

Royal NSW Bowling Association Limited

Regulations

Effective 1st October 2019



Royal NSW Bowling Association Regulations



TABLE OF CONTENTS

1	DEFINITIONS	1
2	MEMBER CLUBS	2
2.1	ELIGIBILITY.....	2
2.2	PROCEDURE FOR RENEWAL OF MEMBERSHIP - CLUB	2
2.3	TRANSFER OF MEMBERSHIP - CLUB	3
2.4	APPLICATION FOR NEW MEMBERSHIP - CLUB	3
2.5	FINANCIAL RESPONSIBILITIES OF CLUBS	3
3	INDIVIDUAL MEMBERS	4
3.1	ELIGIBILITY.....	4
3.2	SUB-CATEGORIES.....	4
3.3	TRANSFER OF MEMBERSHIP - INDIVIDUALS.....	4
3.4	APPLICATION FOR INDIVIDUAL MEMBERSHIP	4
3.5	ANNUAL MEMBERSHIP FEES.....	5
4	OTHER CATEGORIES – AFFILIATED SUB-CLUB	5
4.1	ELIGIBILITY.....	5
4.2	PROCEDURE FOR RENEWAL AS AFFILIATED SUB-CLUB	5
4.3	APPLICATION TO BE AN AFFILIATED SUB-CLUB.....	6
4.4	FINANCIAL RESPONSIBILITIES OF AFFILIATED SUB-CLUBS	6
4.5	RIGHTS AND RESTRICTIONS OF AN AFFILIATED SUB-CLUB.....	6
5	OTHER CATEGORIES – REGISTERED PLAYERS	7
5.1	ELIGIBILITY.....	7
5.2	SUB-CATEGORIES.....	7
5.3	TRANSFER OF REGISTRATION - PLAYER	7
5.4	REGISTERED PLAYER REGISTRATION PROCEDURE	7
5.5	RIGHTS AND RESTRICTIONS OF REGISTERED PLAYERS	8
5.6	ANNUAL REGISTRATION AND AFFILIATION FEES	8
6	OTHER CATEGORIES – BOWLING COMBINATIONS	8
6.1	ELIGIBILITY.....	8
6.2	APPLICATION AS A BOWLING COMBINATION.....	9
6.3	ANNUAL MEMBERSHIP FEES.....	9
6.4	RIGHTS AND RESTRICTIONS OF A BOWLING COMBINATION	9
7	PLAYER ELIGIBILITY AND CLEARANCES	9
7.1	DECLARED CLUB	9
7.2	CLUB CLEARANCE.....	9
7.3	INTERSTATE CLEARANCE.....	10
7.4	INTERSTATE PENNANT DECLARATION.....	10
8	DISCIPLINARY ACTION BY A CLUB, DISTRICT OR ZONE	10
8.1	FOR A BOWLS RELATED INCIDENT	10
8.2	NOTIFICATION OF BOWLS RELATED INCIDENT.....	11
8.3	DISCIPLINARY ACTION FOR NON-BOWLS RELATED INCIDENT	11

