

Hong Kong Lawn Bowls Association



Bye-Laws

VERSION 17

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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 and, 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 and controlled 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.

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 Bye-laws;
- (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 and neuter genders 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 may employ 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, each Club's vote entitlement is based on their total number of men and women sides competing in the current or most recent Premier League Competitions, 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. In the event of a matter being raised for which a vote is required at a Council of Management Meeting and, in the opinion of the Chairman of the meeting, a Club's representative having an actual or potential 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 the Club's representative's:-
 - (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. An Organising Committee will be formed by the Council of Management to organise the said event.
- 1.7.c. In conjunction with the Presentation of prizes, a Year Book shall normally be produced.
- 1.7.d. Dress for the Presentation Dinner shall be respectable smart casual.

1.8. Umpires

- 1.8.a. Anyone can apply to the Umpires Panel to be examined as a National Umpire.
- 1.8.b. The Umpires Panel shall consist of a minimum of five National Umpires qualified under HKLBA, subject to annual appointment approved at the first Council of Management Meeting following the Annual General Meeting. The Panel Chairperson shall be the Vice President of the Association delegated the responsibility following the Annual General Meeting. The Council of Management as necessary shall replace any retirement or resignation from the Panel during the year, and such replacement shall hold office until the next regular election at the first Council of Management Meeting following the Annual General Meeting.
- 1.8.c. The Umpires Panel shall be empowered to conduct training courses and umpires examinations and shall keep a register of all qualified National and International Umpires and shall notify the Council of Management of all persons so qualifying.
- 1.8.d. 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. Anyone can apply to the Coaching Panel to be examined as a Coach.
- 1.9.b. The Coaching Panel shall consist of a minimum of five coaches qualified under HKLBA, subject to annual appointment approved at the first Council of Management Meeting following the Annual General Meeting. The Panel Chairperson shall be the Vice President of the Association delegated the responsibility following the Annual General Meeting. The Council of Management as necessary shall replace any retirement or resignation from the Panel during the year, and such replacement shall hold office until the next regular election at the first Council of Management Meeting following the Annual General Meeting.
- 1.9.c. The Coaching Panel shall be empowered to conduct training courses and examinations and shall keep a register of all qualified coaches and shall notify the Council of Management of all persons so qualifying.
- 1.9.d. The Coaching Panel shall decide on: -
 - (i) Coaches assigned for training courses, fundays 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. The Greens Panel shall consist of a Chairperson and three persons appointed annually 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 for the Panel.
- 1.10.b. The Greens Panel shall report to the Council of Management on the condition of all greens upon which Association matches are to be played. For such purposes, they may co-opt any further people onto their Panel as and when they wish.
- 1.10.c. Any complaint from any Club concerning the condition of any green will be referred to the Greens Panel who will investigate the complaint and report to the Council of Management with a recommendation.
- 1.10.d. A match shall be continued as long as the green is open except for the circumstances as stated in Bye-law 1.13 and 1.10.e. 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 competition 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.e. The accepted pace for a green will be from 9 to 18 seconds.
- (i) The query of the pace of the green assigned for the match to be played should only be raised after trial ends but before the first end commenced. Once the game started, no query on the pace of the green is allowed.
 - (ii) If the pace of the green proves to be out of the allowed 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.f. 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.g. 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 specifically nominated otherwise, shall be played on a natural bowling surface if available. Where a Club has a choice of playing surface, competition entries which are to use that Club as a home venue 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. Revision to Choice 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, 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, at the discretion of the home team in any match, and 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 related 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 will 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 will be followed:
 - (i) If the venue remains open and with agreement between the two opponents, the game should play as scheduled.
 - (ii) For matches which have been started, if both side cannot agree on the continuation of the matches, the stop shall be at the conclusion of the end in course of play.
- 1.13.d. When the temperature reached 35C or below 8C at the scheduled starting time, based on the Regional Weather Report 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 if the weather does not comply with these requirements.
 - (ii) The cost for public greens shall be borne by the side who raised 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 may be validly used.

For international competitions or qualifying tournaments for international competitions, bowls shall comply with the provisions of the Laws of the Sport of Bowls as issued by World Bowls or the competition organiser's requirements.

- 1.14.b. Any case of dispute arising from the latest edition of the Laws of the Sport of Bowls regarding the validity of a bowl 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 Dress Code

- 1.15.a. Players of the same side or team shall wear matching Club shirts when representing a Club, where shirts shall have collars and 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 1.15.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 coloured unless they are the Club lawn bowls kit of the players and markers and bear 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 coloured 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.

1.15.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.

1.16. 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.



1.17. Restricting Movement of Players

- 1.17.a. All the 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.
- 1.17.b. No double skipping is allowed.
- 1.17.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.
- 1.17.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.
- 1.17.e. Teams should avoid prolonged discussion on a particular head or during exchange of position.
- 1.17.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 where appropriate. Points can be deducted for National League Competition. Repeated offender may be suspended from playing in the next round of matches in National Competition.

1.18. 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 and coaches.



1.19. 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 if 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 Shield
- (vi) Indian Recreation Club Invitation Triples
- (vii) Under-25 Singles
- (viii) Any other matches so excepted by the Association

1.20. Complaints.

1.20.a Any complaint containing an allegation of misconduct as defined in Bye-law 1.22 shall be made in writing to the President of HKLBA for the attention of the Council of Management through the Convenor within one week of the alleged occurrence, and the Council of Management shall then expeditiously act upon the information received by deciding on and directing the action to be taken including dismissal of the complaint or requiring the complaint be referred to the Disciplinary Panel or other relevant Panel

1.20.b Except a complaint made in accordance with Bye-law 1.20.a, any complaint regarding a dispute as defined in Bye-law 1.25. shall be made in writing through the Convenor addressed to the HKLBA for the attention of the Chairman of relevant Panel for determination in accordance with Bye-law 1.26.

1.21. Disciplinary Panel

1.21.a. The Disciplinary Panel shall, upon any complaint concerning misconduct and/or dispute being referred to it by the Council of Management or by other relevant Panel, investigate and make judgement on the actions to be taken.

