



Tournament Licence Information Booklet 2023

Welcome to Bowls Scotland's Tournament Licence Information Booklet 2023

A tournament licence is mandatory to regulate and ensure standards for events. A competition or tournament is defined as an event where players compete, and prizes or cash are awarded. All Open and/or Invitation Tournaments **MUST** be licenced by Bowls Scotland.

Club friendly matches are not within the definition.

This handbook has been designed to be used by all competition organisers, from clubs just starting to organise events through to experienced competition controllers. It also lays down standards and rules which must be adhered to when running a Bowls Scotland licensed event. In all cases, the overriding concern must be for the safety, welfare, benefit and enjoyment of the participants.

Licensing is simple and easy to do, a small licence fee is payable, dependent on the amount of prize money you are offering.

The fees for 2023 are:

	Competition Prize Money	Fee
1	£400 or under	£10
2	£401-£1000	£30
3	£1001-£3000	£50
4	£3001 and over	£100

1. Clubs and/or Association's tournament organiser must apply for a licence timeously, prior to advertising the event, and not less than fourteen days prior to the event.
2. Each Tournament License Application shall be accompanied by the appropriate fee in accordance with the above prize money.
3. Bowls Scotland will email (where an email address has been provided) a certificate for each event.
4. Bowls Scotland will publish tournament licence details on our website.
5. Each application for a Tournament License must state:
 - 5.1. Name of the Event
 - 5.2. Open or Invitation
 - 5.3. Male, Female or Mixed
 - 5.4. Discipline (singles, pairs, triples, fours, team etc)
 - 5.5. Prize Money
 - 5.6. Date and location of the event
6. Each Tournament Licence issued will be valid for the current outdoor bowling season
7. All notices pertaining to the event should clearly state:
 - 7.1. Name of the Event
 - 7.2. Date and location of the event
 - 7.3. Licensed by Bowls Scotland
 - 7.4. Discipline
 - 7.5. Entry Fee
 - 7.6. Prize Money
 - 7.7. Closing Date

- 7.8. Any other relevant information (Sponsor)
8. All Open Tournaments shall be played under the rules of the latest Crystal Mark Edition of the Laws of the Sport of Bowls (with amendments approved by Bowls Scotland for use in domestic competitions), it is the responsibility of the Club or Association to determine the rules governing the tournament and these should be readily available to all participants.
 9. Bowls Scotland Licence Certificate should be displayed in a prominent position during the Open Tournament and available to view by a Bowls Scotland official.
 10. Club and Associations should ensure they have adequate Public Liability Insurance in place to cover any open tournaments.
 11. Where a Club or Association has not purchased a tournament licence or states that an open event is licensed by Bowls Scotland and it is later found that the event was not licensed by Bowls Scotland, the Club or Association could be subject to disciplinary action.

What makes a good event?

Start by having a clear objective for your event. The best events are those that always keep the players and spectators in mind.

Advertising for the event should be clear and concise, no more than two pages, so that they can be displayed on club notice boards. The entry form should include venue details (including the postcode), clear event details, how to enter and the cost.

The entry form should only ask for essential information (including contact details). The more you ask for, the less (accurate) information you are likely to get.

Players, find information useful, including format of the day and start time.

Keep the spectators happy by ensuring that they have a seat and a reasonable view of the green.

Good catering is also well received. If you are able to do your catering in-house, this can also raise revenue.

Create a good atmosphere at the event, often the Tournament Director and other volunteers can set the tone by being friendly, positive and approachable.

Always review the event afterwards. Even if it was a great success, there may be things to learn and improvements which could be made next year.

For further information on Tournament Licences, please get in touch with Eve and/or Tom.

Eve Wallace, Competitions & Events Officer, 07542 684 546 or evewallace@bowlsscotland.com

Tom Weir, Competitions & Events Coordinator, 07834 451 651 or events@bowlsscotland.com

This handbook is published on the Bowls Scotland website where it can be freely downloaded and will be updated as changes occur.