REGULATIONS OF THE RNSWBA LTD

8.4	APPEALS.....	11
9	DISCIPLINARY ACTION BY THE ASSOCIATION.....	12
9.1	DISCIPLINE OF A REGISTERED PLAYER.....	12
10	ADMINISTRATION OF THE ASSOCIATION	12
10.1	ELECTED DIRECTORS	12
10.2	FINANCE DIRECTOR	13
10.3	STATE COUNCILLORS.....	13
10.4	EMPLOYEES	14
10.5	CHIEF EXECUTIVE OFFICER	15
11	ELECTION OF ELECTED DIRECTORS.....	16
11.1	VOTING FOR ELECTION OF ELECTED DIRECTORS	16
11.2	CALL FOR NOMINATIONS.....	16
11.3	CLOSING OF NOMINATIONS.....	16
11.4	VOTING PROCEDURE.....	16
11.5	WEIGHTED VOTING	17
11.6	VOTING OFFICERS	18
11.7	DISTRIBUTION OF VOTING DOCUMENTATION.....	18
11.8	COUNTING OF VOTES	18
11.9	DETERMINATION OF VOTES.....	18
11.10	TIED VOTE	18
12	BOARD MEETINGS.....	19
12.1	NOTICE OF BOARD MEETINGS.....	19
12.2	ORDER OF BUSINESS – BOARD MEETING	19
13	State Council Meetings.....	19
13.1	NOTICE OF STATE COUNCIL MEETINGS.....	19
13.2	ORDER OF BUSINESS – MEETINGS OF STATE COUNCIL.....	19
13.3	INVITED ATTENDEES AT STATE COUNCIL MEETINGS	19
14	REIMBURSEMENT OF EXPENSES	20
14.1	TRAVEL	20
14.2	ACCOMMODATION	20
14.3	MEALS.....	20
14.4	SUNDRY AND GENERAL EXPENSES	20
14.5	ACCOMPANYING SPOUSE OR PARTNER.....	21
14.6	CLAIMS	21
14.7	NEGOTIABLE INSTRUMENTS.....	21
15	DISTRICT AND ZONE ASSOCIATIONS	21
15.1	ZONE ASSOCIATIONS.....	21
15.2	DISTRICT ASSOCIATIONS.....	22
15.3	COMPLIANCE OF DISTRICT AND ZONE ASSOCIATIONS	22
16	COMMITTEES	23
16.1	OPERATIONAL COMMITTEES.....	23
16.2	BOARD COMMITTEES	23
16.3	COORDINATING COMMITTEE	23
16.4	QUALIFICATION REQUIREMENTS FOR COMMITTEES.....	24
16.5	ELECTION AND APPOINTMENT OF COMMITTEES.....	24
16.6	MISCELLANEOUS APPOINTMENTS.....	25
17.	COMMITTEE MEETINGS AND BUDGETS.....	25
17.1	OPERATIONAL COMMITTEE MEETINGS	25
17.2	BOARD COMMITTEE MEETINGS.....	26

REGULATIONS OF THE RNSWBA LTD

17.3	BUDGETS OF COMMITTEES.....	26
18	DUTIES AND POWERS OF OPERATIONAL COMMITTEES.....	26
18.1	MATCH COMMITTEE.....	26
18.2	SELECTION COMMITTEE	28
18.3	UMPIRES COMMITTEE	29
18.4	COACHING COMMITTEE	30
18.5	GENERAL SERVICES AND ARCHIVAL COMMITTEE	31
18.6	JUNIOR COMMITTEE	32
19	DUTIES AND POWERS OF BOARD COMMITTEES	34
19.1	AUDIT COMMITTEE	34
20	COMMUNICATION	34
20.1	COMMUNICATION PROTOCOL.....	34
21	ATTIRE	35
21.1	COMPLIANCE.....	35
21.2	PENALTY FOR NON-COMPLIANCE	35
21.3	PLAYING ATTIRE, ASSOCIATION EVENTS	35
21.4	STATE OFFICIALS ATTIRE	35
22	AWARDS AND RECOGNITION.....	35
22.1	MERITORIOUS SERVICE BAR	35
22.2	LONG SERVICE PLAQUE	35
22.3	MERIT BADGES/ NAME BARS/ LADIES BROOCHES	35
22.4	ANNIVERSARY PRESENTATION	36
22.5	VISIT PLAQUES – OFFICIAL REPRESENTATION	36
23	CHARITY	36
23.1	CHARITY	36
23.2	APPLICATION FOR CHARITY OF THE YEAR	36
24	CODES OF CONDUCT	36
25	POLICIES.....	37

In pursuance of the powers conferred on it by rule 32 of the Constitution of the Royal NSW Bowling Association Limited (the Association), the Board hereby makes the following Regulations for the business and affairs of the Association.

1 DEFINITIONS

In these Regulations unless the contrary intention appears any reference to a Definition as set out in rule 3.1 of the Association's Constitution shall be a reference to how that term is defined in rule 3.1 of the Constitution and the following definitions shall apply unless the contrary intention appears.

Affiliated Sub-Club means an unincorporated Bowling Section or sub-club of an incorporated entity or Registered Club who is recognised by the Association under these Regulations.

Association Event means any event under the Control of the Association

Bowling Member means a natural person who has paid the appropriate membership fees, if any, to a Club for the current financial year and who is entitled to play bowls at that Club by virtue of that person's membership thereof.

