



## INTRODUCTION

The purpose of this document is to confirm the roles and responsibilities in the preparation for and delivery of SALSC's sporting events in the following two instances:

1. the event is managed by SALSC & host Local Sports Council (LSC)
2. the event is managed by SALSC, the Scottish Governing Body (SGB) & host Local Sports Council

## PARTNERSHIP AGREEMENTS

### SALSC AGREEMENT

SALSC agrees to provide support and assistance to the host Local Sports Council and partners (if relevant) in putting on the event. SALSC will do all it can to promote the event and will encourage its membership to support teams competing on their behalf. SALSC will also, where possible, provide financial support in the hosting of the event.

### HOST LOCAL SPORTS COUNCIL AGREEMENT

By agreeing to host one of the SALSC sports events the host Local Sports Council is agreeing to fulfil the responsibilities outlined in this document. Any alterations to the roles, responsibilities or rules must first be consulted with, and approved by all partners involved.

### SCOTTISH GOVERNING BODY AGREEMENT

By agreeing to be a partner in the SALSC sporting event, the Scottish Governing Body agrees to fulfil the responsibilities outlined in this document. Any alterations to the roles, responsibilities or rules must first be consulted with, and approved by all partners involved.

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## **EVENT RESPONSIBILITIES –**

### **The event is managed by SALSC & host Local Sports Council**

Below is a table outlining timescales and responsibilities in the preparation and on-the-day delivery of a sporting event run in partnership between SALSC and the host local sports council.

<b>Timescales</b>	<b>SALSC</b>	<b>Host LSC</b>
6-12 months before	<ul style="list-style-type: none"> <li>• Prepare entry form</li> <li>• Upload form to website</li> <li>• Advertise event to membership</li> </ul>	<ul style="list-style-type: none"> <li>• Nominate contact for all communications regarding event</li> <li>• Agree venue</li> <li>• Agree possible dates (see guidance notes)</li> <li>• Proof entry form</li> </ul>
1-6 months before	<ul style="list-style-type: none"> <li>• Advertise event to membership</li> <li>• Confirm rules of competition</li> </ul>	<ul style="list-style-type: none"> <li>• Administer Entries</li> <li>• Decide on fringe/ fundraising events to coincide (optional)</li> </ul>
0-1 month before	<ul style="list-style-type: none"> <li>• Advertise event to membership</li> </ul>	<ul style="list-style-type: none"> <li>• Administer Entries</li> <li>• Order medals</li> <li>• Invite local dignitaries &amp; press</li> </ul>
Day of event	Member(s) from the Sports & Events Group to attend to: <ul style="list-style-type: none"> <li>• Assist with proceedings</li> <li>• Provide winners' trophy</li> <li>• Provide SALSC banners &amp; other promotional material</li> <li>• Award trophy</li> <li>• Collect &amp; engrave trophy</li> </ul>	<ul style="list-style-type: none"> <li>• Register teams</li> <li>• Run competition on the day</li> <li>• Provide officials (if necessary)</li> <li>• Supply catering</li> <li>• Supply medals for winner and runner up positions</li> <li>• Award medals</li> <li>• Host local dignitaries &amp; local press</li> <li>• Run fringe/fundraising event (optional)</li> </ul>
1-7 days after	<ul style="list-style-type: none"> <li>• Letter of thanks</li> </ul>	<ul style="list-style-type: none"> <li>• Provide report on event (including photos)</li> </ul>





## **EVENT RESPONSIBILITIES –**

### **The event is managed by SALSC, the Scottish Governing Body & Host Local Sports Council**

Below is a table outlining timescales and responsibilities in the preparation and on-the-day delivery of a sporting event run in partnership between SALSC, the Scottish Governing Body (SGB) and the host local sports council.

