



**INTERNATIONAL BOWLS FOR THE DISABLED  
WORLD CUP CHAMPIONSHIP**

**IBD**

**EKURHULENI, SOUTH AFRICA 2024  
OPERATIONS MANUAL**

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## **1. TERMINOLOGY**

- IBD** – International Bowls for the Disabled
- BSA** – Bowls South Africa
- EKB** – Ekurhuleni Bowls
- Championship** – World Cup Championship
- Committee** – Championship Organising Committee
- VI** – Visually Impaired
- PD** – Physically Disabled
- TO** – Tournament Official
- TOO** – Tournament Operations Officer
- IP** - Invitation Player

## **2. VENUE AND TIMING**

- 2.1.** Dates: 18 May 2024 to 31 May 2024
- 2.2.** Host City: Germiston Ekurhuleni, South Africa.
- 2.3.** Host Clubs: Delville Germiston BC, Kempton Park BC, Benoni BC.
- 2.4.** “Village” Hotel: Lakes Hotel and Conference centre (contact info to follow)
- 2.5.** Timetable:
  - Saturday 18 May 2024 –
  - Managers meeting HQ Club - Delville (time to be Confirmed)
  - Opening Ceremony at HQ club - Delville (time to be confirmed)
  - Sunday 19 May to 29 May – preliminary rounds and play-offs (including rest day)
  - 30 May – Semi-finals HQ Club - Delville
  - 31 May – Finals and Closing Ceremony / Function HQ Club - Delville

## **3. TOURNAMENT COMMITTEE**

- 3.1.** The Committee shall comprise of:
  - Convenor
  - President of Ekurhuleni District (or their appointed alternative)
  - Hosting Club Presidents (or their appointed alternatives)
  - Tournament Operations Officer
  - Ekurhuleni District EXCO (as required)
  
- 3.2.** The Committee shall be responsible for the following:
  - Local Travel
  - Local Accommodation
  - Catering
  - Technical Officials
  - Order of Play Draw
  - Greens, Parking and Seating
  - Communications
  - Handbook
  - Marketing of the Event and Press
  - Opening and Closing Ceremony
  - Video Streaming

- Finances / Budget
- 

**3.3.** The IBD shall be responsible for:

- Classification

**3.4.** Additional personnel may be co-opted, outside of the Committee, to support the committee in any of the above.

**3.5.** The Committee's function will be to carry the Tournament to a successful conclusion.

#### **4. JURY OF APPEAL**

A Jury of Appeal appointed by the Convenor will be constituted as follows:

**4.1.** A Member of the Executive of the IBD or Nominee.

**4.2.** A Member of the Host District's Executive Committee who is not be a member of the Event Committee.

**4.3.** Convener of the staging District's Technical Officials Standing Committee or an acceptable nominee.

#### **5. CONTROL**

**5.1.** The World Championship will fall under the control of the IBD through its Delegate, who shall act as the link between the IBD and the Committee.

**5.2.** The division of duties between the Committee and Jury of Appeal will include but not be limited to:

- Tournament Committee: Draw, Change times, dates and venues etc. in order to keep the tournament flowing and to ensure its completion on time.
- Jury of Appeal: Interpret the conditions of play and the Laws of the Sport of Bowls Rule on late comers, transgressors. as and when required.

#### **6. RULES & FORMAT OF THE CHAMPIONSHIPS:**

##### **6.1. CLASSIFICATIONS**

- Women's Singles                      B1, B2, B3, B4, B6, B7, B8
- Men's Singles                         B1, B2, B3, B4, B6, B7, B8

- Mixed or same Gender  
Pairs VI's                                 B1, B2, B3, B4

- PD Ladies Pairs                        B6, B7, B8

- PD Men's Pairs                         B6, B7, B8

- A bowler can enter a maximum of two events (Singles + Team event)
- All bowlers entering must have at least a National Classification (N).

##### **6.2. GENERAL**

- All games shall be played in accordance to:  
"THE LAWS OF THE SPORT OF BOWLS CRYSTAL MARK 4th EDITION"  
Players should be familiar with this newly released edition available on WB website.