1.21.b. The Disciplinary Panel shall comprise an Officer as Chairman and a minimum of five members from the Council of Management. The Chairman also has the authority to co-opt persons into the Panel when necessary. The members of the Panel should, if possible, comprise: -

- (i) Umpires Panel Members, for his extensive knowledge of the Laws of the Sport of Bowls; and
- (ii) Persons with legal experience, preferably a lawyer.

On each occasion, no Panel Member who has an interest in the matter before the Panel is eligible to sit on the Disciplinary Panel. In an emergency situation any three members of the Panel may constitute a quorum.

1.21.c. The functions of the Disciplinary Panel shall be to: -

- (i) Hear and determine any allegation of misconduct or a dispute properly made to it under the Bye-law;
- (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.



1.22. 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 shall be submitted in writing and shall be submitted as soon as possible and no later than 14 days after the alleged incident or incidents of misconduct occurred. The Disciplinary Panel in its discretion may accept an allegation after 14 days if exceptional circumstance exists.

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 shall not be restricted to situations where a Club or any other member or official of HKLBA, or a member or official of a Club, as the case may be: -

- 1.22.a. Breaches any provision of the Laws of the Sport of Bowls;
- 1.22.b. Deliberately loses or attempts to lose a match of bowls or plays unfairly;
- 1.22.c. Alters a bowl after it has been stamped by a registered bowls tester without submitting it for retesting and re-stamping;
- 1.22.d. At any event, function or activity of HKLBA, or whilst on the property of HKLBA, uses any profane, indecent or improper language;
- 1.22.e. At any time or place engages in offensive or insulting behaviour towards HKLBA, or any person acting for or on behalf of HKLBA or a Club;
- 1.22.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 Disciplinary Panel.
- 1.22.g. Acts in a manner which brought, or could bring HKLBA into disrepute;
- 1.22.h. Aids or abets any of the conduct specified in (a) to (g) above.

1.23. Procedure for Misconduct

- 1.23.a. Upon the receipt of an allegation of misconduct, the Chairman of the Disciplinary Panel shall as soon as practicable determine the availability of the Panel members. The Panel shall notify the other parties affected by the allegation of the fact that notice has been received and send to them copies of the allegation and any documentation or materials received in relation to it.
- 1.23.b. If the allegation cannot be determined on the papers, a hearing will be required. A date, time and place for the hearing of the allegation will then be decided. At least 7 days notice of the hearing will be given to the parties affected by the allegation, 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.
- 1.23.c. The notice of the hearing shall be in writing and state whether the party or parties concerned are required to appear or whether the allegation will be determined on the papers. It will state the nature of the hearing and the matters or alleged offence(s), the subject of determination, the possible penalty or penalties and the date, time and place of the hearing.
- 1.23.d. 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.



- 1.23.e. If the person against whom the allegation is made is absent or fails to make any written submissions, or their witness is absent, a decision may be made by the Disciplinary Panel in their absence or an adjournment may be granted. Before making such a decision in the person's absence the Disciplinary Panel shall satisfy itself that the person concerned was aware of the time, date and place of hearing and had been requested to participate in the hearing in accordance with these Bye-laws.
- 1.23.f. If, after determination of the dispute on the papers submitted or determination by the hearing of the parties, 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 and the Council of Management. 1.23.g. If the Disciplinary Panel finds an offence of misconduct has been committed, it may impose, in its discretion, an appropriate penalty as set out in Bye-law 1.24.
- 1.23.h. In addition, or in the alternative to imposing any penalty, the Disciplinary Panel may, announce its findings with the recommendation as it considers appropriate.
- 1.23.i. If a decision cannot be given by the Disciplinary Panel immediately after the hearing, the relevant party or parties shall be advised of the date by which the decision will be given. Upon the Disciplinary Panel making its decision, details of the decision, any penalty, the reasons for the decision and notice of the person's appeal rights shall be given in writing by the Chairman of the Disciplinary Panel to the parties and to the Council of Management

1.24. Recommendations and Penalties of Misconduct

If the Disciplinary Panel finds that an offence under Bye-law 1.22 has been committed, it may impose any one or more of the following penalties: -

- 1.24.a. A reprimand;
- 1.24.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;
- 1.24.c. Exclusion from a particular competition, tournament, event, meetings or functions of HKLBA;
- 1.24.d. Fines, imposed in such manner and in such amount as the Disciplinary Panel thinks fit;
- 1.24.e. Any other penalty specified in the Bye-law, or any policy, resolution or determination which the person/Club has breached, failed, refused or neglected to comply with;
- 1.24.f. Such other penalty as the Disciplinary Panel considers commensurate with the offence; and/or
- 1.24.g. Such combination of any of the above penalties as the Disciplinary Panel thinks fit.

Every decision of the Disciplinary Panel shall, unless otherwise specified, take effect immediately upon the date the decision is dated.

A decision of the Disciplinary Panel under Bye-law 1.24 may be appealed under Bye-law 1.27.

1.25. Disputes

For the purpose of this Bye-law, the definition of "dispute" shall include situations where a Club or any other member of HKLBA, or a member or official of a Club, 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.



