

The Villages Bocce Club

Guidelines, Practices and Procedures

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Section 1

1. Preamble

These Guidelines, Practices and Procedures may be revised or amended by a majority vote of the Bocce Club Board at a duly convened Bocce Board meeting. Upon the passage of any such revision or amendment, the Bocce Club Board shall immediately publish notice of such revision and the revision itself on the Bocce Club Website.

2. Village Bocce Club Mission Statement

The Villages Bocce Club is an athletic/social organization. The purpose is to give all residents of the Villages an opportunity to learn and play Bocce and to enhance community accord through associated social functions and tournament play. The Bocce Courts are located at the Gazebo.

3. Bocce Court Etiquette

- a. Be polite and courteous to your teammates and opponents. When it is your turn to throw, be ready and do not delay.
- b. Bocce is meant to be a social game, so just have fun. After a frame ends, help return the balls to the corresponding rack. Learn and use the scoring hand signals.
- c. Step off the bocce court when it is not your turn to throw. Make exceptions for handicapped or elderly players who have trouble getting on and off the courts.
- d. Do not pick up the balls until it is your turn to throw, leave them on the court or in the rack. When it is your turn to throw, you may pick up and hold two balls if it improves your balance. NO BALLS are to be taken off the court or placed on the umbrella table during play.
- e. Do not step on the other court if a game is in progress.
- f. Do not stand on the divider between the courts.
- g. Do not sit on the tables at the ends of the courts.
- h. Be considerate when someone is making a shot by not talking and keep cell phone usage at a minimum.
- i. If you have non-resident guests (adults or children) you or an informed adult should be present at the courts to make sure these rules of etiquette are observed.
- j. Do not leave it up to other residents to supervise your guests playing bocce. It is uncomfortable for everyone.
- k. Record only your own score, unless opponents ask you to record their score. During tournaments do not touch or kick the balls until final measurements and points have been made and announced by the referee. If you accidentally move a ball during measuring, your team will be forced to forfeit the point since proper measurement can no longer be made.
- l. If asked, be willing to referee. A referee determines the number of points scored by a team in a frame and lets all team players know the call.
- m. Step back if you see that your shadow is falling on the court while a player is aiming and preparing to throw his/her ball.

- n. Our scoreboard and bulletin board are very close to teams playing at the clock end of the courts. To avoid distracting players, please do not carry on conversations in that area during active games.
- o. The new player benches (located at each corner of the courts) are for “players only” during game/tournament play.
- p. The last person to leave the bocce courts should make sure that all balls are put away in the cabinet, the score boards are covered, and the umbrellas are carefully closed.
- q. The Villages rules state that “No Pets” are allowed on or near any sports venue, including bocce courts. If you must bring a pet, make sure it is confined to your cart.

Section II

DUTIES OF DIRECTORS

1. President

- a. Ensures adherence to Bocce Club Bylaws.
- b. Chairs the Board of Director meetings according to accepted rules of order. Suggested meeting schedule is the second Tuesday each month at 1:00PM. (Acts as the spokesperson in all matters pertaining to the Bocce Club and interaction with the Villages.)
- c. Prepares an agenda 5 days in advance of the board meeting, which is emailed to all Board Members prior to the board meeting.
- d. Ensures the booking of the monthly board meeting room is published in the Villager Calendar by entering this information in the Villages Master Calendar.
- e. Obtains the key for the conference room from Building B-and returns after the meeting.
- f. Assists other Directors where needed and assigns tasks to Directors on an as needed basis.
- g. Completes the Annual Event Calendar by August 15 for the next calendar year and posts online.
- h. Plans and prepares an agenda for the annual General Membership meeting in November.
- i. Prepares and presents an annual "State of the Bocce Club" report.
- j. Responsible for forming committees, on an as needed basis, throughout the year. Sets the objectives, authority level, and members of each committee.
- k. Computer skills are required for this position.

2. Vice President

- a. Chairs the Board of Director meetings in the absence of the President.
- b. Assumes responsibilities as directed by the Bocce Board President.
- c. Organizes the nomination committee for the coming year in September.
- d. Organizes (book facility; create eligible volunteer list; update and time) for the Annual Volunteer Participation event.
- e. Prepares and presents a Bocce Club presentation for new Villagers at the All Village Orientation meetings, as scheduled.
- f. Reviews the monthly CBOD meeting Agenda and represents the club at those meetings, as needed.

3. Secretary

- a. Keeps the Minutes of all Board and Membership meetings and transmit minutes of Board Meetings to all Board Members for review and edit as needed.

- b. Ensures previous meeting minutes are approved at the following Board meeting and submits minutes for online posting.
- c. Ensures previous meeting minutes are approved at the following Board meeting and submits minutes for online posting.
- d. Prepares and sends all official Board correspondence as directed by the President.
- e. Ensures Board's adherence to Bocce Club Bylaws.
- f. Responsible for picking up tournament score sheets in time for submitting the scores for The Villager, with copies sent to the President, IT Director and Tournament Director.
- g. Acts as backup for all treasurer duties as needed.