- Any player should preferably compete in the classification where he/she is classified. However, he or she can play in a higher classification but should still be in the VI or PD group. Example: a B1 may compete in the B2 classification but a B2 may not compete in the B1 classification.
- Every player in classifications B1 to B3 is to be accompanied by a director. A director for a B4 player is optional but preferable.
- The pairs team members need not necessarily be the singles players.
- A minimum of four entries for any classification competition is required. If less than four entries are received that classification competition will not take place.
- Two trial ends are allowed before each game. These trial ends will be played before the official starting time. When the official starting time commences unfinished trial ends will be suspended.
  - Trial ends can start 8:30 for B1. 8:40 for other categories
  - AM Games start 9:00 game ends 12:00.
  - Lunch 12:00 to 12:45
  - PM Games Trials start at 12:45 B1 and 12.55 for other categories
  - PM Games start 13:15 game ends 16:15
  - Only ends completed before the horn sounds will be recorded for the score. If end has commenced when the horn is sounded, that end will NOT count and play will be suspended.
  - Finals will not have time limits applied.
  - Time wasting is not permitted, and will be strictly controlled for the 20 minutes prior to the end of each timed game.
- No Tea Times

### 6.3. PAIRS

- The Pairs Event will be played with three bowls per player.
- The Pairs shall be played on the League system, preferably in sections of not less than five [5] and not more than six [6] pairs. Where a limited number of entries is received other section sizes may be considered. Three points shall be awarded for a win and one point for a draw. Play will be limited to B1 (14 ends) B2 to B4 (16 ends) and B6 to B8 (18 Ends). However, there will be a time limit of 3 hours imposed on all games starting and stopping on an audio sound.
- Nations may enter more than ONE team per classification per gender, however only one nominated teams' points (per classification per gender) will count towards the World Cup Trophy (see rule 9).
- Nations who have only one player available to compete in the pair's competition may request the Tournament Committee to supply a partner. The decision of the Tournament Committee in this regard is final. This partner may be from another nation or may be an invited player. World Cup points earned by this team will be divided by them.
- As soon as possible after the entries for the Championship have been received, the Tournament Committee will arrange the draw of the competing teams into the required number of sections.
- Before the start of play on the first day of the Championship, each pair must complete a Declaration Form [Annexure 'A'] and hand it to the Committee representative.

- **Withdrawals:**
  - If there are withdrawals from this Championship prior to its commencement that reduce the number of teams in one or more section resulting in more than one bye in the section, the Committee shall re-arrange the sections in such a manner as to minimise the chance that no section has more than one bye. They will immediately notify the Member nations of the teams that have been moved from the original section in which they were drawn.
  - Retirement or Disqualification - If a pairs team retires from the Championship as a result of unforeseen circumstances or a pair is disqualified before the completion of the sectional play, all scores for and against such team shall be expunged from the records of the Championship.
  - Should a pair, which fails to appear within ten (10) minutes of the time appointed for the commencement of its match have a satisfactory reason acceptable to the Committee, the Committee shall decide when and if the match can proceed. If time is not available, the team in default shall be disqualified (see above).
  - Should a pair, which fails to appear within ten (10) minutes of the time appointed for the commencement of its match, not have a satisfactory reason acceptable to the Committee, the Committee shall disqualify them (see above).
- In accordance with the Conditions of Play, substitutes will be allowed if a player is unable to play. If a Substitute is not available, the following will apply:
  - First occurrence – the opponent team will be awarded a win with a winning margin (shots) equal to the average winning margin in that round.
  - Second occurrence – the defaulting team is considered as having withdrawn.
- Each pair will play each pair in their respective section. Three points will be awarded for a win and one point for each drawn match. The rotation of play shall be on a Round Robin basis.
- The winners of each section shall play on a knockout basis in accordance with the pre-determined draw as arranged by the Committee.

#### **6.4. SINGLES**

- The Singles shall be played on the League system in sections of not less than five [5] and not more than six [6] players. Three points shall be awarded for a win and one point for a draw. This Championship shall be played to 21 shots with four [4] bowls. However, there will be a time limit imposed of 3 hours.
- Nations may enter more than ONE player per classification per gender, however only one nominated players points (per classification per gender) will count towards the World Cup Trophy (see rule 9).
- As soon as possible after the entries for the Championship have been received, the Tournament Committee will arrange the draw of the competing players into the required number of sections.
- **Withdrawals:**
  - If there are withdrawals from this Championship prior to its commencement that reduce the number of players in one or more section resulting in more than one bye in the section, the Committee shall re-arrange the sections in such a manner as to ensure that no section has more than one bye. They will

immediately notify the Member nations of the players that have been moved from the original section in which they were drawn.