1.26. Procedure for Dispute

- 1.26.a. Where there is a dispute, any party to the dispute may refer it in accordance with Bye-law 1.20 to the Chairman of the relevant panel, through their Club Convenors, for determination. The dispute shall be submitted in writing and shall be submitted as soon as possible and no later than 14 days after the alleged incident or incidents giving rise to the dispute occurred. The relevant Panel in its discretion may accept a dispute after 14 days if exceptional circumstances exist.
- 1.26.b. Upon the receipt of a notice of a dispute through the Club Convenor(s), the Chairman of the relevant Panel shall as soon as practicable determine the availability of the relevant Panel members. The Chairman of the relevant Panel shall notify the other parties affected by the allegation of the fact that notice has been received and send to them copies of the allegation and any documentation or materials received in relation to it. The relevant Panel shall have the right at this stage to decide that the complaint made shall be referred to the Discipline Panel in accordance with Bye-law 1.20 and shall advise the Chairman of the Disciplinary Panel and all parties involved in the complaint of the decision.
- 1.26.c. In the event of the relevant Panel deciding that the dispute cannot be resolved by the investigation and exchange of documentation, the date, time and place for a hearing of the allegation will then be decided. At least 7 days notice of the hearing will be given to the parties affected by the allegation, 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.
- 1.26.d. The notice of the hearing shall be in writing and state whether the party or parties concerned are required to appear or whether the allegation will be determined on the papers. It will state the nature of the hearing and the matters or alleged offence(s), the subject of determination, the possible penalty or penalties and the date, time and place of the hearing.
- 1.26.e. If after enquiry and agreement of the parties, the relevant Panel considers that there is a reasonable prospect of the dispute being resolved by further discussion and/or mediation, rather than by determination of the relevant Panel, it shall mediate the dispute to see whether an agreement can be reached between the parties. The parties shall determine, by agreement, the time period in which they will attempt to resolve the dispute by mediation.
- 1.26.f. If by the agreed time period an agreement by mediation is reached on the outcome of the dispute, 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.
- 1.26.g. If after relevant Panel has determined the outcome of the dispute, the decision, and the reasons for the decision and notice of the person's appeal rights shall be given by the Chairman of the relevant Panel in writing to the parties and to the Council of Management
- 1.26.h. If a decision cannot be given by the relevant Panel immediately after the hearing, the relevant party or parties shall be advised of the date by which the decision will be given.

1.27. Appeals

- 1.27.a. Where a party the subject of a decision made under Bye-law 1.22 or 1.25 wishes to appeal against the decisions of the Disciplinary Panel or the relevant Panel, the appellant shall give written notice of the appeal to the President of the HKLBA within 14 days of the decision appealed against being advised in writing to the Appellant.
- 1.27.b. The appellant shall lodge a deposit of HK\$500 with the HKLBA.



- 1.27.c. Any appeal shall be limited to any one or more of the following grounds: -
- (i) That natural justice was denied;
 - (ii) The decision making body acted ultra vires or beyond its powers;
 - (iii) That substantially new evidence has become available after the decision which is being appealed;
 - (iv) In respect of misconduct proceedings only, that the penalty was either excessive or inappropriate;
 - (v) Wrongful interpretation of the Bye-laws.
- 1.27.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 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 wrong.

1.28. Procedure for Appeals

- 1.28.a. Upon receiving the Notice of Appeal, the President shall as soon as practicable: -
- (i) Appoint three members from the Disciplinary Panel as Appeal Panel members none of whom should have sat on the original hearing;
 - (ii) Notify the other parties affected by the appeal of the fact that the appeal has been referred to the Appeal Panel and send to them copies of the Notice of Appeal and any documentation or materials received in relation 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;
 - (iv) Give the parties affected by the appeal at least 7 days notice of 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 shall not be by way of rehearing but shall be limited to the decision against which is being appealed. Notwithstanding this, the Appeal Panel may hear or rehear evidence which was heard before the decision making body, if in the interest of natural justice, it considers it appropriate to do so.
- 1.28.b. Having heard the appeal, the Appeal Panel may make the following orders: -
- (i) Allow the appeal, and reduce or increase any penalty which was imposed by the Disciplinary Panel; 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 as it considers necessary;
 - (iv) The deposit stated under Bye-law 1.27.b shall be refunded under order 1.28.b.(i) or 1.28.b.(iii), or confiscated the deposit under order 1.28.b.(ii).
- 1.28.c. Once the Appeal Panel has determined the outcome of the appeal, the decision, and the reasons for the decision shall be given in writing to the parties and the Council of Management.
- 1.28.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.
- 1.28.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 Bye-laws in this section will apply to all National League Competitions unless otherwise specifically modified within the specific provision of the particular League Competition. The National League Competitions shall be managed and controlled by the National League Panel. The National League Panel Chairman shall be the Vice President of the Association delegated the responsibility following the Annual General Meeting, and at least two other panel members who shall be members of the Council of Management. When a player or side violates a bye-law and the penalty is not clearly defined, the League Panel can recommend any penalty to Council of Management for endorsement.

2.1. Adjustments to Composition of Divisions

Nothing in Bye-law 3.2 and 4.2 shall prevent the Council of Management, prior to the start of the League season, from 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

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

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 unless the Council of Management shall decide otherwise.

2.4 Position in League

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. 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. In the event of the shots difference being the same, the manner by which the winning team shall be decided, 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 matches, the drawing of rinks shall be done before the match starts in accordance with the following procedure. 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 rink 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 twenty two 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. Prior to the commencement of the season all sides shall nominate a preferred day of the week when postponed matches may be played.
- 2.8.d. In case when a match has to be postponed, abandoned or is unfinished, then on the original scheduled day of the match, the home side shall offer three alternative dates and/or time to the away side. The alternatives shall include the date as 2.8.c together with two others required under Bye-law 2.8.a. The home side shall within 48 hours of the date and time of the original scheduled match, advise the National League panel of details of the offer. The away side shall agree to one of 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. In the event that 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 of details of dispute together with details of counter offers of dates. 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 proposed subject to the proposer confirming agreement of availability of the venue from the venue's convenor or authority for a public green.
- 2.8.g. In the event that an away side requests to postpone the approved day of a match and when such postponement caused financial lost 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. Such financial penalty should be a fixed amount determined by the National League Panel to reflect the normal average public green fee and the financial penalty imposed shall be in addition to other ruling of the Panel or penalties applied under the Bye-laws. The financial penalty will be credited to the home side when HKLBA received it from the away side.
- 2.8.h. 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.

If a match is interrupted after the start of the match, it shall become a resumed match. For a resumed match, the draw for rinks shall remain as drawn and no player changes between or within teams shall be made except as permitted for resumed matches.



2.9. Score in Unfinished Matches

When a match is stopped by mutual agreement, by an appeal to a mutually agreed umpire, by darkness, by inclement weather, or for any other valid reason, it shall be resumed with the scores of all teams standing as they were when the match was stopped.