<b>Timescales</b>	<b>SALSC</b>	<b>SGB</b>	<b>Host LSC</b>
6-12 months Before event	<ul style="list-style-type: none"> <li>Establish communication link/introduction between host LSC &amp; SGB</li> <li>Prepare entry form</li> <li>Upload form to website</li> <li>Advertise event to membership</li> </ul>	<ul style="list-style-type: none"> <li>Confirm specialist requirements for venue (if any)</li> <li>Approve venue</li> <li>Approve date</li> <li>Include in events calendar</li> </ul>	<ul style="list-style-type: none"> <li>Nominate contact for all communications regarding event</li> <li>Propose venue</li> <li>Propose dates</li> <li>Book venue once confirmed with SGB</li> <li>Proof entry form</li> </ul>
1-6 months Before event	<ul style="list-style-type: none"> <li>Advertise event to membership</li> </ul>	<ul style="list-style-type: none"> <li>Confirm rules of competition</li> </ul>	<ul style="list-style-type: none"> <li>Administer Entries</li> <li>Decide on fringe/fundraising events to coincide (optional)</li> </ul>
0-1 month Before event	<ul style="list-style-type: none"> <li>Advertise event to membership</li> </ul>	<ul style="list-style-type: none"> <li>Meet with host LSC</li> <li>Confirm format of competition</li> </ul>	<ul style="list-style-type: none"> <li>Meet with SGB</li> <li>Administer Entries</li> <li>Order medals</li> <li>Invite local dignitaries &amp; press</li> </ul>
Day of event	<ul style="list-style-type: none"> <li>Provide winners' trophy</li> <li>Provide SALSC banners &amp; other promotional material</li> <li>Award trophy</li> <li>Collect &amp; engrave trophy</li> </ul>	<ul style="list-style-type: none"> <li>Run competition on the day</li> <li>Provide officials (if necessary)</li> <li>Award medals</li> </ul>	<ul style="list-style-type: none"> <li>Register teams</li> <li>Supply catering</li> <li>Supply medals for winner and runner up and third place positions</li> <li>Host local dignitaries &amp; local press</li> <li>Run fringe/fundraising event (optional)</li> </ul>
1-7 days After event	<ul style="list-style-type: none"> <li>Letter of thanks</li> <li>Hold review meeting with SGB</li> </ul>	<ul style="list-style-type: none"> <li>Hold review meeting with SALSC</li> </ul>	<ul style="list-style-type: none"> <li>Provide report on event (including photos)</li> </ul>

### **IMPORTANT**

The SALSC administrator should be copied into all correspondence between the SGB and host LSC.



**GUIDANCE NOTES FOR HOST LOCAL SPORTS COUNCILS**

	<b>For events managed by SALSC &amp; host LSC</b>	<b>For events managed by SALSC, the SGB &amp; host LSC</b>
<b>Date:</b>	The date is to be decided by the availability of the host venue. It is advised to check that sports calendar to prevent clashes with other events.	The date is to be agreed in partnership with the SGB.
<b>Venue:</b>	Sports Councils are advised to use, where possible, the facilities of member clubs to keep costs down.	The venue is to be agreed in partnership with the SGB.
<b>Format:</b>	The host LSC is to follow the format detailed in the rules.	The format is to be set by the SGB.
<b>Timings:</b>	Events are to start no earlier than 10am and finish no later than 6pm to allow sufficient time for teams further away to travel.	Events are to start no earlier than 10am and finish no later than 6pm to allow sufficient time for teams further away to travel.
<b>Entry Forms:</b>	Entry forms will be drafted by SALSC and approved by the host LSC. Forms will be returned to the host LSC directly.	Entry forms will be drafted by SALSC and approved by the host LSC & SGB. Forms will either be returned to the host LSC or SGB directly (to be agreed annually).
<b>Entry Fees:</b>	Entry fees will be determined by the host LSC and approved by SALSC.	Entry fees will be determined by the host LSC and approved by SALSC & SGB.
<b>Insurance:</b>	It is advised that host sports councils take out events insurance to ensure costs are covered should there be an accident or it needs to be cancelled due to adverse weather or low entries.	It is advised that host sports councils take out events insurance to ensure costs are covered should there be an accident or it needs to be cancelled due to adverse weather or low entries.
<b>Trophies:</b>	Perpetual trophies will be provided, awarded and engraved by SALSC.	Perpetual trophies will be provided, awarded and engraved by SALSC.
<b>Awards/Mementos:</b>	Awards/mementos will be provided and presented on the day by the host LSC.	Awards/mementos will be provided and presented on the day by the host LSC.
<b>Additional Prizes:</b>	The host LSC is welcome to award additional prizes if it would like.	The host LSC is welcome to award additional prizes if it would like.
<b>Additional Events:</b>	The host LSC can run additional events or fundraising activities to coincide with this event at its own discretion.	The host LSC can run additional events or fundraising activities to coincide with this event at its own discretion.
<b>Additional Information:</b>	Information on how to get to the venue and nearby accommodation should be prepared and provided on request.	Information on how to get to the venue and nearby accommodation should be prepared and provided on request.
<b>Accommodation:</b>	Host LSCs are asked to help suggest cheap local accommodation but are not responsible for making bookings – this is the responsibility of the visiting team.	Host LSCs are asked to help suggest cheap local accommodation but are not responsible for making bookings – this is the responsibility of the visiting team.
<b>Catering:</b>	Catering is to be provided by the host LSC to a minimum standard of sandwiches at lunch and refreshments throughout the day. Catering should be free of charge to all entrants and drivers supporting teams. Additional supporters may be charged a small fee to recoup costs for additional catering.	Catering is to be provided by the host LSC to a minimum standard of sandwiches at lunch and refreshments throughout the day. Catering should be free of charge to all entrants and drivers supporting teams. Additional supporters may be charged a small fee to recoup costs for additional catering.
<b>Publicity:</b>	Host LSCs are asked to prepare any additional promotional materials they would like to use.	Host LSCs are asked to prepare any additional promotional materials they would like to use.
<b>The Press:</b>	The host LSC is responsible for inviting local press. Where possible SALSC will engage with national publications.	The host LSC is responsible for inviting local press. Where possible SALSC and the SGB will engage with national publications.
<b>Printing:</b>	Host LSCs are responsible for providing additional	Host LSCs are responsible for providing additional