Bowling Season means the period from 1st January to 31st December

Bowls-Related Incident means any adverse act or undisciplined behaviour which contravenes policy, rules and/or regulations and which is directly related to the game of bowls or which brings the game into disrepute.

Club Delegate means the Bowling Member authorised to act and vote on behalf of a Club at a District or Zone Meeting.

IF is World Bowls Limited

Junior Member means an Individual Member or Registered Player under the age of 18 years

Non-Bowls Related Incident means an adverse act or undisciplined behaviour which contravenes policy, rules and/or regulations but is not directly related to the game of bowls and does not bring the game into disrepute.

NSO is Bowls Australia Limited

NSWWBA means the New South Wales Women's Bowling Association

Registered Player means a Bowling Member who is registered with the Association but who has not provided consent to be registered as an Individual Member.

Registration Number means the number allocated to each Individual Member and Registered Player of the Association

STA means a State or Territory Association recognised as a Member of Bowls Australia

Voting Officers means the Association Returning Officer as appointed by the Board and the two (2) scrutineers as appointed by the State Council.

1.2 Clarification of Bowling Member

- (a) For the avoidance of any doubt, a Bowling Member is defined as any person that pays an annual subscription or membership fee to join a NSW Bowling Club in any category of membership which specifically entitles that person to play bowls at that Club on a regular basis.
- (b) All Clubs affiliated with the Association as a Member Club or Affiliated Sub-Club under the Constitution and Regulations of the Association are required to register all Bowling Members and pay the appropriate Membership Fee to the Association, regardless of whether that person participates in Association Events (such as pennants etc.) or not.

- (c) A Bowling Members can be registered with the Association, either as an Individual Member (if the person gives consent to be a Member of the Association) or otherwise as a Registered Player.
- (d) The definition of Bowling Member is not intended to include persons who participate in irregular promotional or open days, charity days or 'barefoot bowls' functions at a club, or any person who joined as an ordinary member of a registered Club in a 'non-bowling' membership category.
- (e) Any Member Club or Affiliated Sub-Club that has actively established a category of 'Bowling Membership' which entitles a person to play bowls on a regular basis without being registered with the Association or who knowingly does not register all Bowling Members with the Association is in breach of the compliance obligations for affiliation with the Association. The Board reserves the right to initiate disciplinary proceedings in accordance with Rule 8 of the Constitution, against any Club found to be in breach of this requirement.

2 MEMBER CLUBS

2.1 Eligibility

In accordance with rule 5.2 of the Constitution, to be eligible as a Member of the Association, the applicant Club shall;

- (i) agree to be a Member under the Constitution in accordance with the Act;
- (ii) be an incorporated entity;
- (iii) have no less than twelve (12) Financial Bowling Members registered with the Association;
- (iv) have at least one (1) green on land of which it is the owner or has some other secure tenure, and of which the Club either has the control and management or has some agreement or arrangement with the person or body having control and management; and which will have on it at least four (4) rinks laid down in conformity with the Laws of the Sport of bowls;
- (v) have a Constitution and/or Rules which are not inconsistent or in-conflict with the Constitution or Regulations of the Association;
- (vi) be affiliated with any District and Zone in which it is situated as described in Regulation 15.1, having paid all dues to the relevant District and Zone Associations;
- (vii) register all Bowling Members as Individual Members or as Registered Players with the Association

2.2 Procedure for renewal of Membership - Club

- (a) In accordance with Rule 5.6 of the Constitution, a Club must renew its membership annually by lodging, within one (1) month from the date of end of the Club's financial year, the following with the Association;
 - (i) all Annual Fees payable to the Association;
 - (ii) a copy of the Club Annual Report;
 - (iii) an Annual Membership Return using the approved form;
 - (iv) an Annual Club Update of all contacts and office bearers using the approved form; and
 - (v) Constituent documents to which changes have been made since the previous renewal.

- (b) A Club failing to renew Membership as per the procedure set out in Regulation 2.2(a) above, may have its Membership with the Association discontinued by the Board under Rule 7.3(a) of the Constitution.