4. Treasurer

- a. Deposits funds received for the Bocce Club (e.g., membership dues, social dinners, picnics, or any activities) into the Villages Bocce Club "Operating Fund" checking account.
- b. Ensures all renewals and bills are paid in a timely manner.
- c. Reconciles all income and expenditures for all committees and directors on a monthly.
- d. Delivers a monthly report to all Board Members prior to the next Board meeting which shows all income and expenditure transactions monthly. A year-to-date income and expense shown by category and compared to the budget for that category will be available by request to any board member.
- e. Works with the President and applicable Directors to create a budget for the next fiscal year.
- f. Provides a Financial Year-End Report at the first Board meeting of each new fiscal year, same as the monthly report format, but with the entire fiscal year shown.
- g. Ensures that all funds are processed within the financial policies and procedure as outlined in CBOD rules.
- h. Recommends annual dues to board for the upcoming year.
- i. Computer skills are required for this position.

5. Bash Director

- a. Places the sandwich board on the street prior to the Bash. Observes Villages rules on when the board can be placed.
- b. Ensures needed equipment on hand such as: Bash play labels to attach to the play board; Scotch tape; pencils; loud hailer for announcements; long picnic table; plastic tablecloths; spring clips to secure tablecloth; windmill (to scare the crows).
- c. Attaches a note to the play board to ensure players finish one game before they sign up for the next game.
- d. Cleans up after the Bash and stores all items in the cabinet at the rear of the Bocce kiosk.
- e. Holds several themed bashes throughout the year. Publicity, budget, and committee will be approved by the Board.

6. Court Manager

- a. Maintains the bocce cabinet including the bocce binder that holds the current version of the Bocce Club Rules & Procedures, and the Bocce Club Board Member Duties documents.
- b. Monitors the clock and ensure that the time is correct. Monitor the clock countdown clock to confirm that it operates correctly, has the correct settings, and the remote control(s) are available and working.
- c. Maintains, inspects, cleans, repairs/replaces Bocce balls, ball bags, and other equipment (referee vests, referee sticks, scoring paddles, hand-held game timers, measuring cans, etc.).
- d. Arranges with the Publicity Director for Villager announcements posting.
- e. Maintains the back of the kiosk cabinet where tournament balls and court supplies are stored. Change the combination often. Notify the referees of the current combination.
- f. Maintains control of the Bocce Club storage container space in the RV lot as well as monitoring key access to the storage space. Keep a loose tally of available storage supplies for use by the Bocce Club.
- g. Creates a work order for Village Maintenance to ensure all spectator benches are sanded and resealed on an annual basis.
- h. Acts as a liaison with the Golf Course Manager regarding the general condition of the Bocce courts regarding leaf removal, pathway clearing, etc.

7. IT Director

- a. Maintains the Bocce Club email blast distribution list by updating the email list when provided updates by the Membership Director. Forward replies to email blasts to the appropriate Director or to the BBOD Group email as needed.
- b. Maintains the Bocce Club Directors Google Group shared email/posting group for group communication to and from the Bocce Board members.
- c. Maintains the Bocce Club Website and routinely post event photographs, Tournament Standings, Championship Results, Villager articles, news announcements, Board Minutes, Bocce Club Board documents (Minutes, Duties, Bylaws, Etiquette, Referee Guidelines, etc.) as provided by Tournament Director and Coordinators, Membership, Publicity, or the President and archive past years to act as an historical record.
- d. Is a member of the Villages Webmaster Club.
- e. Strong Computer skills are required for this position.

8. Tournament Director

- a. Appoints tournament Coordinators for all planned tournaments for the calendar year and works with them to organize all aspects of a tournament.
- b. Sets the Event Calendar with the following year's times and dates then submits them to the President for next year's calendar to include: all tournaments, captains' meetings, workshops no later than July 31.
- c. Informs Your Courts Director of the tournament reservation dates required for the year.
- d. Update Bistro Bocce Sports Wall as soon as the Village Challenge Winner is known.
- e. Arrange the purchase of winning teams gift cards for all tournaments.
- f. Fields all questions and concerns about rules and convenes committees as needed.
- g. Shall conduct a yearly meeting of the rules committee prior to the start of the Bocce Season and submit it to the board for approval prior to the start of the next season.

9. Membership Director

- a. Sends Annual Member Renewal Notice in November to all club members including the upcoming dues amount.
- b. Generates a list of members for the new year and submits to the Treasurer for Villages billing.
- c. Is responsible for monthly and yearly reconciliation of membership list in mailing software and online scheduling. Distribution of this list to all directors as needed.
- d. Mails Sympathy and Get-Well cards throughout the year as needed.
- e. Computer skills are required for this position.

10. Publicity

- a. Creates and publishes articles and photographs to the Villager Newspaper Bocce Column, Fast Lane and the Bocce website.
- b. Computer skills are required for this position.