	paperwork e.g. scorecards etc.	paperwork e.g. scorecards etc.
<b>Invited Guests/Dignitaries:</b>	The host LSC is responsible for inviting guests/local dignitaries at its discretion.	The host LSC is responsible for inviting guests/local dignitaries at its discretion.
<b>Sponsorship:</b>	Host LSCs are welcome to acquire sponsorship to assist with the costs of the event. All sponsors must first be checked with SALSC to ensure there is not a conflict with existing sponsors.	Host LSCs are welcome to acquire sponsorship to assist with the costs of the event. All sponsors must first be checked with SALSC and the SGB to ensure there is not a conflict with existing sponsors.
<b>Costs:</b>	The host LSC is responsible for all costs incurred. It is for this reason costs need to be measured to ensure the event is both affordable to members and profit making for the host LSC. Within these confines host LSCs can determine the standard of catering etc to ensure these criteria are met.	The host LSC is responsible for all costs incurred. It is for this reason costs need to be measured to ensure the event is both affordable to members and profit making for the host LSC. Within these confines host LSCs can determine the standard of catering etc to ensure these criteria are met.
<b>Additional Funding:</b>	Host LSCs are advised to explore local and national sources of funding for assistance with the costs associated with the event.	Host LSCs are advised to explore local and national sources of funding for assistance with the costs associated with the event.
<b>Profit:</b>	After all expenses have been paid, any profit from the event is to be invested back into the sports council to be used to help promote sport in that area.	After all expenses have been paid, any profit from the event is to be invested back into the sports council to be used to help promote sport in that area.





## EVENT RULES – SALSC Gents 50+ Bowls Competition

Rule No.	Rule
1.	A Sports Council may enter up to 2 teams. Each team must be accompanied by a team manager.
2.	The team shall consist of four male players who must be no younger than 50 years of age on 1st January of the year of the competition.
3.	The Entry Fee <u>must</u> accompany the Entry Form.
4.	Entries close 14 days prior to the nominated day of tournament. (Note: There may be a limit to the number of teams allowed to take part so spaces will be filled on a first come, first served basis.)
5.	The competition will commence with each team playing in a round robin. The winners of the round robin will proceed to the Quarter Finals (seven ends). From this round the competition will be a knockout through to the Final (seven ends).
6.	Scoring will be based on the applicable Scottish Bowling Association rules.
7.	For all knockout rounds except, the Final, in the event of a draw the following criteria will be used in the following order to determine the winner: (a) Team scoring the greatest number of shots (b) Team winning the most number of ends (c) Team with the highest end (d) One bowl for each skip with the nearest to the jack declared the winner
8.	Should the Final be drawn, the competing teams will play an extra end with the skips tossing a coin to decide who has the jack.
9.	The SALSC Trophy and awards/mementos will be presented to the winning team. Awards/mementos will also be presented to the second and third best teams.
10.	In the case of any disputes, the decision of the Tournament Referee will be final.
11.	The Host Club's dress code <u>must</u> be adhered to.
12.	<u>The winning team must</u> return the Trophy in time for the following year's competition in order for it to be presented to the new winner.





