

# **SCOTTISH ASSOCIATION FOR BLIND BOWLERS**

**SCOTTISH CHARITY NO: SC018106**

**ESTABLISHED 1963**

**HANDBOOK**

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# 1. Member Details

## 1.1 Committee of Management

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### **3. Constitution**

#### **(I) Name**

**The name of the Association shall be the ‘Scottish Association for Blind Bowlers’. (Hereafter referred to as SABB.)**

#### **(II) Objectives**

**(a) The objectives of the Association are to further the physical and mental health of all blind or partially sighted bowlers in Scotland.**

**To ameliorate their suffering and distress and to aid them in their visual limitations, specifically by promoting and encouraging their participation in and playing the game of bowls.**

**(b) To promote interest in the welfare of blind persons interested in, or already participating in bowling. To advise and assist in providing amenities for initial instruction and qualified coaching for blind bowlers in Scotland and to assist in other necessary ways within the scope of available resources.**

**(c) To organise and control the running of national annual tournaments and to promote, where possible, outside interest in these events by way of provision of venues and sponsorship funding.**

**(d) To form a close alliance with other blind Bowling Associations in the home countries and throughout the rest of the world and by this means promote and encourage international cooperation and competition.**

**(e) To act as arbitrators, as and when required or requested, in all disputes concerning bowling for the blind in Scotland.**

**(f) To consider and deal with all matters of a routine nature, except legal and financial, submitted by members of the SABB.**

**(g) To provide or assist in the provision of facilities and opportunities for blind or partially sighted persons to participate in recreational and competitive bowling in the interests of social welfare with the objective of improving their condition of life.**

**(h) To do all things which will further the Association's objectives.**

**(i) Definition: for the purposes of this Constitution a blind or partially sighted bowler or person shall be only those persons whose names have been recorded in the appropriate register as 'blind' or 'partially sighted'. Entry on this register requires authorisation by a Consultant Ophthalmologist. No other certification of visual impairment is acceptable.**

### **(III) Membership**

**(a) Membership is open to all properly constituted clubs or blind bowlers in Scotland, provided that they participate in at least one national competition each year.**

**(b) Membership of the SABB requires that each member club and individual members of such clubs shall support the Association in its endeavours.**

#### **(IV) Management**

**(a) The day-to-day management of the Association shall be in the hands of the Executive Officers, guided by a Committee of Management composed of: President, Vice President, Secretary, Treasurer, Immediate Past President and one elected member from each club in membership of the Association.**

**(b) The President and Vice President must be registered blind or partially sighted and shall be from different areas.**

**(c) Executive Officers shall be elected at The Annual General Meeting and shall serve for the period of two years; they shall be eligible for re-election. Any two Association members may Propose and Second a candidate for office. They shall obtain the consent of the candidate before making the proposal. Nominations for the executive must be received by the Secretary 30 days before the Annual General Meeting and be signed by the nominee as well as the proposer and seconder.**

**(d) All clubs may nominate one person for representation on the committee and said person must present himself or herself at the Annual General Meeting for election and will serve for one year. All nominations for Committee representation must be sent to the Secretary 30 days prior to the date of the Annual General Meeting and must be signed by the proposer, seconder and nominee.**

**(e) Vacancies caused by resignation, manifest incapacity or death will be filled at the next Annual General Meeting.**

**(f) If necessary, the Committee may co-opt a person to fill such a vacancy until the next Annual General Meeting.**

## **(V) Sub-Committees**

**(a) The Committee shall appoint such Sub-committees as it feels useful to advise or control matters for the Committee. Any such sub-committees shall always report to the Executive.**

**(b) The Executive Officers may co-opt at their discretion members specially qualified to assist them with any particular task the SABB undertakes either for itself or on behalf of the International Federation, subject to the ratification of the Committee.**

## **(VI) Subscriptions**

**(a) The Annual Subscriptions shall be fixed by the members at the Annual General Meeting. Any change in the amount payable shall be effective immediately.**

**(b) The Annual Subscription falls due for payment on 1<sup>st</sup> April each year for the 12 months commencing and is payable by the 30<sup>th</sup> April.**

**(c) Entry fees for Scottish Competitions shall be fixed by the members at the Annual General Meeting. If not so fixed, they shall be fixed by the Committee. Entry fees will be payable by the 30<sup>th</sup> April each year. (As in clause (b) above).**

## **(VII) Meetings of the Committee**

- (a) The Committee shall meet not less than twice a year.**
- (b) These meetings shall be held at times and places to be decided by the President, Vice President and Secretary or by a majority of the Committee present at a Committee meeting.**
- (c) The Committee may ratify administrative decisions taken by any of the Officers between meetings.**
- (d) The quorum for a meeting of the Committee shall be two of the Officers (President, Vice President, Secretary and Treasurer) and one third of the ordinary Committee Members.**
- (e) The Chairman of the meeting shall have both a deliberative and a casting vote.**