11. Social Director

- a. Responsible for the Installation Dinner - to include date and facility, advertisement; entertainment; forms needed committees; meets with facility manager and plans menus; decorations/ centerpieces; door prizes; reservations; clean up; budget.
- b. Responsible for the BBQ Picnic - to include: date and facility (reserve refrigerators); advertisement; entertainment; reservations; Door prize(s); shop/food; decorations; form committees, coordinate ice chests/cooks/servers/organize food lines; clean up; budget.
- c. Responsible for Village Challenge - if one is held will be responsible for: planning menu/breakfast and lunch; shopping; setting up committees; coordinating ice chest/cooks/servers/organizing food lines; and budget.
- d. Responsible for the Village Staff vs Bocce Board if one is held: plans the menu (coffee/snacks/drinks); shops and serves.
- e. Responsible for General Meetings - if held will provide drinks and snacks.

- f. Computer skills are required for this position.

12. YourCourts Director

- a. Manages the Bocce Club's YourCourts scheduling system.
- b. Builds teams in the Your Courts system as needed.
- c. Generates correspondence to members, captains, and residents on an "as needed" basis.
- d. Ensures the reservation rules are followed throughout the year as mandated by the Bocce Club.
- e. Strong Computer skills are required for this position.

Section III

1. Pre-election Meeting and Organizational Meeting Guidelines

To assist in the orderly management and administration of the Bocce Club, it is recommended that the Bocce Club Board hold a regular or special meeting in September (least two months before the annual membership meeting) in order to set forth the parameters for the election of directors at the Annual Membership Meeting and to recommend any revisions to the Guidelines, Practices and Procedures ("GPP"). Such a Board meeting may be referred to as the "Pre-election Board Meeting".

At the Pre-election Board Meeting, the Board should determine the number of directors for the coming year and their anticipated roles and duties, as well as what GPP revisions should be made for the coming year. These determinations are necessary so that the number of directors to be elected is determined well enough before the election in November such that the Nominating Committee, self-nominees and the general membership all know what is expected of each of the directors elected for the coming year.

At or before the Pre-election Meeting, and in any event in a timely manner, the Board should determine its meeting calendar for the coming calendar year so that reservations of the necessary meeting rooms can be timely made with the Villages Administration.

The Bylaws require that an "Organizational Board Meeting" be held within 30 days after the election of directors at the annual members meeting. The purpose of the Organizational Board meeting is to assign each director a title, role or duty for the coming year and to establish and affirm the Board meeting calendar, as well as the GGP provisions that will apply for the coming year.

2. Financial Procedures

- a. Reconcile copy bill from building B.
- b. Receive reimbursement requests with attached receipts for Bocce expenses. Issue reimbursement checks for expenses that stay within the category's budget, or as required by the Bocce Board. Keep all receipts on file for club records and audit.
- c. Maintain and reconcile checking and savings accounts between the check register and the bank statements monthly. Have each monthly reconciliation reviewed and signed off by a Bocce Club board member.
- d. When there is a new Treasurer elected for the Club, the new Treasurer must:
 1. Notify the Villages Accounting Department, Bocce Club Treasurer and provide your contact information.
 2. IRS website and fill out online Form 8822-B "Change of Address or Responsible Party" to remove the old Treasurer and add your name, address, and SSN. Only fill out the lines that have changed. Print out the completed form and make a copy for your visit to the bank (see below).
 3. Bocce Club bank with the old Treasurer and transfer signature authority and contact information. Remove any old officers no longer authorized from

signature authority and transfer or invalidate any ATM cards from such old officers. You must bring minutes of the Bocce Club or a signed letter from the Bocce Club President showing that you are the new Treasurer. Also bring the updated Form 8822-B from the IRS that shows the Change of Address and Responsible Party changed to you.

3. Financial Best Practices of Good Accounting Principles:

- a. Only the Treasurer and one other designated Board member need to be authorized to sign checks for the Bocce Club.
- b. Check Controls:
 1. All blank checks, bank statements, original receipts, and invoices for at least the past three years must be stored in a secure place.
 2. A record of all checks, including checks that were voided, must be kept for at least three years.
 3. Only one authorized signature is required for writing checks.
 4. An authorized check signer cannot sign a check made out to themselves.
- c. Bank Reconciliation and audits: Every six months a Director, other than the Treasurer, is to conduct an audit to confirm accurate accounting between bank statements, ledgers, and invoices.
- d. Receipts/Invoices.
 1. Reimbursement Request Forms (RRF), along with itemized receipts must be filled out and submitted to the treasurer to get reimbursement for expenditures.
 2. Each Director is responsible for reviewing, approving, and signing the RRF for expenses of their committee members prior to requesting reimbursement.

Section IV

TOURNAMENT RULES

1. TEAM ROSTER CHANGES:

Changes to a team roster are allowed up until the moment when the first ball of the game is thrown. Team Rosters are posted in the Bocce cabinet during tournament play. Rosters available on the web at Bocce Club website: www.villagesbocceclub.com and at the courts

2. MEASURING:

When measuring is taking place only 3 people are allowed on the court – the Referee plus each team Captain (or their Designee).

If designated measurers are on the court the Captains must stay off.

Until the ball count is given, balls may only be moved or touched by the Referee. (See section 13 for more specifics)

3. SUBSTITUTIONS:

Player substitution is allowed **only** at the beginning of a frame and substituting players must be listed on the team roster. A subbed-out player **cannot** return to play for the remainder of that game but may play in the second game.