- If a player retires from the Championship as a result of unforeseen circumstances or a player is disqualified before the completion of the sectional play, all scores for and against such player shall be expunged from the records of the Championship.
- Should a player who fails to appear within ten (10) minutes of the time appointed for the commencements of its match have a **satisfactory** reason acceptable to the Committee, the Committee shall decide when and if the match can proceed. If time is not available, the player in default shall be disqualified (see above).
- Should a player who fails to appear within ten (10) minutes of the time appointed for the commencement of its match not have a satisfactory reason acceptable to the Committee, the Committee shall disqualify the player (see above).
- Each player will play each player in their respective section. Three points will be awarded for a win and one point for each drawn match. The rotation of play shall be on a Round Robin basis.
- The winners of each section shall play on a knockout basis in accordance with the pre-determined draw as arranged by the Committee.

#### 6.5. POST SECTION

- The Winners of sectional play in both pairs and singles will be decided by the following criteria:  
Points, Net Shots, Shot Percentages.  
e.g. Net Shots (Also known as Shot Aggregate):  
Team/player A - Total 60 Shots for, total 30 against = Net score: 30.  
Team/player B -Total 70 shots for, total 50 against = Net score: 20.  
Team/player A is the winner.  
e.g. Shot Percentages.  
The total shots each team/player has scored shall be divided by the total shots scored against the team/player the higher resulting figure shall determine the winner.  
Team/player A-Total: 60 shots for, 40 against.  
Percentage:  $60 \div 40 = 1.50$   
Team/player B-Total: 70 shots for, 50 against.  
Percentage:  $70 \div 50 = 1.40$   
Team/player A is the winner.  
If equality still exists, the winner of the game between the teams/players concerned will be the section winner.
- The winners in Semi-Finals and Finals will be the team or player with the highest number of shots. If equal after the specified number of ends or after the time limit expires an extra end(s) will be played to determine the winner.

## 6.6. INVITATION PLAYERS

Sections having an uneven number of entries resulting in byes may be enlarged by Invitation Players. Invitation players do not compete in the World Championships per-se but do compete in an independent competition log.

- Not more than one Invitation Player is allowed in any section.
- Results of Invitation Players do not show on the logs of that section.
- Invitation Players can therefore never contribute towards World Cup points.
- Invitation Players' results are ignored in determining medallists.
- Invitation Players will have a log of their own, regardless of the classification or discipline (Singles and Pairs) they played in.

## 7. CLASSIFICATIONS

Visually Impaired (B1-B4)

- B1 No light perception up to LogMAR 2.7
- B2 LogMAR 2.6 up to LogMAR 1.5 irrespective of visual field
- B3 LogMAR 1.4 up to LogMAR 1.0 irrespective of visual field
- B4 LogMAR 0.9 or better acuity together with a field of vision less than 20 degrees in diameter.

Physically Disabled (B5-B8)

- B5 Ambulant and wheelchair bowlers with restricted grip and upper body limb function, poor balance and co-ordination, unable to bowl a full-length end or needing a splinting device to do so.
- B6 Ambulant and wheelchair bowlers with reduced balance function (loss of 5 points or more) but able to bowl a full-length end.
- B7 Ambulant and wheelchair bowlers with minor balance problems (loss of less than 5 points).
- B8 Ambulant bowlers, who have a permanent and irreversible disability, have lost 10 points on the bench test, but have no noticeable impairment of function.

## 8. PRIZES AND TROPHIES

- 8.1. Gold, Silver and Bronze medals will be made available by the Tournament hosts.
- 8.2. There will be play-off for bronze. Semi-finalists not qualifying for the finals will play for bronze.
- 8.3. Directors for the VI classifications will receive the same medal as their player receives.

## 9. WORLD CUP

- 9.1. All players of a country entered in competitions are considered to form a national team which will compete for the World Cup trophy.
- 9.2. Where a country has more than one player/team and gender in a classification that country will nominate its designated player/team whose results will accumulate towards World Cup points before the start of the tournament.
- 9.3. World Cup points are accumulated by individual results:
  - In sectional play the final log position determines the number of points awarded.
    - The winner of the section will receive 6 points. Section runner-up will earn 5 points, etc.
  - Additional points will then be awarded for medals won in the play-offs
    - Gold – Eight points
    - Silver – Four points



- Bronze – Two points
  - Fourth position – One point
- 9.4.** The World Cup goes to the National team with the highest number of World Cup points.