## EVENT RULES – SALSC Junior Bowls Competition

Rule No.	Rule
1.	A Sports Council may enter up to 2 teams. Each team must be accompanied by a team manager.
2.	The team shall consist of four players either male, female or mixed who must be under 16 years of age on 1st January of the year of the competition.
3.	The Entry Fee <u>must</u> accompany the Entry Form.
4.	Entries close 14 days prior to the nominated day of tournament. (Note: There may be a limit to the number of teams allowed to take part so spaces will be filled on a first come, first served basis.)
5.	The competition will commence with each team playing in a round robin. The winners of the round robin will proceed to the Quarter Finals (seven ends). From this round the competition will be a knockout through to the Final (seven ends).
6.	Scoring will be based on the applicable Scottish Bowling Association rules.
7.	For all knockout rounds except, the Final, in the event of a draw the following criteria will be used in the following order to determine the winner: (a) Team scoring the greatest number of shots (b) Team winning the most number of ends (c) Team with the highest end (d) One bowl for each skip with the nearest to the jack declared the winner
8.	Should the Final be drawn, the competing teams will play an extra end with the skips tossing a coin to decide who has the jack.
9.	The SALSC Trophy and awards/mementos will be presented to the winning team. Awards/mementos will also be presented to the second and third best teams.
10.	In the case of any disputes, the decision of the Tournament Referee will be final.
11.	The Host Club's dress code <u>must</u> be adhered to.
12.	<u>The winning team must</u> return the Trophy in time for the following year's competition in order for it to be presented to the new winner.





## EVENT RULES – SALSC Ladies 50+ Bowls Competition

Rule No.	Rule
1.	A Sports Council may enter up to 2 teams. Each team must be accompanied by a team manager.
2.	The team shall consist of four female players who must be no younger than 50 years of age on 1st January of the year of the competition.
3.	The Entry Fee <u>must</u> accompany the Entry Form.
4.	Entries close 14 days prior to the nominated day of tournament. (Note: There may be a limit to the number of teams allowed to take part so spaces will be filled on a first come, first served basis.)
5.	The competition will commence with each team playing in a round robin. The winners of the round robin will proceed to the Quarter Finals (seven ends). From this round the competition will be a knockout through to the Final (seven ends).
6.	Scoring will be based on the applicable Scottish Bowling Association rules.
7.	For all knockout rounds except, the Final, in the event of a draw the following criteria will be used in the following order to determine the winner: (a) Team scoring the greatest number of shots (b) Team winning the most number of ends (c) Team with the highest end (d) One bowl for each skip with the nearest to the jack declared the winner
8.	Should the Final be drawn, the competing teams will play an extra end with the skips tossing a coin to decide who has the jack.
9.	The SALSC Trophy and awards/mementos will be presented to the winning team. Awards/mementos will also be presented to the second and third best teams.
10.	In the case of any disputes, the decision of the Tournament Referee will be final.
11.	The Host Club's dress code <u>must</u> be adhered to.
12.	<u>The winning team must</u> return the Trophy in time for the following year's competition in order for it to be presented to the new winner.





## EVENT RULES – SALSC Boys Golf Competition

Rule No.	Rule
1.	A Sports Council may enter up to 2 teams. Each team must be accompanied by a team manager.
2.	The team shall consist of four boys who must be under 18 years of age on 1st January of the year of the competition.
3.	The handicap limit for the tournament is 9. (Sports Councils unable to field juniors with handicaps of less than 9 may, with the agreement of the 'Host', include juniors with a higher handicap.)
4.	The Entry Fee <u>must</u> accompany the Entry Form and must include team names and handicaps.
5.	Entries close 14 days prior to the nominated day of tournament. (Note: There may be a limit to the number of teams allowed to take part so spaces will be filled on a first come, first served basis.)
6.	The SALSC Trophy and awards/mementos will also be presented to the team with the best scratch aggregate score. Best three out of four scores to count. Awards/mementos will also be presented to the second placed team.
7.	In addition to being a winning team member, competitors are only eligible for one prize.
8.	The SALSC Handicap Shield and awards/mementos will be presented to the team with the best handicap aggregate score. Best three out of four scores to count. Awards/mementos will also be presented to the second placed team.
9.	The SALSC Individual Scratch Shield and an award/memento to be presented for best scratch score. An award/memento will also be presented for the second best scratch score.
10.	The SALSC Individual Handicap Shield and an award/memento to be presented for the best handicap score. An award/memento will also be presented for the second best handicap score.
11.	The SALSC 'Boat of Garten' Trophy and an award/memento will be presented to the best scratch score by a player who is under 16 years of age on the day of the competition.
12.	In the event of a tie for any prize or place, the decision, adjusted for handicap (if necessary) will be made on the last 9, 6, 3 or 1 hole(s).
13.	In the case of any disputes, the decision of the Tournament Referee will be final.
14.	The Host Club's dress code <u>must</u> be adhered to.
15.	<u>All Trophy Winners</u> must return their trophies in time for the following year's competition in order for them to be presented to the new winners.