During a game each player may **only** play from one end of the court but may switch to the other end for the second game.

Substitution exception allowed in an extreme emergency: if a team has only five players available and a player needs to leave the game, a subbed-out player could be allowed to move to the other end of the court with the agreement of the opposing team Captain. If a team is reduced to three players, it is declared a forfeit.

4. FORFEITS:

A team **must have four players ready to start** the match at the official starting time, otherwise that team forfeits two games.

If a team loses a player during the first game, and cannot field a team of four, the first and second games must be forfeited.

If a team loses a player during the second game and cannot field a team of four, then that team forfeits the second game. If the team forfeiting the second game had won the first game, then that team still gets credit for the first win.

5. ERRANT BALL THROWING:

If a player throws the wrong-colored ball, whether it disturbs another ball or not, replace that ball with the correct color on the court. No penalty.

If an errant thrown ball is not stopped in time and subsequently moves any other balls the opposing team may ask the Referee to return any moved balls to their original approximate positions.

If a player throws more than two balls in a frame the Referee can stop the ball and return it to the correct player.

6. FOUL LINE:

Players must not step on or over the foul line when releasing the pallino or ball.

After two warnings, *by the referee*, if the same player crosses the foul line again, two actions will be taken:

- a. The referee removes the thrown ball and returns disturbed balls to their previous positions.
- b. A point is forfeited to the opposing team.

7. LAST FRAME - TIME RUNNING OUT:

When the time allotted for the game runs out and the frame is in process, it will be completed.

When time is running out; the pallino may be set as long as the game balls are not impeding the roll of the pallino.

Once the play has completed on both courts and points have been awarded, the referee starts the 10 minute warmup clock.

8. GAME ENDS IN A TIE:

If a game ends in a tie, then a "one-ball roll-off" will resolve the tie. Team 1 will be referred to as the team that scores the tying point. Team 2 will be the opposing team. Under the direction of the referee team 1 will declare street or clock end and who will roll. Team 2 will then declare their roller. Team 1 sets pallino and first ball. Team 2 rolls their color ball. The referee determines the closest color ball to pallino and the winner of the game.

Tournament Procedures

1. TERMINOLOGY:

Frame: 8 balls thrown.

Game: 40 minutes of League play or Tiebreaker play, 50 minutes for Village Challenge play, and 60 minutes of Playoff and Championship play.

Match: Two 40-minute Games in League play separated by a mandatory 10 minute break after the first game.

League: Teams that play on one day and in one time slot (e.g., Monday 10:30 am)

League Play: Teams within each League play each other to determine the League winner. Typically, one Match per week (except for Rain or makeup games).

Tournament: Consists of League Play (typically 6 weeks long), and Playoffs (typically the week after the end of League Play).

Playoffs: League winners play each other to determine the two teams to play in the Championship Game. The two teams that lose in the semi-final games will play a playoff to determine the third place for the Tournament. Each Playoff match is only one game.

Championship: The two teams winning the Playoffs play to determine first and second place. The championship consists of only one Game.

2. TEAM:

A minimum of 6, maximum of 8 players. If a team cannot field a team of at least four players at any point during play, then they will forfeit one or two games. See section 4, "Forfeits". Non-playing captains are not a part of the team.

3. PLAYERS:

Must be a member of the Villages Bocce Club.

A player can play on one team only during the tournament. Players should keep the pace of play moving.

4. PRE-MATCH PRACTICE TIME:

Courts are reserved up to 60 minutes ahead of the game start. 30 minutes before the game, the referee or designee will toss the coin with captains or designee to determine color and pallino possession. The home captain calls the flip of the coin. Prior to coin toss the need for yellow balls must be declared.

5. CAPTAIN RESPONSIBILITIES

HOME TEAM:

Home Team designation is shown in parentheses "(Team #)" on the Match Schedule.

- a. Home Team Captain schedules a Referee for the team's home matches.
- b. Unlock the back cabinet and get the tournament balls out. Code to unlock given out at the Captains' meeting
- c. If no Referee is available, the Home Team Captain selects a Bocce member to serve as the Referee for the first game. The opposing team selects for the second game.
- d. Participate in the coin toss.
- e. Inform the Referee if a designated player will be measuring for the team.
- f. Fill out and get the Score Sheet signed by the opposing Team Captain.
- g. Place the form in the Completed Match Score Sheet envelope (in the cabinet).
Appendix 2
- h. After the match, make sure the tournament balls are securely locked in the back cabinet. Check that the scoreboard is covered, and umbrellas are down.

OPPOSING TEAM:

- a. Help get the tournament balls out of the cabinet.
- b. If no Referee is available, the Opposing Team Captain selects a Bocce member to serve as the Referee for the second game.
- c. Participate in the coin toss.
- d. Inform the Referee if a designated player will be measuring for the team.
- e. Sign the Match Score Sheet.
- f. Ensure that the win/loss scores are correct. Check carefully.
- g. After the match, make sure the tournament balls are securely locked in the back cabinet. Check that the scoreboard is covered, and umbrellas are down.