## **(VIII) General Meetings**

- (a) A General Meeting of the members is to be held in each year in March. It will be held in Scotland at the discretion of the Committee.**
- (b) Written notice of the Meeting is to be sent to all members not less than three weeks before the meeting together with a copy of the Agenda and the Annual Accounts.**
- (c) A Special General Meeting may be called by the Committee or by request of half the members (i.e. half the clubs who are members) submitted in writing to the Secretary who shall then arrange the meeting, giving the same notice as is required for the Annual General Meeting.**

**(d) The Quorum at a General Meeting shall be two Officers and 50% of the membership (defined as half the clubs who are members of SABB).**

**(e) At a General Meeting, each member club shall have two votes, and the names of the voting delegates are to be supplied by the club in writing to the Secretary not less than 48 hours before the meeting. The Chairman of the meeting shall have both a deliberative and a casting vote.**

### **(IX) The Secretary**

**(a) The Secretary shall conduct all correspondence of the SABB and shall report thereon to all meetings of the Committee.**

**(b) The Secretary shall keep the Minutes of all meetings of the Committee. Copies of the Minutes shall be sent to all members of the Committee and club secretaries within two weeks: they shall be approved at the next meeting and signed by the Chairman. The signed Minutes are to be preserved by the Secretary in a suitable book or file.**

**(c) The Secretary shall follow similar procedures in respect of General Meetings.**

**(d) The Secretary shall be responsible for the safe custody of non-monetary assets of the Association. He/she shall keep a Property book recording the details of the property and its location.**

## **(X) The Treasurer**

**(a) The Treasurer shall be responsible for the monetary funds of the Association. He/she shall keep adequate records of the transactions so as to be aware of the Association's financial position at any time. The records must comply with the requirements of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or subsequent legislation.**

**(b) The Committee shall authorise the opening or closing of all bank accounts or other deposits of funds. They shall specify the names and numbers of signatories to operate such accounts, one of who shall normally be the Treasurer. They shall authorise and minute the authorisation of expenditure of funds whenever these are outwith the normal day-to-day running costs of the SABB or when requested to do so by the Treasurer.**

**(c) The Treasurer shall produce an accounting of his/her intromissions each year, brought down to 31<sup>st</sup> December. These accounts shall be in the Format required by the Charities Accounts (Scotland) Regulations 1992 or subsequent legislation and shall be subjected to outside examination or audit as laid down in the same Regulations.**

**(d) The Treasurer shall lay the Accounts before the Annual General Meeting.**

## **(XI) Dissolution of the Association**

**(a) The Association may only be dissolved by a Special General Meeting of the SABB at which not less than three quarters of the members present vote in favour.**

**(b) In the event of dissolution, the property and funds of the SABB are to be passed to a body or bodies with charitable status and with similar aims to the Association, the choice of the bodies is to be made by the Committee.**

**(c) If the Association has Charitable Status in Scotland, any scheme under paragraph (b) above is to comply with the requirements for charitable giving.**

## **(XII) Amendments to the Constitution**

**(a) The Constitution may be amended in all clauses except clauses (II) and (XI) by not less than two thirds of the members present and voting at a General Meeting of the Association in favour, notice of the proposed changes having been sent out with the notice calling the meeting.**

**(b) Clauses (II) and (XI) may only be amended by three quarters of the members present voting in favour.**

**(c) If the Association has charitable status, any changes to the Constitution are only valid when or if approved by the Inland Revenue.**

## **(XIII) Protection of Vulnerable Persons**

**The SABB supports the policy and procedures for the Protection of Vulnerable Adults. A Co-ordinator has been appointed to the Executive to implement the Policy and Procedures.**

## **Bye-Laws**

### **(1) Finance Committee**

**Annually, a Finance Committee shall be appointed by the Committee of Management. They should consist as follows: Vice President, Treasurer and two others. A Convener should be appointed from the agreed four persons.**

**They shall convene meetings dealing with the Association funds prior to the Committee of Management as required. The Treasurer shall present to the Finance Committee all receipts and bank statements for that current period for their approval. The Management Committee will receive all reports regarding the current position of the Association's monies for special projects, must be made to the Management Committee for their approval.**

**The day-to-day running of the Association's finances by the appointed Treasurer are excluded from approval by this Committee.**

**This revised Constitution was adopted by a Special General Meeting held in Perth and Kinross Society for the Blind offices, 14 New Row, Perth, on 10 February 2007.**

