

STANDING OPERATING PROCEDURES

1: GLOSSARY OF TERMS USED

STANDING OPERATING PROCEDURES

Those orders, regulations and instructions contained in guidelines for the conduct of international matches and having the same binding effect as by-laws.

TEAM OFFICIALS

Those persons of either gender, who have been selected, nominated or appointed by the COUNCIL

PLAYERS

Those selected by the appropriate persons, to play in a side to represent Australia.

UNIFORM

The dress, for either female or male, prescribed for all players and officials, as appointed by the Council.

PASSPORT

An International Travel Document.

DISABILITY

Legal incapacity, either general or special.

MEDICATION

Any substance used in curative treatment.

SELECTION

The choosing of a player, by playing ability to fill a position in a team or side.

ADMINISTRATION

The acts and duties relating to the organization, powers and duties of authority, which govern detailed duties of officers of an organization to whom rights, control, duties and obligations are assigned.

LIAISON

The act of connection, co-operation between two or more representatives.

ACCOMMODATION

Any place set aside for the provision of sleeping facilities, and the provision of meals at appointed times.

VENUE

The building or situation, where a game is played or any place at which a team is to gather for a specific purpose.

DEPARTURE POINT

That point, nominated by a Team Official as the place from which a departure will commence.

POINT OF ENTRY

The airport where the carrier first enters another country.

IN COUNTRY

The activities in a country, lasting from the point of entry to the point of departure.

TEAM MANAGER

The Senior official appointed by the Council for the express purpose of being in charge of the touring side, and being directly responsible to the said Council.

When play is in Australia his duties are unchanged.

COUNCIL

Whenever appearing means the AUSTRALIAN INDOOR BIAS BOWLS COUNCIL.

HOST COUNTRY

The country responsible for the conduct of the games

UMPIRE

A person of either gender, appointed by the Council for the purpose of enforcing the Laws of the Game.

BOARD OF CONTROL

For the purpose of definition, the BOARD OF CONTROL for Australian teams shall be the representative of the Council.

**INTERNATIONAL MATCHES – AUSTRALIA VERSUSES NEW ZEALAND
AND
AUSTRALIA VERSUSES ANOTHER COUNTRY**

2:PHILOSOPHY AND INTENTION

The intention of these STANDING OPERATING PROCEDURES (short title SOP's) is to guide officials in their responsibilities, players in their requirements, and to express the obligations of all to the Australian Indoor Bias Bowls Council in the matter of International play in the sport of Indoor Bias Bowls.

Competition shall be for players representing Australia, and having being chosen by the approved method, and playing outside of Australia

3: NATIONAL TEAM OFFICIALS

The Council as the Australian Board of Control, has no authority, over the strength and classification of visiting officials, who accompany international touring sides to Australia.

Prior to arrival of a team in the 'host' country, letters will be exchanged between National Secretaries nominating.

Also full name of officials and contact details.

The National Secretary shall inform his counter part as soon as the information is available.

4: TEAM MANAGER

This person will be the SENIOR touring official. He will be appointed by a majority vote of the delegates attending the Annual General Meeting of the Council, next before the scheduled date of the tour.

The TEAM MANGER will be directly responsible to the Council. And will be responsible for:

- the conduct of members of the team, from the nominated time of the team coming under his control.

- the satisfactory performance of the duties of all appointed officials.

- control and thereby acceptance of any hospitality offered by the Host nation.

- all statements whereby the concurrence of the Council may or can be construed.

- the signing of any document, voucher, paper or written instrument, the signing of which implies any financial obligation on the part of the Council.

- the delegation of his authority, at his discretion.

- preparing a written report at the conclusion of the tour for submission to the Council, at the meeting next subsequent to the Tour.

The TEAM MANAGER shall be a fully accredited member of the side, entitled to wear the uniform and have the privileges of such, but shall not be selected as a player.

5: ASSISTANT MANAGER

To be appointed by the Council and duties shared as defined by the Team Manager

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6: TEAM CAPTAINS

Consequent to the composition of the National team, either touring or at home, there is a requirement for the appointment of a TEAM CAPTAIN.

The appointment of the TEAM CAPTAIN shall be made by the Selectors.