2.10. Closing of Greens

2.10.a. In the event of inclement weather prior to a match commencing, the home side Convenor shall make a decision regarding the availability of the greens not more than two hours and, if possible, not less than one hour before the appointed starting time and shall have a responsible person available during the two hours before the appointed 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. If it is impossible due to closure of the greens, which decision shall be made by the home side, any partially played head shall be abandoned and recognised as not having been played.

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. Once a bowler played in a match, he is 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 was interrupted.

2.12.b. Interrupted matches which commenced with a complete team of four (three in triples) but resumed 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. Exception has to get prior approval from the National League Panel. No substitute may play in the position of skip.

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 played 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 for YDT members in accordance with Bye-law 7.6.

2.13. Fees for Entry into League Competitions

Prior to the 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 members of same side away from the SAR representing Hong Kong, their Club may apply to the National League Panel for approval to re-schedule any matches due to be played during their absence. Approval will be subject to the players having played or given a clear indication of playing in the National League Competitions scheduled during their proposed absence.

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 names of participants shall be recorded with the National League Panel. The names of players shall be advised to the Chairman of the National League Panel no later than the time for result capture or verification as Bye-law 2.19.e of the first match that the player plays in a season.

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 green availability as per 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 reasonably sufficient time of green availability for a league match. If the match was stopped due to insufficient time, the League Panel may consider imposing a penalty by deducting 1 point per rink to the home side.

2.18 Rearranged Match at Season Starts

- 2.18.a. For rearranged matches, the home side shall make offers within 7 days after the fixture was confirmed. If home side fails to make the offer within 7 days, a reminder will be issued. If the home side still does not respond within 24 hours, 1 point will be deducted.
- 2.18.b. The away side can agree to home side offer or make counter-offers within 96 hours after receiving the home side offers. If away side fails to respond to home side offers within 96 hours, a reminder will be issued. If the away side still does not respond within 24 hours, 1 point will be deducted 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, upon expiry of such notice, the relevant scorecards have not been submitted, the offending side will be deducted one point for each un-submitted scorecard, with a maximum of 3 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. Convenors, or their representatives, of 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.

The Convenor, or his representatives, of the Away Side shall verify the match result data within 96 hours of the starting time of the match. In the event that the Convenor, or his representatives, of the Away Side cannot verify, or disagrees with, the match result data, he shall report the matter to HKLBA within 96 hours of the starting time of the match.

In the event that the input of the result information is not made by the Home Side within the time specified above or the correct result data is not verified by the Away Side within the time specified above or the Away Side fails to report its disagreement with the result data input by the Home Side within the time specified above, the respective offending Side shall be deducted 1 point.



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

3.1. Composition of Teams

- 3.1.a. The National League Competitions shall be played between sides of three teams of four players with each player bowling two bowls per end entered by Clubs.
- 3.1.b. If more than one side is entered by a Club, the sides will be suffixed A, B, C etc., and this nomenclature will define the descending order of rankings of these sides within that Club as agreed by the National League Panel.
- 3.1.c. Convenors may nominate a member of his Club as Captain of a side to 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 each division will normally 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. The commencement date of each league shall be decided by the Council of Management on the recommendation of the National League Panel.

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. The original fixture of all matches, including the venue, the appointed day and the appointed starting time, shall be decided by the National League Panel prior to the commencement of the league season. 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 to HKLBA office at least 6 days in advance of the match start, 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, 2 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 8 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. If at the appointed time, less than twelve but at least nine players are present, the offending side shall field teams of three players, the numbers 1 and 2 bowling 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 for any reason, except those given in 3.5.a and 3.5.b, a side fails to arrive, 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 non offending side shall receive 8 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 4 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 for each side, in writing, 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 except to continue his resumed match.
- 3.6.c. A registered player is allowed to play in a higher ranking 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 8 or more complete matches for that side or for any other side ranked higher than that side in accordance with Bye-law 3.1.b, except for situation under Bye-law 2.11.b.
- 3.7.b. A player is tied once the player completes his 8th match. Any player who has become tied to a side in accordance with Bye-law 3.7.a shall not play for any side ranked lower in accordance with Bye-law 3.1.b.

3.8. Penalties

- 3.8.a. Where there is a breach of Bye-law 2.11, 3.6 or 3.7, the side for which he plays shall have 2 points deducted from its match score. The opposing side shall have 2 points added if the team in which the defaulting player was the opponent lost and one point added if the team drew.
- 3.8.b. When a player breaches Bye-law 2.12.c improper use of substitutes, or 2.12.e playing more than one match in the same original fixture, the side for which he plays the second match shall have 2 points deducted from its match score. The opposing side shall have 2 points added if the team in which the defaulting player was the opponent lost, and one point if the team drew.
- 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 8 points from any side match.
- 3.8.d. Where the names 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 1 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 2.8.d the home side shall be deducted one point. The National League Panel may waive such penalty where the home Club demonstrates to the satisfaction of the National League Panel that any such delay is due to unavoidable inability to reserve or confirm availability of the home green.
- 3.8.f. Where an away side fails to action an offer for a re-schedule match as 2.8.d the away side shall be deducted one point. In the event that an away side notifies the National League Panel of a failure to agree to an offer and includes a compliant, or counter proposal then the National League Panel may waive such a penalty.
- 3.8.g. In the event that a side withdraws its entry, without an acceptable reason, after the commencement date of the season has been decided by the Council of Management in accordance with Bye-law 3.3.c, the National League Panel shall give warning to the Club and reserves the right to not allow that side to enter in the following season.
- 3.8.h. If any name is identified 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 a completed match or more in any sides entered by one Club in any one season 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 at least three clear 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, Champion Skip tables will be maintained by the National League Panel for each division and issued at regular intervals 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 in a season will be awarded the title of Champion Team along with 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 bowling 3 bowls per end entered by Clubs.
- 4.1.b. If more than one side is entered by a Club, the sides will be suffixed A, B, C etc., and 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 to 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 each of the first, second and third 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. 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.
- 4.3.c. The commencement date of each season shall be decided by the Council of Management on the recommendation of the National League Panel.