## **10. TOURNAMENT ENTRIES**

- 10.1.** The Tournament Committee will determine the closing dates for entries.
- 10.2.** The Committee shall send the following to the member nations:
- Entry Forms (to be available via the Website too).
  - Promotional Material.
  - hotel and local transport options.
  - Details of any entertainment that may be arranged.
- 10.3.** Member nations must make entries for the World Championship on the prescribed format by the prescribed cut-off dates.
- 10.4.** All entries must be accompanied by the correct fees, up-to-date classification, and be sent directly to the Tournament Committee.
- 10.5.** Entry by name and classification, including 25% (non-refundable) payment by 15 January 2024, remaining 75% payment by 18 March 2024 (account details to follow)

## **11. SPONSORS**

- 11.1.** Sponsors of a team are to be approved by the Tournament Committee. The Tournament Committee will not allow sponsorships of any sponsor who is in direct competition with any of the official tournament sponsors of the host nation.
- 11.2.** Sponsor names may be worn on the right-hand breast of the shirt or jacket or on the sleeve or the back of the shirt or jacket. They may not exceed the size of the nation's badge worn on the left-hand breast.
- 11.3.** No sponsors names or logos may be displayed on wheelchairs other than the names and logos which are put on the wheelchair by the wheelchair manufacturer during normal production.

## **12. SELECTION OF HEADQUARTERS**

- 12.1.** The Committee shall determine a Headquarters for the Championship, based upon the following:
- At least three (3) greens.
  - catering and parking facilities for officials, players, press and public.
  - office for the Tournament Committee and Tournament Records.

## **13. FINANCE:**

- 13.1.** The Committee shall recommend the entry fees to be charged for the competition.
- 13.2.** All income and expenditure concerning the Tournament will be managed and underwritten by Ekurhuleni Bowls District.

## **14. EQUIPMENT**

- 14.1.** Equipment should be adequate to cater for the needs of the Tournament Committee.
- 14.2.** Staffing: The person managing the event should be fully familiar with the running of competitions. Typically, he/she should have had at least 2 experiences as Competition Manager.
- 14.3.** All results are entered into a computer and at the completion of each round; play-off charts with results will be displayed. These could be copied and enlarged for the club notice boards.

**14.4.** Declaration Forms: At the start of the tournament, the team manager is required to complete a declaration form stating the players and reserves for all the competitions.

**14.5.** Final Stages of the Tournament:

- After the first round of play-offs, knock out rounds will be played at Headquarters as soon as logistically possible. It is important that a great deal of attention is paid to the flow of play. Players should not play on the same rink on the same day, primary rinks should not stand idle, score cards are to be checked by the umpire and handed in to Records by the umpire immediately after the game is finished.
- The markers for the Singles Final will be appointed by the Tournament Committee.

**14.6.** Seating, if funds permit, should be arranged to seat the anticipated number of spectators at the final.

## **15. SETUP OF RINKS**

Rinks are set up according to the Laws of the Game of Bowls, Chrystal Mark 4<sup>th</sup> edition, for International Competitions.

**15.1.** Visually Impaired (B1 To B4)

- Discs, marked in metres, are to be placed at two metre intervals from the 23-metre mark and the farthest two metre mark in both directions of play. These indicate the distance of the jack from the two-metre mark at the mat end, for the assistance of the director and/or the marker.
- Distance markings, including a pin to indicate the minimum length of an end, may also be stencilled onto the playing surface of the rink.
- The “centre line” of each rink will be defined by a fine white string, stretched tightly over the surface of the green in a direct line between the points indicated by rink number plates or by a line drawn on the green surface.
- Mats may also have a white centre line marking to assist in placing the mat squarely on the centre line.

**15.2.** Physically Disabled (B5)

B5 players will place the mat on the 23-metre mark.

## **16. HANDBOOK**

The Tournament Handbook will conform to the content as described below:

- Title page
- Contents Page
- Editorial, Club and Headquarters enquiry telephone numbers
- Message from and (if possible) colour photograph of:
  - The Sponsor’s representative
  - The President of the hosting nation
  - The President of IBD
  - The Tournament Committee Chairperson
- Colour photographs of the Tournament Committee
- Programme of Events
- General Information
- Guide to Competitors
- One handbook per participant (Players, Directors and Managers) will be made available to these participants.

- Additional handbooks will be made available free of charge to VIP's.