## EVENT RULES – SALSC Ladies Golf Competition

- | Rule No. | Rule   |
|----------|--|
| 1.       | A Sports Council may enter up to 2 teams. Each team must be accompanied by a team manager.   |
| 2.       | The event will be an 18 hole stroke play Open Qualifying Competition and scores will be deemed for reduction only for players in Categories 2, 3, 4, & 5. (LGU Handicapping Scheme Para 2.29).   |
| 3.       | The team shall consist of four players from the following categories:- <ol style="list-style-type: none"><li>One Silver Division (Categories 1-3, handicaps up to and including 20)</li><li>One Bronze Division (Categories 4 &amp; 5, handicaps 21-40 inclusive)</li><li>One 50 Plus (Categories 1-5, handicaps up to and including 40)</li><li>One Junior (Categories 1-5, handicaps up to and including 40)</li></ol> |
| 4.       | A Junior is a lady under 18 years of age on 1st January of the year of the competition.  |
| 5.       | The handicap limit for the tournament is 9. (Sports Councils unable to field juniors with handicaps of less than 9 may, with the agreement of the 'Host', include juniors with a higher handicap.)   |
| 6.       | The Entry Fee <u>must</u> accompany the Entry Form and must include team names and handicaps.  |
| 7.       | Entries close 14 days prior to the nominated day of tournament. (Note: There may be a limit to the number of teams allowed to take part so spaces will be filled on a first come, first served basis.)   |
| 8.       | In addition to being a winning team member, competitors are only eligible for one prize.   |
| 9.       | The SALSC Ladies Health Cup and awards/mementos will be presented to the team with the best aggregate score. Best three out of four scores to count. Awards/mementos will also be presented to the second placed team.   |
| 10.      | A Trophy and award/memento will be presented to the best Junior score. An award/memento will also be presented for the second best Junior score.   |
| 11.      | A Trophy and award/memento will be presented to the best 50+ score. An award/memento will also be presented for the second best 50+ score.   |
| 12.      | A Trophy and award/memento will be presented to the best Bronze score. An award/memento will also be presented for the second best Bronze score.   |
| 13.      | A Trophy and award/memento will be presented to the best Silver score. An award/memento will also be presented for the second best Silver score.   |
| 14.      | A Trophy and award/memento will be presented to the best scratch score. An award/memento will also be presented for the second best scratch score.   |
| 15.      | In the event of a tie for any prize or place, the decision, adjusted for handicap (if necessary) will be made on the last 9, 6, 3 or 1 hole(s).  |
| 16.      | In the case of any disputes, the decision of the Tournament Referee will be final.   |
| 17.      | The Host Club's dress code <u>must</u> be adhered to.  |
| 18.      | <u>All Trophy Winners</u> must return their trophies in time for the following year's competition in order for them to be presented to the new winners.  |





## EVENT RULES – SALSC & RCCC Junior Curling Funspiel

Rule No.	Rule
1.	A Sports Council may enter up to 2 teams per age group for the regional qualifiers (should the event be oversubscribed Sports Councils may be limited to 1 team). Each team must be accompanied by a team manager.
2.	The team shall consist of four players either male, female or mixed who must be under the specified age on the day of the National Finals.
3.	The Royal Caledonian Curling Club shall determine the boundaries for each region.
4.	The Entry Fee <u>must</u> accompany the Entry Form.
5.	Entries close 28 days prior to the nominated day of tournament. (Note: There may be a limit to the number of teams allowed to take part so spaces will be filled on a first come, first served basis.)
6.	Scoring will be based on the applicable Royal Caledonian Curling Club rules.
7.	4 Regional Qualifiers will be held at ice rinks across Scotland, with the top 2 teams progressing to the National Finals.
8.	The National Finals will be hosted by a Local Sports Council and run by Royal Caledonian Curling Club development officers.
9.	At the National Finals, the SALSC Trophy and awards/mementos will be presented to the winning team in each age group. Awards/mementos will also be presented to the second placed team in each age group.
10.	At the National Finals, the SALSC Hotshots Shield and awards/mementos will be presented to the winning team in each age group. Awards/mementos will also be presented to the second placed team in each age group.
11.	In the case of any disputes, the decision of the Tournament Referee will be final.
12.	The Host Club's dress code <u>must</u> be adhered to.
13.	<u>All Trophy and Shield Winners</u> must return the trophies and shields in time for the following year's competition in order for them to be presented to the new winners.