BOTH CAPTAINS:

- a. Be aware and ready for measuring when needed.
- b. When the Referee hesitates to call the points - that is your signal that the balls are close.
- c. You (or your measuring designee) should already be in position to check it out.
- d. Captains (or designees) must react prior to the ball count call if they want a measurement or have a question on the ball count. Before the last ball of the frame is thrown a Captain (or designee) should inform the Referee that they may want a measurement to be taken if the outcome remains close.
- e. Once the Referee announces the ball count, that decision is final and any questions from the Captain (or designee) are too late.
- f. Captains that are actively playing must have a designee measure when this will affect their end play, unless they are called down by the designee.
- g. In the result of a tie, captains must declare the end of play, and rollers. The team that ties the game picks the end for the roll and roller and then the other team declares their roller. Only two players are involved in the roll-off.

CONFERENCING:

- a. The act of strategizing with the captain and players when play is not at that end; is allowed. **At no time may this distract other players or play on either court or affect the pace of play. Conferencing must occur away from the field of play.**
- b. Captains may discuss with players the order of roll, throwing pallino and throwing ball away, during play.
- c. Active teammates while not on the court on the same end; can discuss play amongst themselves, strategy and order of roll.
- d. Once a player enters the court no discussion or direction with that player may take place.
- e. During any Tournament play a player may not be told where to roll a ball; except when being told to throw the ball away by the captain; during Mixer play instruction may take place.

6. REFEREE RESPONSIBILITY:

Referee arrives 30 minutes before the game for the coin toss and discussions with the Captains.

Sets the Countdown Clock before each game or controls a timer (if used). Countdown clock should be set with F12/30 minutes and be running before game start.

Loudly calls the ball count at the end of each frame to both ends of the Court.

Note: This Referee decision is final. No exceptions. May suggest that Captains measure if a decision is close.

(Captains – you don't need to wait for that suggestion if you want a measurement you can ask for it. Always ask permission before stepping onto the court).

All measurements are made using the can and string.

7. COIN TOSS:

The Referee conducts the coin toss. The Home Team Captain calls heads or tails.

The winner of the coin toss chooses either the pallino or ball color.

Yellow balls have been added to assist our color-blind members. Before ball selection occurs the need for yellow balls must be declared. The Captain with the first choice of colors may choose red, green, or yellow. The other Captain must choose from the remaining colors, unless the yellow balls are required, in which case the other Captain must choose the yellow balls.

8. START OF THE GAME:

All games will start at the "clock end" of the courts.

The Referee controls the start by telling the pallino winner to throw the pallino. First player should be ready, in the court with pallino in hand.

The pallino must pass the midline and must not hit the back wall nor leave the court. If any of those conditions is not satisfied, then the pallino is returned by the Referee and is to be thrown by the opposing team.

Even if the first throw of the pallino is not valid, **the team that is awarded points or wins the flip at the start of the game, always throws the first ball.**

The player that sets the pallino does not have to roll the first ball.

9. PLAY OF THE GAME:

The ball closest to the pallino is 'in' and the opposing team throws and continues to throw until they throw an 'in' ball.

An opposing ball which ties (but does not beat) the 'in' ball is not called 'in' and that team continues to throw until they throw an 'in' ball.

If a ball hits the backboard without first hitting any other ball or the pallino, then that ball is dead and removed from the court.

If the pallino is knocked out of the court, or bounces back in front of the center line, the frame is considered void and the team that started the frame will begin again at the opposite end of the court.

Referees, players, and captains must be mindful of the clock and continue pace of play consistent throughout the game. If a referee determines there is an effort to stall the pace of play; a warning will be issued and with the second warning a point would be taken away from the violating team.

Step off the bocce court when it is not your turn to throw. Make exceptions for players who have trouble getting on and off the courts.

If an Act of God (ie. earthquake) or medical emergency occurs the clock may be stopped until it is safe to continue on that court.

If a ball is knocked out of the court, it is considered “dead”. Same as when hitting the back wall.

The team winning the first game throws the first pallino in the second game.

10. SCORING:

Ball count includes the ‘in’ ball and any other same color balls that are closer than any opposing team ball. If at the **end** of a frame the closest ball of each team is equally close to the pallino (tied) **the frame ends in a tie and no points are scored.**

Scoring Mistakes (such as the wrong score being posted or forgetting to put up a score from a previous frame) should be corrected by the two Captains resolving the issue between themselves without delaying the game. Before the end of the next frame scoring mistakes must be resolved.

The Referee has no responsibility for Score Keeping.

11. CAPTAINS MEETING:

Captains Meetings are scheduled by the Tournament Director at the beginning of the year and are published in the Bocce Event Calendar and in the Calendar section of the Villager.

The Tournament Director chairs the Captains Meeting. Match Schedule and Rules & Procedures are reviewed and early court booking for practice times are conducted during the Meeting. A Captain's attendance is highly preferred but a Captain may send a representative in case of a scheduling problem.

Declaration of yellow balls, based on medical need, must be declared at the captains meeting or one week before the first game and a “Y” will be placed on the roster. (This will allow opposing teams the chance to practice with yellow balls before game day.)