2.3 Transfer of Membership - Club

- (a) Membership of a Member Club of the Association or the benefits of such a Membership shall not be transferrable from one Member Club to another Member Club or any other incorporated body.
- (b) A Member Club may transfer such benefits which it is entitled to by virtue of its Membership of the Association to an unincorporated Men's Bowling Sub-Club which is recognised under the Member Club's Constitution.
- (c) Any such benefits transferred by a Member Club shall be at the discretion of the Member Club's Board and shall not discharge the Member Club from any responsibilities it may have as a Member of the Association.

2.4 Application for new Membership - Club

- (a) The Board may consider and approve applications from any new Club or any Club established as a result of amalgamation to become a Member Club subject to Regulation 2.1
- (b) The Board may refuse to grant membership to a Club, if in the opinion of the Board;
 - (i) the Club does not meet the criteria for Membership as outlined in Regulation 2.1; or if
 - (ii) There are sufficient bowling clubs in the vicinity of the club seeking membership to adequately meet the needs of the community.
- (c) If an application from a Club to become a Member Club is refused, subject to eligibility requirements as set out in Regulation 4.1, the Board may use its discretion to accept that Club as an Affiliated Sub-Club.

2.5 Financial Responsibilities of Clubs

- (a) All Clubs have an obligation to pay all monies due and payable to the Association.
- (b) Any Club that has not paid all Annual Fees payable within one (1) month from the date of end of the club's financial year shall be considered Unfinancial Members with the Association and all Individual Member and Registered Players of that Club shall be ineligible to enter or play or officiate in Association Events until the outstanding dues are paid.
- (c) A Club failing to settle any account other than Annual Fees with the Association within three (3) months from the date of invoice shall have their Membership suspended and all Individual Member and Registered Players of that Club shall be ineligible to enter or play or officiate in Association Events until the outstanding dues are paid.
- (d) Any Club experiencing financial difficulty in settling accounts may request to enter a payment arrangement with the Association, with written application to the Board. Whilst the Club remains within the terms of the arrangement, the Clubs shall be deemed to be a Member of the Association.

3 INDIVIDUAL MEMBERS

3.1 Eligibility

- (a) In accordance with rule 5.3(a)(ii) of the Constitution, other criteria to be eligible for membership as an Individual Member of the Association, the applicant must be a natural person who must also;
 - (i) be a Bowling Member of a Club or an Affiliated Sub-Club; or
 - (ii) otherwise be granted approval by the Board to be an Individual Member of the Association; and
 - (iii) agree to be a Member of the Association; and
 - (iv) be free of any term of suspension or subject to disciplinary proceedings at time of application.

- (b) A Bowling Member who is not registered with the Association as a Registered Player or an Individual Member is ineligible to enter or play or officiate in any Association Event at any level.

- (c) An Individual Member need only be registered with the Association at one Club to meet the requirements of clause 34.1(b) of the Association Constitution even where they are a member of more than one Club

3.2 Sub-Categories

In accordance with rule 5.1(b) of the Constitution, Individual Members shall consist of the following sub-categories of Membership as approved by the Board;

- (i) Full Member, which shall include any Bowling Member of a Club who is registered with the Association as a Full Member, and who is financial having paid the Full Membership Fee for the current period.
- (ii) Junior Member, which shall include any Bowling Member of a Club under the age of 18 years who is registered with the Association as a Junior Member, and who is financial having paid the Junior Membership Fee for the current period.

3.3 Transfer of Membership - Individuals

- (a) An Individual Membership of the Association or the benefits of such a Membership shall not be transferrable from one Individual Member to another person, Bowling Member or non-Member.

- (b) An Individual Membership of the Association may upon completion of the appropriate form and payment of the prescribed fee, be transferred from one Club or Affiliated Sub-Club to another Club or Affiliated Sub-Club.

3.4 Application for Individual Membership

- (a) An individual wishing to become an Individual Member of the Association is required to complete an approved registration form at the time of applying or renewing membership at a Member Club or Affiliated Sub-Club and shall pay the appropriate fee as determined by the Club.

- (b) The Club shall forward to the Association an Application for Registration Form indicating that the individual upon joining or renewing as a Bowling Member of the Club has provided consent to be registered as an Individual Member of the Association.
- (c) An individual who is currently registered with the Association as a Registered Player (as outlined in Regulation 5), may apply to become an Individual Member at any time by providing written agreement to become a Member of the Association to the Secretary.