The TEAM CAPTAIN will be subordinate to the TEAM MANAGER in the performance of their duties, and responsible only to him.

The TEAM CAPTAIN is responsible to.

act as liaison between the team players and the TEAM MANAGER.

when team uniform is the dress of the day, assure the correctness of that dress.

perform such duties as the TEAM MANAGER deems fit to delegate.

TEAM CAPTAIN'S responsibilities will commence at the start of practice and conclude at the termination of play on the last day of the competition.

7: PLAYERS

To be eligible for selection all players must be registered and have been competitors in the National Championships last preceding the date of selection.

Players must be in an acceptable standard of health and seemingly capable of withstanding the rigours of touring and the pressures of playing at competitive international level.

The method of selection is as approved by the Council.

The fact that a player individually, and all players collectively are ambassadors of their country in general and the Council in particular must be stressed when selected, and players must fully agree to these conditions, when accepting selection.

players are to be aware that they represent their country, and that the tour is not a holiday.

8: UNIFORM

The prescribed uniform for players representing Australia shall be as approved by the Council.

9: PASSPORT

Each person shall be responsible for their own passport and other documentation needed.

10: DISCLOSURES OF DISABILITIES

Any member of the team who daily, continually or regularly requires the ingestion of any prescribed drug or any other medicinal substance will be required to advise the TEAM MANGER, in writing, of the nature of such medication. Such advice will be of a confidential nature.

It will be personal responsibility of any member of the team to assure that they are in personal possession of sufficient medication, at his daily user rate, for the duration of the tour, plus three days reserve.

Such medication will be carried in personal hand luggage.

International coding of drugs contained in the Standard Pharmacopocia Handbook, is that almost in all cases drugs are readily identifiable. However, to avoid embarrassment when passing through control points, it is suggested that a certificate be carried, detailing the nature of the drug, the classification and dosage. Such certification to be signed by the prescribing medical practitioner.

11: CHOICE AND SELECTION OF PLAYERS (METHOD)

As approved by the Council.

12: PRE TOUR ADMINISTRATION

All arrangements, negotiations, agreements and planning for a proposed playing tour will be the responsibility of the Secretary of the Council, and subject to Council concurrence.

Any co-option of assistance will be a delegation of authority only. Prime responsibility, consequent and subsequent will remain with the National Secretary.

All arrangements made, proposals and plans etc, between the host country and the Council will be in writing by the National Secretary for inclusion in the Council records.

13: INFORMATION CIRCULARS

Immediately any agreements has been reached between the 'host country' and the Council, it shall be the subject of an information circular.

Depth of circulation shall depend on the time factor. Depending on time, distribution of information circulars shall be:

To all State Secretaries

To all Tour Officials
To all selected players

Postage and production costs of information circulars will be debited by the National Treasurer against the International Tour fund.

14: NATURE OF ACCOMMODATION

Early advice to the 'host country' of the nature and type of accommodation preferred, will allow forward planning. Among the criteria to be considered will be:

Accommodation for total team at the one location

Duration required, eg, from day of arrival in country of the main party.

Pre session and post session accommodation will be handled separately

Price structure

Price – based on shared accommodation and if on shared accommodation, the need for single bed component, and the number of double beds

15: LOCATION OF ACCOMMODATION

The location of accommodation will obviously depend on meeting the criteria set down.

Subject to accommodation being available in total all players and tour officials, without exception will be accommodated together, and remain so until the conclusion of play and the official end to the tour.

16: PLAYERS TRANSPORTATION

The transportation of players and officials from their accommodation to the playing venue must, of necessity, be co-ordinated by Team Management.

Private arrangements may not be permitted.

The team is to travel from accommodation to venue in the one group, thus allowing the TEAM MANAGER the knowledge that they are all correct and ready to play.

Transport is required to be co-ordinated for the attendance at all official functions.

17: TOUR TIMETABLE

As defined by the National Secretary.

18: ASSEMBLY AT DEPARTURE POINT All members immediately on arrival report to the TEAM MANAGER. From this point of time the tour is deemed constituted.

19: PRE-SESSION TOURS

In making pre-session arrangements, cognisance of the time of commencement of the tour, for those players and officials, already in country is required.