12. RESERVING A COURT FOR TOURNAMENT PRACTICE TIME:

All scheduling for Villages Bocce Club is administered through YourCourts software. Prior to the captains meeting all teams must declare their captains and co-captains and team names. This must be entered into the YourCourts database.

Prior to booking times the captains’ should have consulted their teammates for availability.

After the captains meeting: captains will be given 72 hours to input their entire practice schedule into the software. This is a first come first serve basis.

All teams are allowed a one-hour practice per week. These practices must be entered under team practice, so as to not affect the individual player rights in that same week.

Games will be entered in the software by the tournament director and your courts manager.

Team practice is not allowed on Sunday's between 12 pm and 5pm. This is reserved for general resident play.

There are special events that may affect your typical time of play. These reservations may be made up to a year ahead, within the calendar year.

13. RAINY DAYS:

In the case of rain, **both Captains will discuss** whether to call off the remainder of the match. If both Captains cannot agree, the Referee will decide if the remainder of the match is called off. If both Captains agree to continue, but the Referee decides to withdraw, then the Captains must agree to select a replacement to act as Referee.

If a match is called because of rain, the Home Team Captain is responsible for **rescheduling the match and arranging for a Referee** at a day and time **convenient to both teams, or both teams will forfeit the missing game(s)**. Any changes to the day of play should be sent to the Tournament Coordinator and/or Director.

Reserving a make-up RAIN GAME court:

The Home Team Captain must notify the tournament coordinator or director of the need for a makeup game so they can assist with scheduling in your courts. If a game had already started, both Captains should note the score and time remaining, and resume the game with that score and time remaining. Rain delayed games should be completed as soon as possible and **must** be completed prior to the end of League play in the tournament.

14. PLAYOFFS (First week after League Play):

The Tournament Director is responsible for creating the Playoff Schedule.

Typically, a total of 8 teams are entered into the Playoffs. If there are fewer than 8 League winners, then wild card winners are selected (based on having the most winning games during League Play).

Home teams and opponents for each Playoff game will be determined by a seeding bracket based on the total number of wins during League Play. The bracket will be as follows: 1 (home) vs. 8, 2 (home) vs. 7, 3 (home) vs. 6, and 4 (home) vs. 5. Any ties in determining position will be settled by the Tournament Director through a coin toss unless it is the 8th place position. If two teams tie for 8th place then a tie breaker game will be played.

Winners of playoff games continue through the bracket.

The two winning teams from the semi-final will compete in the Championship game.

15. CHAMPIONSHIP GAME:

The Championship Game, when possible, should be held on the Wednesday morning following the semi-final round of the Playoffs to determine first and second places.

Photos will be taken and published in the Villager.

Prizes will be awarded to the first and second place winners.

APPENDICES

This document is intended for use by Tournament Captains, Players and Referees.

This document is available on the Bocce Club Website: <http://bit.ly/BocceTournamentRules> and in the kiosk at the Bocce Courts.

APPENDIX A

BOCCE REFEREE RULES: FOR TOURNAMENT PLAY

1. Know and refer to our bocce rules available on the website, yourcourts and in the cabinet.
2. Show up **30** minutes prior to the start of the game. Introduce yourself to the captains. Set clock for **30 mins** prior to game start then set to **40 mins** for game. Get paddles, measuring can and pointer, ask if yellow balls are needed prior to coin flip. The home team calls pallino or color of ball. Yellow balls are not guaranteed to a team unless they win the toss and choose them.
3. Any team player in a game can throw the pallino but does not have to throw the first ball.
4. Ask each captain whom the designated player will be to help measure or assist the referee with a close call. Measurements that affect the play of a captain must use a designee. The captain is excluded from the court if two others are designated. No one steps on the court unless the referee invites you.
5. Only 3 people on a court at a time which includes the referee.
6. There is a ten-minute break between games. Set the clock again to **10 mins** for practice then **40 mins** to play once play has ended on both courts.
7. Watch that all players throw only two balls. If an errant ball disturbs other balls simply replace to the best of your ability.
8. After each game the team with the most points wins. All 8 balls must be thrown to account for the score. If a roll off is needed, one ball will be thrown by each team. The last scoring team throws pallino and first ball and chooses an end by captain's choice. Choice must be made prior to throwing. No change can be made after pallino is thrown. closest to the pallino wins.
9. If the pallino is thrown even with only one second left on the clock the full frame will be played even if it is an errant ball.
10. Observe repeated infractions to rules (e.g., stepping over the green throw line, 3 balls thrown). If two warnings have been given, the referee may remove the ball from scoring and the team will forfeit a point upon that third warning. replace any displaced balls. Absolutely no tolerance given to rudeness or outbursts given to any player or referee. Play with respect to all players. All challenges can be handled diplomatically between the captains and referee.
11. Substitutions of a roster player are only allowed at the beginning of a frame. No subbed-out player may return to that same game on either side but can play in the next game, no

switching sides in a game. In extreme emergencies, like one of only 5 players becoming seriously ill, then the subbed-out player may return. If this emergency moves a team to 3 players the game is forfeited.