3.5 Annual Membership Fees

- (a) Annual Membership Fees for Clubs shall be determined by the Board at the March Board Meeting each year and distributed via Circular.
- (b) Any adjustment to the Annual Membership Fee for Clubs shall be no more than the CPI% for the previous December to December period.

4 OTHER CATEGORIES – AFFILIATED SUB-CLUB

4.1 Eligibility

In accordance with Rule 5.9 of the Constitution, the Association shall have the authority to recognise an unincorporated bowling Sub-Club of an Incorporated Registered Club as an Affiliated Sub-Club. The applicant Sub-Club shall;

- (i) Be a recognised sub-club of an incorporated Registered Club.
- (ii) have no less than twelve (12) Financial Bowling Members registered with the Association;
- (iii) Register all Bowling Members as Individual Members or Registered Players;
- (iv) have at least one (1) green on land of which it is the owner or has some other secure tenure, and of which the Sub-Club either has the control and management or has some agreement or arrangement with the person or body having control and management; and which will have on it at least four (4) rinks laid down in conformity with the Laws of the Sport of bowls;
- (v) Have rules which are not inconsistent or in conflict with the Constitution or Regulations of the Association.
- (vi) Be affiliated with any District and Zone which it is situated as described in Regulation 15.1, having paid all dues to the District and Zone Associations.

4.2 Procedure for renewal as Affiliated Sub-Club

- (a) An Affiliated Sub-Club must renew its affiliation annually by lodging, within one (1) month from the date of end of the Sub-Club's financial year, the following with the Association;
 - (i) all Annual Fees payable to the Association;
 - (ii) a copy of the Club Annual Report if available;
 - (iii) an Annual Membership Return using the approved form;
 - (iv) an Annual Club Update of all contacts and office bearers using the approved form; and
 - (v) any Constituent documents to which changes have been made since the previous renewal.
- (b) An Affiliated Sub-Club failing to renew as per the procedure set out in Regulation 4.2(a), may

have its affiliation with the Association discontinued by the Board.

4.3 Application to be an Affiliated Sub-Club

- (a) The Board may consider and approve applications for Affiliated Sub-Clubs from newly formed or established bowling Sub-Clubs subject to Regulation 4.1
- (b) The Board may refuse to grant affiliation as an Affiliated Sub-Club, if in the opinion of the Board;
 - (i) the applicant Sub-Club does not meet the criteria as outlined in Regulation 4.1;
 - (ii) the Incorporated Registered Club which recognises the Sub-Club is already a Member;
 - (iii) there are sufficient bowling clubs in the vicinity of the club seeking affiliation to adequately meet the needs of the community.

4.4 Financial Responsibilities of Affiliated Sub-Clubs

- (a) Affiliated Sub-Clubs have an obligation to pay all monies due and payable to the Association.
- (b) Any Affiliated Sub-Club that has not paid their Annual Fees within one (1) month from the date of end of the Sub-Club's financial year shall be considered as Unfinancial with the Association and all Individual Members and Registered Players of that Affiliated Sub-Club shall be ineligible to enter or play or officiate in Association Events until the outstanding dues are paid.
- (c) An Affiliated Sub-Club failing to settle any account other than Annual Fees with the Association within three (3) months from the date of invoice may have their affiliation suspended and as a result of such action, all Individual Member and Registered Players of that Affiliated Sub-Club shall be ineligible to enter or play or officiate in Association Events until the outstanding dues are paid.
- (d) Any Affiliated Sub-Club experiencing financial difficulty in settling accounts may request to enter a payment arrangement with the Association, with written application to the Board. Whilst the Affiliated Sub-Club remains within the terms of the arrangement, the Affiliated Sub-Club shall retain all rights of affiliation with the Association.