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. The original fixture of all matches, including the venue, the appointed day and the appointed starting time, upon recommendations from the National League Panel, shall be agreed by the Council of Management prior to the commencement of the league season. 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.
- 4.5.b. If any side requests to rearrange a match, their application shall arrive HKLBA office at least 6 days in advance of the match start, 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, 2 points will be deducted to 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 8 days in advance. If the Panel allows a postponement it shall instruct postponements in a priority of lowest ranked team to highest ranked team.
- 4.5.c. If at the appointed time, less than nine but at least six players are present, the offending side shall field teams of two players, bowling four 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 third 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 two players. The lead in the side with three players shall play a second bowl immediately after his first bowl.
- 4.5.d. 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, 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 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 non offending side shall receive 8 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 4 points; and
 - (iv) deciding whether the offending party should be deducted additional points.
- 4.5.e. In the event of the offending party failing to comply with the requirement of Bye-law 4.5.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.

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 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 4 or more complete matches for that side or for any other side ranked higher than that side in accordance with Bye-law 4.1.b, except for situation under Bye-law 2.11.b.
- 4.7.b. A player is tied once the player completes his 4th match. 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 in accordance with Bye-law 4.1.b.

4.8. Penalties

- 4.8.a. Where there is a breach of Bye-law 2.11, 4.6 or 4.7, the side for which he plays shall have 2 points deducted from its match score. The opposing side shall have 2 points added if the team in which the defaulting player was the opponent lost and one point added if the teams drew.
- 4.8.b. When a player breaches Bye-law 2.12.c improper use of substitutes, or 2.12.e playing more than one match in the same original fixture, the side for which he plays the second match shall have 2 points deducted from its match score. The opposing side shall have 2 points added if the team in which the defaulting player was the opponent lost and one point if the team drew.
- 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 8 points from any side match.
- 4.8.d. Where the names of player is not advised to the Chairman of the National League Panel as required by Bye-law 2.15.b a penalty of 1 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 2.8.d the home side shall be deducted one point. The National League Panel may waive such penalty where the home side demonstrates to the satisfaction of the National League Panel that any such delay is due to unavoidable inability to reserve or confirm availability of the home green.
- 4.8.f. Where an away side fails to action an offer for a re-schedule match as 2.8.d the away side shall be deducted one point. In the event that an away side notifies the National League Panel of a failure to agree to an offer and includes a compliant, or counter proposal then the National League Panel may waive such a penalty.
- 4.8.g. In the event that a side withdraws its entry, without an acceptable reason, after the commencement date of the season has been decided by the Council of Management in accordance with Bye-law 4.3.c, the National League Panel shall give warning to the Club and reserves the right to not allow that side to enter in the following season.
- 4.8.h. If any name is identified 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

A player who has played in a completed match or more in any sides entered by one Club in any one season 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 at least three clear days in advance to the National League Panel.



4.10. Champion Skip Tables

- 4.10.a. In association with the running of the National League, Champion Skip tables will be maintained by the National League Panel for each division and issued at regular intervals 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 in a season will be awarded the title of Champion Team along with 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 TEAM

The Bye-laws in this section shall apply to the process of selection of players to represent Hong Kong China in national and international events. The Vice President (International) of the Association shall be responsible for the management of all matters relating to the Hong Kong China Squad and/or Team, and the Hong Kong China Under 25 Squad and/or Team, and for reporting such matters to the Council of Management as required by these Bye-laws.

5.1. General

- 5.1.a. The Hong Kong China Team selection process incorporating the formation of the Hong Kong China Squad and Hong Kong China Under 25 Squad (U25 Squad) shall require the sanction of the Council of Management.
- 5.1.b. Except as stated in Bye-law 5.9, only members of the Hong Kong China Squad and U25 Squad shall be eligible for selection to play in a Hong Kong China Team.
- 5.1.c. The Hong Kong China Squad and U25 Squad proposed by the Vice President (International) in conjunction with the National Coach and the High Performance Manager and endorsed by the Selection Panel shall require the sanction of the Council of Management each year.
- 5.1.d. The formation of the Hong Kong China Squad and U25 Squad shall be as described in Bye-law 5.4 and 5.5. The selection process of the Squad members to form a Hong Kong China Team for specific events shall be as described in Bye-law 5.6.

5.2 High Performance Committee

- 5.2.a The High Performance Committee (HPC) is in charge of the development plan for all elite athletes and coaches. The objective is to use the best available techniques to ensure our athletes have the best possible chance to optimise their potential as world class bowlers.
- 5.2.b The HPC will be chaired by the President or Vice President (International) of the Association. Other members included the Vice President (Technical) and Vice President (Development).
- 5.3.c The duties of HPC includes but not limited to:
 - (i) Conduct annual review of the squad training program;
 - (ii) Conduct annual review of the Hong Kong China Squad and U25 Squad and communicate any policy changes to key stakeholders including councillors, athletes and coaches;
 - (iii) Develop an annual budget that encompasses National Team's training and overseas competition costs;
 - (iv) Conduct annual audit of the training program to ensure that all athletes have a development plan in place;
 - (v) Oversee the appointment of the coaching director, national coach, assistant coaches and High Performance Manager and the ongoing review of their performance;
 - (vi) Approve the selection of squad members for competitions;
 - (vii) Approve the appointment of coaching director, national coach, assistant coaches and High Performance Manager.



5.3. Selection Panel

- 5.3.a. The Selection Panel shall comprise the following: -
- (i) Vice President (International) or President of the Association as Panel Chairman,
 - (ii) National Coach,
 - (iii) High Performance Manager, and
 - (iv) a maximum of five nominees from Clubs, one of whom shall be of the opposite gender, appointed by the Council of Management for a tenure of one year.
- 5.3.b. Clubs which have at least one league side, either men or women, eligible to play in the first division of the Premier League at the date of the request for nomination issued may nominate one bona fide member of its Club as a nominee. The gender of the Club nominee shall correspond to that of the league side concerned.
- 5.3.c. A Club nominee shall meet the following criteria: -
- (i) Represented Hong Kong as a player at Asia level or above in team events, or
 - (ii) Served in the Selection Panel for a minimum of three years, or
 - (iii) Has played regularly in the first division of the Premier League for a minimum of seven years, and
 - (iv) Committed to attend the amount of functions relating to the Hong Kong China Squad and U25 Squad as required by the Vice President (International) at the time of request for nomination; and
 - (v) Committed to attend the National Championship semi-finals and finals as required by the Vice President (International) from time to time.
- 5.3.d. In the event of more than five Club nominations are received, the Council of Management shall select a maximum of five nominees for appointment to the Panel.

