

# Hosting the NSW Open State Pennant Finals



## Expression of Interest

Return completed forms to – [lee.stinson@bowlsnsw.com.au](mailto:lee.stinson@bowlsnsw.com.au)

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Bowls NSW is calling for clubs to submit EOIs to host the 2023/24 Open State Pennant Finals. The following document outlines the requirements and expectations for each event.

### Event Dates

Thursday 27 to Sunday 30 June 2024 (Thursday will be a practice day)

### Grades

There are seven (7) Pennant Grades and each grade is separate, please specify in your submission which grade you would like to host or alternatively, make note that the grade does not matter.

### Co-Hosting

Clubs may collaborate on an EOI to satisfy the hosting requirements. If this is the case, please detail which venue will host the semi-finals and final.

### Expected Participants

192 players plus reserves & Managers, plus spectators.

### Green Requirements

A minimum of four greens are required for this event.

### Greens

The greens must be of a high standard and able to cope with the volume of matches. Please outline in your proposal the surface(s) that would be utilised at each venue.

In expressing your interest in hosting this event, you agree that Bowls NSW reserves the right to review of your greens at any stage in advance of the competition taking place. Should your Greens not meet the independent standards required, Bowls NSW reserves the right to move the event to a different venue.

### Green Fees

No green fees are to be charged by the host venue(s) for this event.

### Lighting

Where possible, all host clubs should provide lighting for at least one green.

### Club House

The Club House must be capable of hosting the number of players and spectators that this event attracts. The indoor and outdoor facilities will be considered when selecting successful host venues.

The Main Host Club will need to supply a meeting room to accommodate the Bowls NSW Board & Executive in attendance as well as side managers from all sixteen (16) Clubs.

Snack bar/ food facilities, hot beverage facilities must always be available throughout the competition. The club should have communication facilities, including telephone and internet access. Clubs may also be requested to live stream the game on screens inside the club house.

### Spectators

High priority is given to Clubs who can outline ways in which spectators will be welcomed and engaged throughout the competition.

### Parking

The club must have adequate parking available for event participants and spectators.

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### Accommodation

Please provide a list of accommodation facilities in close proximity to the club with your submission.

### Sponsorship

For the duration of the competition, Bowls NSW will hold the exclusive right to promote its own sponsors in venue and on-green. Where any conflict between Bowls NSW and Club Sponsorship arises, Bowls NSW sponsors will take precedence.

Clubs must consult with Bowls NSW before approaching Councils, event sponsors, merchandise providers or Visitor Information Centres to align commercial expectations from the outset.

### Merchandise

Bowls NSW reserves the right to sell event-branded merchandise for the duration of the event. Clubs cannot source and sell any event-specific and/or Bowls NSW branded merchandise. Clubs with bowls shops can operate these shops to sell general bowls items and equipment.

### Host Coordinator

The Host Club(s) are to appoint a Coordinator to act as the principle contact for Bowls NSW regarding correspondence and arrangements. Please outline how this will be achieved in your submission.

### Live Scoring

Host clubs will be requested to keep track of live scores and enter final scores into BowlsLink upon the completion of play.

### Live Streaming (Grade 1 only)

The host Club is required to provide adequate space for Cameras to be stationed; generally behind the ditch at each end of the chosen rink(s). There may also be a camera stationed at the half-way mark of the green, generally positioned on the bank, depending which rink is chosen for live streaming. A suitable space will also need to be provided for a production studio to be established.

### National Umpires

Host Clubs are to provide Accredited National Umpires for each Green throughout the course of the event. It is recommended to provide a minimum of two umpires per green in use for each session or at minimum, three umpires across two greens at any given time. Please outline your capacity to deliver on this.

### Bowls NSW Policies

Clubs will be required to abide by Bowls NSW Policies during the event, including the Smoke Free Greens and Extreme Weather policies. The Club(s) must agree to allow all players selected by competing Clubs, to participate in the event.

### Insurances

The host club(s) must provide evidence of a minimum of \$20-million Public Liability Insurance cover. Documentation will be sought to show currency prior to the event.

### Risk Management

Host Clubs must be able to provide risk management documentation (eg. a risk matrix) prior to the event taking place. Reference to First aid facilities including access to a first aid kit, defibrillator, and nominated accredited staff, along with references to security and safety of patrons must be included within the EOI.

# Hosting the NSW Men's & Women's State Pennant Finals



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### Catering

Host Clubs are required to provide lunch for players and officials for each day of play at a cost of no more than \$20 per player per day. Lunch must be made available to players / reserves / managers and officials.

The participating clubs shall cover the cost of these meals for their players and this fee is to be invoiced by the host club, to the participating Clubs on agreed terms between the two.

The Host Club(s) must be capable of efficiently catering for lunches to allow the competition to run to schedule. Delays in feeding players/officials are obviously unacceptable at this peak event.

### Hosting Fee

\$7,000 + GST per grade payable before the event takes place.

Host clubs submitting as a combined EOI are to outline the proportion of the hosting fees for each party.

Hosting Bowls NSW State Final events has the potential to generate a significant return on investment for the club and for local businesses. Bowls NSW currently negotiates with Local Councils and/or Visitor Information Centres to attract funding towards hosting the event.

### Submissions

Please submit your EOI via email to [lee.stinson@bowlsnsw.com.au](mailto:lee.stinson@bowlsnsw.com.au)

### Closing date

Monday January 15, 2024