12. Conferencing with active players is considered allowable as stated in rule 13 of Bocce Tournament Rules Document.
13. When the time allotted for the game runs out and the frame in process will be completed.
14. When time is running out, the pallino may be set as long as the game balls are not impeding the roll of the pallino.
15. Once play has completed on both courts and points have been awarded, the referee starts the 10-minute warmup clock.

APPENDIX B

BEST PRACTICES FOR REFEREEING

1. If the pallino is thrown even with only one second left on the clock the full frame will be played even if it is an errant ball.
2. Use pointer to show where the pallino is located and/or colored ball that is in.
3. Wear a colored vest and use your pointer. use back up lanyard timers for the clock.
4. For a more accurate view, stand across from the stopped pallino. not way in front or behind the pallino. allow positioning so your shadow does not disguise play.
5. Get in court quickly to make a call if it is tight. if too close to call, ask captains if they would like to measure or you can decide yourself if you would like to measure.
6. Make quick decisive calls, keeping the game moving. clocks are only stopped due to an act of God or medical emergency on one or both courts.
7. When making final frame calls, move the most obvious ball/s closest to pallino out of the way announcing that point with the movement. measure or make call as needed of remaining balls.
8. Pay attention to the game, don't chat with sideliners. Put your phone away and keep control of the game.
9. Always display paddle up throughout the game with appropriate **in** ball color facing throwing teams.
10. Do not measure with feet, stick, or anything other than the can and string.
11. After each frame is complete, announce clearly to both ends what the count is. Note: Referee's decision is final after a challenge, measure, or consultation with captains. No exceptions.
12. Captains must lodge a challenge on a scoring call quickly before balls are moved or it is too late. They should notice the ref of a pending challenge.
13. Absolutely no balls are allowed outside of the throwing area.
14. Coaching is no longer a term and has been replaced with conferencing. Limitations of this are defined in rule 13 of the tournament rules for bocce.
15. At the conclusion of a game, the referee should place the paddle on the curb with the color up signifying who won the first game. This will be your reminder of who has the pallino in game two.

APPENDIX C

MATCH SCORE SHEET

DATE OF MATCH _____ **COURT#** _____

(HOME) TEAM NAME _____

OPPOSING TEAM NAME _____

GAME #1

GAME #1 WINNING TEAM

NAME _____ **SCORE** _____

GAME #1 OPPOSING TEAM

NAME _____ **SCORE** _____

GAME #2

GAME #2 WINNING TEAM

NAME _____ **SCORE** _____

GAME #2 OPPOSING TEAM

NAME _____ **SCORE** _____

CAPTAINS SIGNATURE _____

CAPTAINS SIGNATURE _____

OFFICATING REFEREE'S NAME _____

APPENDIX D

BOCCE REFEREE RULES: FOR TOURNAMENT PLAY

1. Know and refer to our bocce rules available on the website, "Yourcourts" and in the cabinet.
2. Show up **30** minutes prior to the start of the game. introduce yourself to the captains. Set clock for **30 mins** prior to game start then set to **40 mins** for game. get paddles, measuring can and pointer, ask if yellow balls are needed prior to coin flip. The home team calls pallino or color of ball. yellow balls are not guaranteed to a team unless they win the toss and choose them.
3. Any team player in a game can throw the pallino but does not have to throw the first ball.
4. Ask each captain whom the designated player will be to help measure or assist the referee with a close call. Measurements that affect the play of a captain must use a designee. The captain is excluded from the court if two others are designated. No one steps on the court unless the referee invites you.
5. Only 3 people on a court at a time which includes the referee.
6. There is a ten-minute break between games. Set the clock again to **10 mins** for practice then **40 mins** to play, once play has ended on both courts.
7. Watch that all players throw only two balls. If an errant ball disturbs other balls simply replace to the best of your ability.
8. After each game the team with the most points wins. All 8 balls must be thrown to account for the score. If a roll off is needed, one ball will be thrown by each team. The last scoring team throws pallino and first ball and chooses an end by captain's choice. Choice must be made prior to throwing. No change can be made after pallino is thrown. closest to the pallino wins.
9. If the pallino is thrown even with only one second left on the clock the full frame will be played even if it is an errant ball.
10. Observe repeated infractions to rules (e.g., stepping over the green throw line, 3 balls thrown). If two warnings have been given, the referee may remove the ball from scoring and the team will forfeit a point upon that third warning. replace any displaced balls. Absolutely no tolerance given to rudeness or outbursts given to any player or referee. Play with respect to all players. All challenges can be handled diplomatically between the captains and referee.
11. Substitutions of a roster player are only allowed at the beginning of a frame. No subbed-out player may return to that same game on either side but can play in the next game. No

switching sides in a game. In extreme emergencies, like one of only 5 players becoming seriously ill, then the subbed-out player may return. If this emergency moves a team to 3 players, the game is forfeited.