5.4. Formation of Hong Kong China Squad and U25 Squad

- 5.4.a. The Hong Kong China Squad and U25 Squad shall form the pool of bowlers from which the Selection Panel may select specific Hong Kong China Teams to represent Hong Kong China in national and international events.
- 5.4.b. The top 24 bowlers of each gender in the Bowler Rankings at the time of formation of the Hong Kong China Squad shall be eligible for selection to join the Squad which shall comprise a maximum of 15 members and a maximum of 3 reserves for each gender.
- 5.4.c. The top 15 bowlers of each gender in the Under 25 Bowler Rankings at the time of formation of the U25 Squad shall be eligible for selection to join the U25 Squad which shall comprise a maximum of 8 members and a maximum of 3 reserves for each gender.
- 5.4.d. Members of the U25 Squad shall, except otherwise stated in the invitation from the Vice President (International), be eligible to apply for events open for the Hong Kong China Squad, and vice versa, provided that the Squad Members meet the entry requirements and criteria set by the organizers and/or the Association.
- 5.4.e. A Squad Member, irrespective of his Bowler Ranking, shall be eligible for selection to join the respective Squad in the following year based on his achievement in individual event as a Hong Kong China Team member listed in this Bye-law.
- (i) Qualified for quarter-finals or play-off for semi-finals at a World level event.
 - (ii) Gold, silver or bronze Medalist at an Asia Pacific level event.
 - (iii) Gold Medalist at an Asia level event.
 - (iv) Gold, silver or bronze Medalist at the Hong Kong International Bowls Classic in either the singles or pairs event, including when representing the Association.
 - (v) Gold, silver or bronze Medalist at an Asia or above junior level event.



5.5. Bowler Rankings

- 5.5.a. Bowler Rankings shall be based on the total weighted Bowler of the Year Award points, as described in Bye-law 6.21, in the three most recent years.
- 5.5.b. Under 25 Bowler Rankings shall be based on the total weighted Bowler of the Year Award points, as described in Bye-law 6.21, and points awarded for achievements in the Under 25 Singles Championship in the two most recent years.

The non-accumulative points to be awarded for achievements in the Under 25 Singles Championship are as follows: -

- (i) 16 points to the winner;
- (ii) 8 points to the first runner-up;
- (iii) 4 points to the second and third runners-up;
- (iv) 2 points to those finished in the top 8; and
- (v) 1 point to those finished in the top 16.

- 5.5.c. Weightings shall be applied to the points achieved in different years as follows: -
- (i) 100% for the current year,
 - (ii) 75% for the immediate past year, and
 - (iii) 50% for the year before the immediate past year.
- 5.5.d. Any points achieved by a bowler whilst he is not eligible to represent Hong Kong China in accordance with the regulations of World Bowls and the Association at the time of close of entries for that particular point-awarding event shall be excluded from the compilation of the Rankings.
- 5.5.e. Any bowlers who are not eligible to represent Hong Kong China in accordance with the regulations of World Bowls and the Association at the time of compilation of the Rankings shall be excluded from the Rankings.

5.6. Hong Kong China Team Selection Process

- 5.6.a. Upon the receipt of an invitation to enter a representative team or player in a national or international event, the Vice President (International) shall advise in writing all members of the Squads of the entry requirements and criteria and Squad Members shall advise their availability for the respective event.
- 5.6.b. The Selection Panel shall wherever possible hold meetings to consider and select the respective Hong Kong China Team as necessary to meet the entry dates and requirements of the calendar of an event.
- 5.6.c. The Vice President (International) may arrange selection interviews, trials and/or assessments for the available Squad Members to be attended by the Selection Panel to ascertain the ability and suitability of Squad Members to be selected for the respective event.
- 5.6.d. In deciding on the Squad Members to be selected for the respective event, the Selection Panel may, inter alia, take the following factors into account: -
- (i) Squad training reports and recent form;
 - (ii) Selection interview, trial and/or assessment results;
 - (iii) Past performance in the relevant disciplines and on the relevant playing surface;
 - (iv) Past Hong Kong China Team reports;
 - (v) Level of commitment;
 - (vi) Level of competition;
 - (vii) Attitude, manner and etiquette;
 - (viii) Personality and ambassadorship;
 - (ix) Team spirit and harmony;
 - (x) Stress and pressure management ability;
 - (xi) Best team play positions; and
 - (xii) Scope for development.



- 5.6.e. The selection of players shall be decided by voting. All members of the Selection Panel present at the meeting, and who fulfil the voting criteria set in advance by the Vice President (International) shall have one vote and in the event of a tie the Panel Chairman shall have an additional casting vote.
- 5.6.f. The Vice President (International) shall report the recommendations of the Selection Panel to the Council of Management in a timely manner for ratification of the Hong Kong China Team members selected for the event.
- 5.6.g. In the event of the Council of Management not ratifying the recommendations of the Selection Panel, the Vice President (International) shall refer the matter to the Panel for further consideration.