## **17. COLOURED DISCS**

- 17.1.** Players are to affix discs indicating their country to their bowls. (Each Country to supply their own)
- 17.2.** Players who do not have discs of their country will be supplied with adhesive-coloured discs at a cost to the team.
- 17.3.** If the country does not have national discs for the playoffs, the hosts will supply contrasting coloured discs for these purpose free of charge.

## **18. TOURNAMENT BADGES**

- 18.1.** Only one type of buttons will be struck for the Tournament.
- 18.2.** Tournament buttons will be made available to participating players and officials.
- 18.3.** The design of the Tournament button must have the prior approval of the IBD to guard against the incorporation of any generally unacceptable features.

## **19. MEDICAL FACILITIES**

- 19.1.** First Aid facilities should be available at each staging club. The Tournament Committee must make sure that a doctor, dentist and all medical facilities are available close by in case of an emergency.

## **20. CATERING**

- 20.1.** Menu(s) must make provision for special dietary needs.
- 20.2.** All staging clubs have an adequate supply of tea/coffee and water.
- 20.3.** All staging clubs must provide a lunch menu option, for participants and support staff.
- 20.4.** Catering arrangements must be available at the Headquarters Club for VIP's and the general public.

## **21. MEETINGS**

- 21.1.** Before the staging of the tournament a general meeting of tournament officials and others considered necessary should be arranged at which the full Committee should be present.
- 21.2.** Close liaison with the IBD should be maintained.
- 21.3.** Before the start of the tournament a meeting is to be held between the Tournament Committee and all Team Managers to discuss all relevant topics, including:
  - Conditions of Play
  - Transport
  - Catering
  - Points system
  - Any other aspects deemed necessary

## **22. OPENING CEREMONY**

An opening ceremony will be arranged by the organizing committee. The hosting nation's national anthem will be played and the hosting countries national flag raised. The Hosting District will symbolically hand over their appointed greens to the President or the nominee of

IBD. During the tournament dates these greens selected may not be used for general club/district play.

Flags of the attending countries can be flown during the period of the tournament. However, they will only be raised after the host countries flag has been raised.

Flags are to be supplied by each country if they choose to fly their flag during the tournament.

## **23. CLOSING CEREMONY**

**23.1.** The timing of the Finals must be completed in good time, before dusk, to allow for the Closing Ceremony. The Closing Ceremony may take place immediately after the conclusion of the Finals or at a Closing Function Dinner.

**23.2.** Procedure:

- Address by the National/local dignitary [if present].
- Address by the President of the IBD or nominee.
- Presentation of prizes.
- Presentation of World Cup.
- The host nations National Anthem and the lowering of the flag.
- The other countries flags would have been lowered prior to the national flag being lowered.

**23.3.**

- National Anthems are to be supplied on a Thumb Drive to the organising committee prior to start of the tournament.
- National anthems will be played for the gold medal winners only.
- In the event that a country is the winner of multiple gold medals, the national anthem will only be played on the presentation of their final gold medal.
- Order of medals will start with the B1 category and end with the B8 category.

## **24. GENERAL MATTERS**

**24.1.** First Aid: Arrange with First Aiders or some other organization requesting them to provide a First Aid Service at Headquarters for the final stages of the Tournament.

**24.2.** Medical Officer: Arrange for a Doctor or medical clinic to be available during the Tournament.

**24.3.** Official Photographer: Arrange for an Official Photographer to be present on the closing day to photograph the winners and runners-up medals in colour for the next World Championship Handbook.

**24.4.** Insurance: All matters regarding event insurance are the responsibility of the organising committee. Medical Insurance for the players are not included.

**24.5.** Media: Arrange coverage with all local media for the period of the Tournament.

**24.6.** Umpires and Markers:

- The Technical Officials must ensure that suitably qualified umpires are appointed to do duty at all venues.
- A schedule should be drawn up showing the times and dates when they are to officiate.

**24.7.** Security Guards: Consider appointment for safety reasons.

**24.8.** Nation Flags: Team managers are responsible to supply the Committee with a flag of their Nation at registration. These flags will be flown at the HQ club for the duration of

the tournament. These flags are to be collected by the country immediately after the Finals.

## **25. DISCIPLINE**

- 25.1.** The Committee shall report to the IBD tournament official, any unseemly conduct, misbehaviour or malpractice on part of any participant/s in these Championships.
- 25.2.** The IBD will, after examination of the facts, take such disciplinary action against such participant/s as it deems warranted.

END OF DOCUMENT