The NATIONAL SECRETARY will advise the TEAM MANAGER of the arrangements made.

20: TOUR SELECTORS AND SELECTION ON TOUR

If, and when permissible, and there is a need to reconstitute a team, the TEAM MANAGER and Council representatives shall be responsible and have the power and authority to change, alter or rearrange teams accordingly, and as is consistent with the Laws of the Game.

21: FINANCIAL SUPPORT

The degree of financial support offered to players and accredited officials on tour will be determined by the Council, have cognisance to:

the degree of Departmental aid available

the balance on call in the National Account reserved for International Tours

The degree of sponsorship available.

It is considered necessary at the time players and officials being given an offer of selection or appointment to be given a budget estimate of the degree of financial assistance available. Being an estimate, the Council is in no way bound by such declaration.

22: TOUR BADGES

A commemorative badge will be struck for each tour.

The cost of the die, the art work, and the setting up fees will be deemed an item of receipts and contra adjustment and will be recovered from the sale of the

badges. Such badges may be worn by players and officials if so desired at anytime.

23: EMERGENCIES/RESERVES

No provision for emergent or reserve players will be made or considered after a date 14 calendar days prior to the date of departure.

Any vacancies occurring after this date will be filled by selection from amongst the officials available on tour.

24: UNIFORM REQUIREMENTS

All members of the team will wear full uniform as and when directed.

25: DRESS ON TOUR

Permission may be given by the TEAM MANAGER while 'in country' to vary the dress requirement.

There is to be a common standard of dress, on the basis 'ONE IS – ALL ARE'. If the TEAM MANAGER directs the wearing of jackets, all are to wear the said jacket.

26: DRESS ON OFFICIAL PART OF TOUR

The TEAM MANAGER will have the power to nominate uniform for that period of the tour previously prescribed.

27: ATTENDANCE AT OFFICIAL FUNCTIONS

Upon receipt of an itinerary in host country, the TEAM MANAGER will nominate those functions he deems to be official functions.

At these functions, complete attendance of players and officials is mandatory and Management will advise of the dress required.

The TEAM MANAGER will co-ordinate transport requirements.

At all official functions the TEAM MANAGER will be the official spokesperson. He is the SENIOR TOURING OFFICIAL appointed by the Council and so takes precedence over any other National Official present. That presence would always be subordinate by his position in the team to the SENIOR TOURING OFFICIAL.

28: CONDUCT OF PLAYERS AND OFFICIALS

Each player and official is to be aware of the fact that he is not only an individual visitor in another country but is also a national representative of a touring side.

A reasonable guide to the conduct required is by the display of good manners and true sportsmanship.

The co-operation of players and officials will negate the need for any disciplinary panel. If required, such panel will consist of:

TEAM MANAGER

AIBBC Representatives

All of whom shall have a deliberative vote.

The offending player or official may nominate an advocate from amongst his peers. Such advocate will be empowered to plead, but is to retire before any deliberations commence.

Any decision reached will not be the subject of appeal.

The TEAM MANGER will make a full report in writing to the Council, after his return to Australia.

To prevent transgression by ignorance the TEAM MANAGER may well highlight local customs for information.

29: UMPIRES DRESS AND PROFICIENCY

Umpires nominated may be of either gender.

Umpires will be responsible to the host nation for the performance of their duties.

Each umpire will be personally responsible to fully acquaint himself with the requirements of the Agreed Rules for International Play.

Umpire's uniform to be decided

30: OFFICIALS – DURATION OF APPOINTMENT

The duration and length of the appointment of officials will vary.

The TEAM MANAGER shall assume duties at the conclusion of the ANNUAL GENERAL MEETING appointing him. His tour of duty will conclude with the presentation and acceptance of his report at a subsequent meeting of the Council.

All other officials will be appointed and retain their positions on an 'as required' basis.

31: TOURING – NON-PLAYERS AND NON-OFFICIALS

The TEAM MANAGER shall not be required to accept any responsibility for 'CAMP FOLLOWERS'. Nothing is implied that prevents them from travelling with the main party.

Their conduct shall be the subject of overall supervision.
All expenses will remain the responsibility of the individual person.