5.7. Duty of Squad Members and Players Representing Hong Kong China and the Association

- 5.7.a. Members of the Hong Kong China Squad and U25 Squad shall undertake to deliver the following obligations, except otherwise individually exempted on grounds permitted by the Vice President (International).
 - (i) World Championships
 - (ii) Asia Pacific Championships
 - (iii) Asia Pacific Merdeka Indoor Championships
 - (iv) Asian Lawn Bowls Championships
 - (v) World Junior Championships (subject to age requirement)
 - (vi) Any other events as decided by the Vice President (International) from time to time
- 5.7.b. Squad Members shall oblige to make themselves available for selection and participation if selected for a minimum of one of the following events within each year.
 - (i) World Championships
 - (ii) Asia Pacific Championships
 - (iii) Asia Pacific Merdeka Indoor Championships
 - (iv) Asian Lawn Bowls Championships
 - (v) World Junior Championships (subject to age requirement)
 - (vi) Any other events as decided by the Vice President (International) from time to time
- 5.7.c. Squad Members shall oblige to fulfil the following conditions as may be amended from time to time within each year: -
 - (i) Attend at least 80% of regular training organized by the Association.
 - (ii) Attend at least 80% of regular physical fitness training organized by the Association.
 - (iii) Attend at least 80% of pre-tournament/pre-travel training after selection for a specific event.
 - (iv) Attend public relations, community, social responsibility and other projects as and when reasonably required.
 - (v) Abide by rules, regulations and code of ethics or conduct in force from time to time relating to the control of the Squads.
- 5.7.d. Failure to oblige for the first time may result in expulsion from the respective Squad in the same year and refusal of his application for Squad membership in the following year. For second offence, the offender may be expelled from the respective Squad in the same year and his application for Squad membership refused in the following three years.

5.8. Team Manager

- 5.8.a. The Selection Panel may appoint a Team Manager prior to each event. The Manager shall be accountable to the Vice President (International).
- 5.8.b. Once the Manager and the Hong Kong China Team are sanctioned by the Council of Management, it shall be the sole responsibility of the Manager to manage and administer the team, including team officials, coaches and players.
- 5.8.c. Within one month of the completion of an event, the Manager shall present a written report to the Council of Management.
- 5.8.d. Within two months of the completion of an event, the Manager shall at the discretion of the Vice President (International) submit a confidential report to the Officers of the Association and the Selection Panel. The confidential report may incorporate a Coach Report if available.



5.9 Incentive for Hong Kong China Team

- 5.9.a. The Association may offer cash incentive to Hong Kong China Team members who have achieved satisfactory results in an event by means of allocation of a proportion of any prize money received from the organizer of the event and/or of any incentive award from the Sports Federation and Olympic Committee of Hong Kong, China.
- 5.9.b. The proportion of allocation of any prize money or incentive award to the eligible incentive recipients shall be as stated in this Bye-law. For a team event, the award shall be equally distributed between the team members.
- (i) 60% of any prize money or incentive award shall be offered to the winner or champion of an event.
 - (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.

5.10 Exceptions for Selection of Players from the Squads

- 5.10.a. In the circumstances of invitations being received for participation of the Hong Kong China Team in events for which special entry requirements and criteria are required by the organisers and/or the Association, the Selection Panel may select bowlers who are not members of either the Hong Kong China Squad or U25 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 Championship, the players representing Hong Kong China shall be the winners of the most recent National Singles Championships.
 - (ii) For the World Cup Indoor Singles, the players representing Hong Kong China shall be the winners of the most recent National Indoor Singles Championships. In the event of the winner(s) not being available to play the Panel may select any of the runners-up to represent Hong Kong China in the event.
- 5.10.b. In the event of an insufficient number of Squad Members is available for any particular event, bowlers who are not members of either the Hong Kong China Squad or U25 Squad may be invited to apply at the discretion of the Vice President (International).

5.11. Appeal of Hong Kong China Team Selection

- 5.11.a. In the event of any member of the Hong Kong China Squad or U25 Squad wishes to appeal against the decision of the Selection Panel, the appellant shall give written notice of his appeal to the President of the Association within 14 days of the decision the appeal is against.
- 5.11.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 Selection Panel was wrong; and
 - (iii) Be accompanied with a cheque deposit of HK\$1,000 payable to the Association.
- 5.11.c. Upon receiving the Notice of Appeal, the President shall appoint an Appeal Panel consisting of three members and assign the Vice President (International) as the co-ordinator of the appeal. A deadline of decision shall be given to the Panel.
- 5.11.d. The Appeal Panel shall make their decision by: -
- (i) Referring to documents such as the appeal notice, selection report, trials and assessments reports and notes taken during the Selection Panel meetings; and
 - (ii) When felt necessary, meeting the Selection Panel Members and the appellant for further information;
- 5.11.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 further actions. The deposit stated under bye-law 5.10.b.(iii) shall be refunded if the Appeal is allowed.



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 and controlled 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 delegated the responsibility following the Annual General Meeting. He shall form a Panel with not less than two additional Council of Management members.

6.1.c. The following annual Men, Women and Mixed National Championships and Competitions shall be managed and controlled by the National Championships Panel:

- | | |
|----------------------------|--|
| (i) Singles | (xi) Mixed Triples |
| (ii) Pairs | (xii) Mixed Fours |
| (iii) Triples | (xiii) Novice Singles |
| (iv) Fours | (xiv) Novice Pairs |
| (v) Knock-Out Singles | (xv) Novice Triples |
| (vi) Champion of Champions | (xvi) Under-25 Singles |
| (vii) Indoor Singles | (xvii) Weekday Fours |
| (viii) 2-4-2 Pairs | (xiviii) Bowls Grand Prix |
| (ix) Indoor Pairs | (xix) Aitkenhead Shield |
| (x) Mixed Pairs | (xx) Indian Recreation Club Invitation Triples |

6.1.d. The premier National Championships are: -

- (i) Singles (Outdoor)
- (ii) Pairs (Outdoor)
- (iii) Triples (Outdoor)
- (iv) Fours (Outdoor)
- (v) Classic Singles Qualifying (Outdoor)

6.2. Responsibilities of National Championships Panel

6.2.a. The National Championships Panel shall decide: -

- (i) Closing dates for entries; and
- (ii) Times, dates and venues for all matches.

6.2.b. The National Championships Panel shall manage all competitions subject to the following conditions:

- (i) 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.
- (ii) 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 arranged to play 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 1.20.

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 and controlled 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. Such 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 excluded from the draw for the competition.
- 6.5.b. A competitor shall liaise with his Club Convenor for details of the competition for which he is entered.
- 6.5.c. Entries for national competitions shall only be accepted from bona fide members of Clubs affiliated to the Association, children of such members, or, subject to Bye-law 1.6.d, 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.