**President: James Binnie**

**Vice President: Robert Conway**

**Treasurer: David Thomas**

**Secretary: Judith Marshall**

## **4. National Championships Rules and Regulations**

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## **(1) Entry Conditions**

### **Rinks**

**Clubs may enter 1 or 2 teams. Where a team includes a Total Blind (B1) player they will be awarded 2 shots per game provided that the Total Blind (B1) player is wearing Occlusion Glasses which have been checked by the Umpire / Match Organiser. Where opposing teams each have a Total Blind (B1) player wearing Occlusion Glasses, no shots will be awarded.**

**Each team may include 1 Partially Sighted player who cannot act as Skip.**

### **Triples**

**Clubs may enter 1 or 2 teams. Where a team includes a Total Blind (B1) player they will be awarded 2 shots per game provided that the Total Blind (B1) player is wearing Occlusion Glasses which have been checked by the Umpire / Match Organiser. Where opposing teams each have a Total Blind (B1) player wearing Occlusion Glasses, no shots will be awarded.**

**Each team may include 1 Partially Sighted player who cannot act as Skip.**

### **Pairs**

#### **(a) Elizabeth Taggart National Pairs**

**Clubs may enter 1 team. Each team will consist of 1 Total Blind (B1) player and 1 registered blind player. Clubs can borrow a Total Blind (B1) player from another club. The Total Blind (B1) player will wear Occlusion Glasses which have been checked by the Umpire / Match Organiser.**

## **(b) Scottish Open Pairs**

Each club can enter 1 team. If numbers permit, a second team may be entered based on club history over the previous 5 years. Each team will consist of 2 registered blind players or 1 registered blind player and 1 Partially Sighted player who will not act as Skip.

Where a team includes a Total Blind (B1) player they will be awarded 2 shots per game provided that the Total Blind (B1) player is wearing Occlusion Glasses which have been checked by the Umpire / Match Organiser. Where opposing teams each have a Total Blind (B1) player wearing Occlusion Glasses, no shots will be awarded.

## **Singles**

Clubs may enter as many players as they wish for each of the Ladies, Gents, Partially Sighted and Total Blind (B1) Championships.

## **(2) Timetables & Venues**

The Singles Championships will be played over 3 or 4 days at a venue to be decided by the Committee.

The Rinks, Triples, Elizabeth Taggart National Pairs and Scottish Open Pairs Championships will be played over 3 days at a central location to be decided by the Committee.

The Events Committee will revise the Rules & Regulations for each of the above events if and when it is deemed necessary. Any revised Rules & Regulations will be distributed to all clubs before the start of the Championships.

### **(3) Formats of Play**

**Pairs: 4 bowls per player, 15 Ends**

**Triples: 3 bowls per player, 13 Ends**

**Rinks: 2 bowls per player, 15 Ends**

**Singles (except Total Blind): 4 bowls per player, 21 shots up**

**Singles (Total Blind): 4 bowls per player, 21 shots up or 2 hours – whichever is the sooner.**

**Each of the Singles Championships (Ladies, Gents, Partially Sighted and Total Blind (B1)) will be played on a round-robin league basis.**

**Gents Singles will be played in 3 Divisions. At the end of the Championships, the top 2 players will be promoted from Divisions 2 & 3, and the bottom 2 players will be relegated from Divisions 1 & 2.**

**Ladies Singles will be divided into 2 sections if there are sufficient entries and the same rules apply as those for the Gents Championships.**

**The Scottish Open Pairs Championships will be contested by no more than 16 teams. They will be played on a 4 section of 4 teams league basis with the winners of each section progressing to the semi-finals. The winners in each semi-final will play off in the final and the losers in each semi-final will play off for 3<sup>rd</sup> / 4<sup>th</sup> place.**

#### **(4) Alterations to the Format & Length of Games**

The Match Organiser will have the right to alter the format, times of play and greens to suit local unforeseen circumstances, giving as much notice as practical.

Should weather or any other contingency interfere with play permanently, the result will stand provided that at least 8 ends have been played. Committee members present have the right to arrange an alternative venue. If the games are transferred to an alternative venue, the score will stand and will be carried forward to the new venue.

#### **(5) Time Limits**

Time limits will only apply to the Total Blind (B1) Singles Championships where a time limit of 2 Hours will be set.

#### **(6) Trial Ends**

One trial end in each direction will be played in all National Championship games. However, trial ends can be dispensed with if both Skips agree.

#### **(7) Assistants**

Teams in the Rinks Championships are allowed to have a non-playing Skip and an assistant at the mat. If a team uses a non-playing Skip he / she is in charge of the head and issues all instructions to the bowlers in his / her team.

Teams in the Triples and Pairs Championships are allowed to have one assistant.

