pay the Association a capitation fee set by the Council of Management. Clubs shall not incur any expenditure relating to a league match upon any YDT members on secondment. YDT members on secondment shall wear YDT uniform only.
- 7.5.b Clubs shall be permitted to use YDT member secondments under the following conditions to make up the minimum number of players required for a side (nine players for Premier League, six players for Triples League):
- (i) maximum of three YDT secondments in a match;
 - (ii) maximum of one YDT secondments in one team;
 - (iii) YDT secondment shall not play skip; and
 - (iv) Name of YDT secondment appended with "(YDT)" on the score card.

7.6 YDT Member Playing for Club

When an YDT member is seconded to play for a Club, rules set out in Bye-law 2.12.e. shall not apply.

7.7 Team up with Hong Kong China Squad in National Competitions

YDT members shall be permitted to form a team with Hong Kong China Squad members to participate in National Competitions in the name of HKYDT under the following conditions:

- 7.7.a Prior written approval of the YDT Coordinator shall be required for any YDT member to form such a team.
- 7.7.b At least one of the members of the team thus formed shall be a YDT member.
- 7.7.c If a substitute is required,
- (i) the substitute shall be a member of the Hong Kong China Squad or YDT;
 - (ii) at least one YDT member shall be included in the team after the substitution; and
 - (iii) prior written approval of the YDT Co-ordinator shall be required for any Hong Kong China Squad or YDT member to act as a substitute.
- 7.7.d During the course of the national competition concerned,
- (i) all members of the team shall abide by the relevant rules and regulations of the YDT as from time to time instructed by the YDT Co-ordinator;
 - (ii) smoking and alcohol shall be strictly prohibited; and
 - (iii) failure to comply with 7.7.d (i) and (ii) will lead to disciplinary action by VP Development.
- 7.7.e All members of the team shall be required to wear the same YDT team uniform in all matches, except otherwise required by the conditions of play of the event concerned.
- 7.7.f All entries shall be submitted to the Association via the YDT Co-ordinator. YDT members of the team shall continue to be entitled to any prevalent entries fee subsidy or discount. Hong Kong China Squad members shall pay the full fee. The team shall not be entitled to any venue subsidy normally afforded to YDT members.
- 7.7.g No side coaching for the team is allowed.

7.8 YDT Member Development by Club

If a Club wishes to take over the development of any YDT member from the Association, the general committee of the Club shall apply to the Association in writing setting out their conditions which shall be:

- 7.8.a Beneficial to the development of the YDT member;
- 7.8.b Not contravening any rules and regulations of the Club or the Association; and
- 7.8.c Willingly accepted by the YDT member.

7.9 Conditions on YDT Member Development by Club

Once the application in Bye-law 7.8 is approved by the HKLBA, the YDT members shall be handed over to the Club which shall undertake to:

- 7.9.a Fulfil the conditions set out in Bye-law 7.8;
- 7.9.b Provide the Association with progress reports on the YDT member at the following intervals:
 - (i) Completion of the first half of the premier league;
 - (ii) Completion of the premier league; and
 - (iii) Completion of the triples league.

7.10 Graduation of YDT Members

The Association shall assist YDT members to be acquired by Clubs, upon any such YDT member reaching the age of 29.