32: MEDICAL COVERAGE

Each player and official is required to take out coverage with an appropriate agency.

The Australian Council will not be held responsible for any claims for hospitalisation, etc, while on tour.

The Australian Council will be deemed indemnified against claim, in all matters, during the tour.

33: IN COUNTRY DOMESTIC TRAVEL

Will be organised by the National Secretary and Team Management.

34: DATE OF PASSING FROM STATE CONTROL

The appointment date of the TEAM MANAGER has been defined in previous paragraphs.

The STATE ASSOCIATIONS will have control and authority of its players up to and including the day of selection and acceptance.

On that day the matter of control and authority in all matters concerned with and applicable to International play, will pass to the TEAM MANAGER in particular and the NATIONAL SECRETARY in general.

35: CONTROL AND DISCIPLINE

In the matter of control relative to playing conduct and in matters of personal conduct which would adversely affect the 'image' of the touring side, the authority of the TEAM MANAGER shall be absolute.

He may censure according to the dictates of his conscience, and in keeping with the Laws of the Game, any player or official who appears before the Disciplinary Panel.

Any decision reached is final and without appeal.

A written report will be furnished to the Australian Council for their information.

36: ARRANGEMENTS FOR PRACTICE SESSIONS

Practice sessions ‘in country’ will have been previously negotiated by the Council and the host nation.

As it is anticipated that all players will attend together, the TEAM MANAGER will be required to co-ordinate transport to venue from accommodation, and on completion from venue to accommodation.

37: ATTENDANCE AT PRACTICE SESSIONS

At all official practice sessions, designated as such by the TEAM MANAGER, the attendance of all players and officials is mandatory.

38: DRESS FOR PRACTICE SESSIONS

Prior to the commencement of official practice sessions, the TEAM MANAGER will cause to be nominated, for the information of players and officials, the standard dress.

Dress so nominated will be adhered to without exception.

39: POST TOUR REPORT

The TEAM MANAGER will present to the Annual General Meeting of the Council next subsequent to the tour, a tour report.

Such report will cover all aspects from the time of his appointment and up to and including conclusion of the tour.

Secondary reports requested by him, will be attached as an annexure to his report, and will be commend on by him, in the body of his report.

40: SECURITY OF VALUABLES

Under no circumstances will the TEAM MANAGER, or any other play or official, assume responsibility for any valuable, whereby such acceptance will imply, or tend to imply, responsibility by or on behalf of the Council.

41: TEAM PHOTOGRAPHS

As it has become customary for ‘team photos’ to be taken, arrangements may be completed for them at the discretion of the TEAM MANAGER.

Amended August 2009 in Adelaide

ANNEXURE 'A' TO STANDING OPERATING PROCEDURES

CHECK LIST OF PREPARATION FOR INTERNATIONAL TEST INSIDE AND OUTSIDE OF AUSTRALIA

The following points may need to be checked prior to the Event.

NATIONAL SECRETARY

1. Contacts and arrangements with host or visiting country have been established.
2. Itinerary (including rest periods)
3. Accessibility of all playing venues should be known prior to departure, to assess potential transport requirements.
4. Any equipment for air freighting
5. Passports
6. Flight Bookings and or all Travel arrangements
7. Ordering of Pennant (in country)
8. Ordering of Tour Badge (Abroad)
9. Player and Official information to Team Manager
10. Accommodation Bookings

TEAM MANAGER

1. After Selection correspond with Players and Officials
2. Liaise with the National Secretary in all aspects
3. All Duties as per the SOP

HOST STATE

1. Notify the National Secretary in writing of the recommended venue for the Test Series also practice venues
2. Test Venues need to be forwarded two years prior to the Test being held for approval by the Council
3. All costs involved in the running of the Test Series shall be bourn by the Host State in the event of a deficit the Host State must furnish a Profit and Loss report to the Council for evaluation
4. Arrange Mayoral reception for the Wednesday at 4pm

AUSTRALIAN INDOOR BIAS BOWLS COUNCIL

STANDING OPERATING PROCEDURES FOR INTERNATIONAL MATCHES AUSTRALIA VERSUS NEW ZEALAND AND AUSTRALIA VERSUS ANOTHER COUNTRY

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