**Ladies, Gents and Partially Sighted Singles players are allowed to have one assistant. Total Blind (B1) and Deaf-Blind Singles players are allowed to have two assistants, one at the head and one at the mat.**

**If a Singles player wishes his / her assistant to be at the head instead of beside them at the mat, the assistant is allowed to give the player verbal instructions on which hand to play, etc. (This rule applies to assistants only - not to neutral markers. Neutral markers should only give the positions of the jack and bowls using the clock system and mark the scorecard).**

**The assistant at the mat may stand no more than 5 yards in front of the player when giving guidance on the delivery of the bowl. Assistance given to players at the mat must be limited to verbal guidance. On no account must any physical assistance be given (such as physically positioning the player's arm).**

#### **(8) Positions at the Head**

- (a) All persons at the head must stand at least 2 yards behind, and at least 1 yard to the side of, the jack.**
- (b) When a team is in possession of the rink, the Skip / non-playing Skip may take up a position in the head to indicate a line to their player but they must then stand back [in accordance with (1) above] before the player delivers his / her bowl.**

#### **(9) Restricting the Movement of Players During Play**

**One visit to the head will be permitted during each end. Visits will be restricted to those in possession of the rink.**

**Where the jack / bowls in the head have been moved and the Marker / Caller has difficulty describing the new head, both players can visit the head with permission from the Marker / Caller.**

**If a player visits the head more than once, the player will be reminded of the limit on the number of visits. If further visits continue, the Umpire / Match Organiser will be called and action will be taken (Final warning / Disqualification).**

### **(10) Substitute Players**

**Once play has commenced in Rinks, Triples and Pairs games, no player can be substituted except in the case of illness or injury and only at the discretion of the Umpire / Match Organiser.**

### **(11) Withdrawals from the Singles Championships**

**If a player in any of the Singles Championships has to withdraw once the Championships are underway, the Committee will decide how to deal with the situation using the following criteria:**

- (a) If a player has played less than a third of their games, their scores will be declared void and all players in their section will be given a bye.**
- (b) If a player has completed a third or more of their games, their scores will stand and all remaining opponents will receive 2 points per game and an average of the number of shots scored by the player who has withdrawn.**

If, for whatever reason, a competitor misses the Championships for a year, the Committee will decide which division that competitor should be placed into on their return. Their decision may be based on previous results.

All new entrants to the Championships will be placed in the lowest division.

### **(12) Footwear and Attire**

Footwear will conform to the requirements set out in the current edition of the Bowls Scotland Yearbook.

In all National Championship competitions, players must be dressed as follows

- Grey / black trousers for men; Grey / black skirts or trousers for ladies.
- White shirts, blouses or polo shirts, are to be worn. Shirts / blouses / polo shirts in club colours may be worn provided all players in a team are dressed alike.
- Advertising on shirts, blouses or polo shirts is allowed with a maximum size of 100mm x 100mm.

Players who arrive incorrectly dressed at any National Championship event will not be allowed to compete.

### **(13) Stamp on Bowls**

All bowls used during the National Championships will conform to the requirements set out in the current edition of the Bowls Scotland Yearbook.

## **(14) Equipment**

- (a) All rinks will have a thin, white, breakable string placed down the centre line.**
- (b) Mats and jacks will conform to the current edition of the Bowls Scotland Yearbook.**
- (c) Players may place white / coloured sticks made of plastic / paper on or under the centre string. If, however, the jack or a bowl touches the stick, the jack or bowl will be invalid. A player will lift the stick if requested to do so by an opponent when it is the opponent's turn to play.**

## **(15) Visual Aids**

**All Total Blind (B1) players must wear Occlusion Glasses during play. The Umpire / Match Organiser will check these before the start of play.**

**A Monocular or Binoculars with 1 lens covered may be used when a player is at the side of the mat (that is, they may not be used when a player is either in front of or behind the mat.**

## **(16) Umpires**

**In the National Championships, the Match Organiser will arrange for neutral umpires.**

**Declaring the head: no heads are to be disturbed until the Skips / non-playing Skips agree on the shots scored.**

**The umpire will carry out all measuring of shots and his / her decision will be final.**

### **(17) Disputes**

**All disputes must be lodged with the umpire within 30 minutes of completion of the game and put in writing to the Secretary within 14 days of any incident taking place. Such disputes must be signed and dated by the complainant.**

### **(18) Selection for International Tournaments**

**Members can only be considered for selection to participate in international tournaments if they are a member of a constituted SABB club and have played in at least 1 current National Championship competition.**

### **(19) Other Laws and Regulations**

**All other Laws and Regulations other than stated above will conform to the Laws of the Sport of Bowls Crystal Mark Third Edition (including domestic regulations for Bowls Scotland) and the current edition of the Bowls Scotland Yearbook – both of which can be purchased from the Bowls Scotland offices at:**

**Bowls Scotland  
National Centre for Bowling  
Northfield  
Hunters Avenue  
Ayr  
KA8 9AL**

**Tel: 01292 294623**

**Email: [info@bowlsscotland.com](mailto:info@bowlsscotland.com)**