12. Conferencing with active players is considered allowable as stated in rule 13 of Bocce Tournament Rules Document.

APPENDIX E

BEST PRACTICES FOR REFEREEING

1. Use a pointer to show where the pallino is located and/or colored ball that is in.
2. Wear a colored vest and use your pointer. use back up lanyard timers for the clock.
3. For a more accurate view, stand across from the stopped pallino. not way in front or behind the pallino. allow positioning so your shadow does not disguise play.
4. Get in court quickly to make a call if it is tight. if too close to call, ask captains if they would like to measure or you can decide yourself if you would like to measure.
5. Make quick decisive calls, keeping the game moving. clocks are only stopped due to an act of God or medical emergency on one or both courts.
6. When making final frame calls, move the most obvious ball/s closest to pallino out of the way announcing that point with the movement. Measure or make call as needed of remaining balls.
7. Pay attention to the game, don't chat with sideliners. Put your phone away and keep control of the game.
8. Always display paddle up throughout the game with appropriate **in** ball color facing throwing teams.
9. Do not measure with feet, stick, or anything other than the can and string.
10. After each frame is complete, announce clearly to both ends what the count is. Note: Referee's decision is final after a challenge, measure or consultation with captains. No exceptions.
11. Captains must lodge a challenge on a scoring call quickly before balls are moved or it is too late. They should notice the ref of a pending challenge.
12. Absolutely no balls are allowed outside of the throwing area.
13. Coaching is no longer a term and has been replaced with conferencing. Limitations of this are defined in rule 13 of the tournament rules for bocce.
14. At the conclusion of a game, the referee should place the paddle on the curb with the color up signifying who won the first game. This will be your reminder who has the pallino in game two.

APPENDIX F

Villages Challenge Rules

1. CREATION OF VILLAGE TEAMS

Each Village will submit their team roster to the Tournament Coordinator two weeks prior to the tournament date. No Village shall submit more than one team roster. It is the responsibility of the Village to determine its team roster. In order to participate each participant must be a member of the Villages Bocce Club.

2. TEAM ROSTER CHANGES

Changes to a team roster are allowed up until the moment when the first ball of the game is thrown. Team Rosters are posted in the Bocce cabinet during tournament play. Rosters available on web at Bocce Club website: www.villagesbocceclub.com and at the courts.

3. MEASURING:

When measuring is taking place only 3 people are allowed on the court – the Referee plus each team Captain (or their Designee).

If designated measurers are on the court the Captains must stay off.

Until the ball count is given, balls may only be moved or touched by the Referee. (See section 13 for more specifics).

4. SUBSTITUTIONS:

Player substitution is allowed **only** at the beginning of a frame and substituting players must be listed on the team roster. A subbed-out player cannot return to play for the remainder of that game.

During a game each player may **only** play from one end of the court.

Substitution exception is allowed in an extreme emergency. If all substitutions have been made and an emergency occurs, a player may be reinserted.

5. FORFEITS:

A team must consist of four players or the game is forfeited.

6. ERRANT BALL THROWING:

If a player throws the wrong-colored ball, whether it disturbs another ball or not, replace that ball with the correct color on the court. No penalty.

If an errant thrown ball is not stopped in time and subsequently moves any other balls the opposing team may ask the Referee to return any moved balls to their original approximate positions.

If a player throws more than two balls in a frame the Referee can stop the ball and return it to the correct player.

7. FOUL LINE:

Players must not step on or over the foul line when releasing the pallino or ball.

After two warnings, *by the referee*, if the same player crosses the foul line again, two actions will be taken:

- a. The referee removes the thrown ball and returns disturbed balls to their previous positions.
- b. A point is forfeited to the opposing team.

8. Game Play

- a. Any team player in a game can throw the pallino but does not have to throw the first ball.
- b. Ask each captain whom the designated player will be to help measure or assist the referee with a close call. measurements that affect the play of a captain must use a designee. The captain is excluded from the court if two others are designated. No one steps on the court unless the referee invites you.
- c. If the pallino is thrown, even with only one second left on the clock the full frame will be played even if it is an errant ball.
- d. Observe repeated infractions to rules (e.g., stepping over the green throw line, 3 balls thrown). If two warnings have been given, the referee may remove the ball from scoring and the team will forfeit a point upon that third warning. replace any displaced balls. Absolutely no tolerance given to rudeness or outbursts given to any player or referee. Play with respect to all players. All challenges can be handled diplomatically between the captains and referee.
- e. The clock is running time and continuous play, with game length of 50 minutes.
- f. Conferencing with active players is considered allowable as stated in rule 13 of Bocce Tournament Rules Document.

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9. LAST FRAME - TIME RUNNING OUT:

When the time allotted for the game runs out and the frame is in process, it will be completed.

When time is running out, the pallino may be set as long as the game balls are not impeding the roll of the pallino.

Once play has completed on both courts and points have been awarded, the referee starts the 10-minute warmup clock.

10. GAME ENDS IN A TIE:

If a game ends in a tie, then a "one-ball roll-off" will resolve the tie. Team 1 will be referred to as the team that scores the tying point. Team 2 will be the opposing team. Under the direction of the referee team 1 will declare street or clock end and who will roll. Team 2 will

then declare their roller. Team 1 sets pallino and first ball. Team 2 rolls their color ball. The referee determines the closest color ball to pallino and the winner of the game.