6.6. Replacement of Competitors

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

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. In the event of a substitute is being provided, 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. 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. 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. 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. Only original entrants can play as skip. 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.f. 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, and 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 subsequently mutually agreed by the teams or 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, at the venue 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, except for the final, semi-final and any other round of matches as stated in the conditions of entry, provided that the National Championships Panel is notified in advance and is satisfied that the progress of a competition is not thereby impeded.

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 request the National Championships Panel to re-arrange his match in premier National Championships as listed in Bye-laws 6.1.d when in conflict with his commitment. Such player(s) should represent at least 50% of the original entrants of the team. The permission is subjected to the sole discretion of the Panel, provided that the Panel is, inter alia, satisfied that the progress of the competition is not thereby significantly impeded.

Major events including:

- | | |
|-------------------------------|---------------------------------|
| - Asia Championship | - Chinese National Championship |
| - Asia Pacific Championship | - Chinese National Classic |
| - Asia U25 Youth Championship | - World Championship |
| - Chinese All Nation Games | - World Youth Championship |

- 6.9.b. The venue for matches of the premier National Championships listed in Bye-laws 6.1.d shall be as designated.
- 6.9.c. 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 the marker.
- 6.9.d. 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.e. Each competitor shall play a maximum of two bowls in each trial end, unless otherwise specified in the conditions of play.
- 6.9.f. Competitors or teams of a club shall declare one home venue, specifying the choice of playing surface as appropriate in accordance with Bye-law 1.11.a, when they enter for a competition, except for competitions without any home venue arrangement. The declared home venue shall be a venue bona fide available for use by the competitor or team. The declared home venue shall not be changed after close of entries.



- 6.9.g. The drawn home team or competitor shall ensure the venue availability at the time, date appointed by the National Championships Panel. The drawn home team or competitor shall reserve reasonably sufficient time of green availability for a match. If a match is aborted due to insufficient time, the National Championships Panel shall consider, inter alia, forfeiting the match to the non-defaulting team or competitor, or ordering the match be completed in accordance with Bye-law 6.11.

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 within a reasonable time and the priority shall be: -

- (i) 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
 - (ii) 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
 - (iii) Re-schedule the match in accordance with Bye-law 6.9.a.
- 6.9.h. 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 a match commencing, the Convenor of the home venue shall decide on the availability of the green 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 communications between the two teams was made, both side should 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.

By agreement between the competitors or skips of both teams, the starting time of the match may be delayed to enable the green to become 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, by appeal to 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 was 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 could not be started, the venue shall be the venue at which the match was 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 an elimination match when the normal number of ends has been completed, 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 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.
- 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 or facsimile to the Association giving relevant details including the draw, match reference number, time, date and venue by noon of the following day, and by telephone to 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.

Skips of each teams 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 where appropriate.

- 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 or facsimile to the Association giving relevant details including the draw, match reference number, time, date and venue by noon of the following day, and by telephone to 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 where appropriate.

6.14. Special Bye-laws

Bye-laws 6.15 to 6.21 shall apply only to the specific Championships and Competitions named in the title of the Bye-law and such Bye-laws shall take precedence over all other 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 Knockout 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 before the entries are closed then such 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 if that winner represents that Club in the National Premier League Competition. In the case of non-league players, an entry shall be accepted from the winner of the Singles Championship competition of a Club provided that this person entered the Singles Championship competition in only one Club and would have been eligible under these Bye-laws to play in that Club's National Premier League side.



(c) In the event of the winner of a Club's Singles Championship having entered for that Club's Single Championship only, and not for any other Club's Singles Championship, but having played in the National Premier League for another Club, the Council of Management, upon appeal, shall be empowered to reconsider the application to enter the Champion of Champions Championship which would have been automatically rejected under Bye-law 6.14.a.(vi)(b), depending upon the reasons given.

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 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, and if no satisfactory explanation is given, the Council of Management may debar such competitor or Club from competing in 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 two remaining 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 shall play as skip.

6.19. Mixed Triples

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

6.20. Mixed Fours

Each team shall comprise at least one woman and one man, and either one shall 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 Byelaw 6.1.c.(i) to (xvii).



6.22. Bowler of the Year Award

6.22.a. One point shall be awarded for each match won up to and including the Round of 128 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

(*) 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.

6.22.b. 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 and controlled by the Vice President Development of the Association (“VP Development”) delegated the responsibility following the Annual General Meeting.
- 7.1.b. A Youth Development Coaching Director (YDCD) reporting to the VP Development and the High Performance Committee (HPC) shall perform and make sure 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 are in line with the direction as assigned from time to time by the VP Development and the HPC.
- 7.1.c. A number of coaches, one of whom shall be the Youth Development Team Co-ordinator reporting to the YDCD and the VP Development, are deployed to manage and to train the Youth Development Team (YDT) until they reach the age of 29. The YDT Co-ordinator shall initiate and execute training programmes and conduct recruitment events at periodic intervals [as directed from time to time by the YDCD].
- 7.1.d. A number of coaches, one of whom shall be the Pre-youth Squad Co-ordinator reporting to the YDCD and the VP Development, 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 directed from time to time by the YDCD].
- 7.1.e. A number of coaches, one of whom shall be the Young Athletes Lawn Bowls Training Schemes Co-ordinator reporting to the YDCD and the VP Development, are deployed to manage and to train the participants of the Young Athletes Lawn Bowls Training Schemes. The Young Athletes Lawn Bowls Training Schemes Co-ordinator shall initiate and execute training programmes and conduct athlete recruitment events at periodic intervals [as directed from time to time 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; and
- 7.2.b. Open recruitment.

7.3. League Matches During School Final Examination Period

Once in the team, apart from training in the skills, manner and etiquette of bowls, members’ school studies shall be taken into consideration 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. only for the 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 shall be allowed, except otherwise provided in Bye-law 7.7.g. The designated coach shall maintain a position off the green, shall not initiate any advice to the players, but may give advice upon the player’s request, without disturbance to 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 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 player required for a side (9 players for Premier League, 6 players for Triples League):
- (i) maximum of 3 YDT secondments in a match;
 - (ii) maximum of 1 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 International and/or 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.