4.5 Rights and Restrictions of an Affiliated Sub-Club

- (a) An Affiliated Sub-Club shall;
 - (i) be provided with access to any services and resources of the Association which is otherwise afforded to a Member Club;
 - (ii) be entitled to nominate Bowling Members, as players, teams or sides, to compete in any Association Events for which they meet the eligibility requirements.
 - (iii) be entitled to be represented at any general or delegates meeting of the District and/or Zone in which they are affiliated with the right to debate or vote at any such meeting to be determined by the rules of the District or Zone.
- (b) An Affiliated Sub-Club;
 - (i) shall not be considered a Member of the Association under the Act; and
 - (ii) shall not have voting rights on any notice of motion or for the election of Elected

Directors for the Association.

5 OTHER CATEGORIES – REGISTERED PLAYERS

5.1 Eligibility

- (a) A Club and an Affiliated Sub-Club shall register all Bowling Members who are not Individual Members of the Association as a Registered Player.
- (b) To be eligible as a Registered Player of the Association, the applicant must be a natural person and must;
 - (i) be a Bowling Member of a Club; or
 - (ii) a Member of an Affiliated Sub-Club; or
 - (iii) otherwise be granted approval by the Board to be a Registered Player of the Association.
- (c) A Bowling Member who is not registered with the Association as a Registered Player or an Individual Member is ineligible to enter or play or officiate in any Association Event at any level.
- (d) A Bowling Member (whether registered as an Individual Member or Registered Player) need only be registered with the Association at one Club to meet the requirements of clause 34.1(b) of the Association Constitution even where they are a member of more than one Club.

5.2 Sub-Categories

- (a) In accordance with rule 5.1(b) of the Constitution, Registered Players shall consist of the following sub-categories registration as approved by the Board;
 - (i) **Full Registered Player**, which shall include any Bowling Member of a Club who is registered with the Association as a Full Registered Player, and who is financial having paid the Full Registration Fee for the current period.
 - (ii) **Junior Registered Player**, which shall include any Bowling Member of a Club under the age of 18 years who is registered with the Association as a Junior Registered Player, and who is financial having paid the Junior Registration Fee for the current period.

5.3 Transfer of Registration - Player

- (a) A Player's Registration with the Association or the benefits of such registration shall not be transferrable from one Registered Player to another person, Bowling Member or non-Member.
- (b) A Player's Registration with the Association may, upon completion of the appropriate form and payment of the prescribed fee, be transferred from one Club or Affiliated Sub-Club to another Club or Affiliated Sub-Club.

5.4 Registered Player Registration Procedure

- (a) In accordance with Rule 5.8(a) of the Constitution, all individuals who were members of affiliated Clubs and registered with the Association as at the date of the adoption of the Constitution shall be deemed to be Registered Players.

- (b) Any individual who was not deemed to be a Registered Player under the provision of Rule 5.8 of the Constitution shall be required to complete and lodge a registration form at their Club with the payment of the appropriate Annual Registration Fee to become a Registered Player of the Association.
- (c) The Club shall forward to the Association an Application for Registration Form indicating that the member is to be a Registered Player with the Association.

5.5 Rights and Restrictions of Registered Players

- (a) The Association may access and report the details of any Registered Player, which may be relevant in any statistical reporting to Bowls Australia or Government Body.
- (b) A Registered Player shall not be considered a Member of the Association under the Act.
- (c) A Registered Player shall;
 - (i) Be entitled to play bowls at any Club, notwithstanding any current disciplinary restrictions or penalties;
 - (ii) Be entitled to enter, compete or officiate in Association Event for which they meet the eligibility requirements;
 - (iii) Comply with the all rules and policies of the Association, including the Constitution and these Regulations.
- (d) A Registered Player is not entitled to;
 - (i) attend or vote at General Meetings of the Association;
 - (ii) hold office at District or Zone Level or with the Association

5.6 Annual Registration and Affiliation Fees

- (a) Annual Affiliation Fees for Affiliated Sub-Clubs shall be determined by the Board at the March Board Meeting each year as distributed via-Circular.
- (b) Any adjustment to the Annual Membership Fee for Affiliated Sub-Clubs shall be no more than the CPI% for the previous December to December period.

6 OTHER CATEGORIES – BOWLING COMBINATIONS

6.1 Eligibility

- (a) The Board may recognise, approve or otherwise endorse Bowling Combinations and/or Groups as per rule 5.1(d) of the Constitution.
- (b) Any special interest, competitive or social-oriented bowling group that participates as a group on a regular or semi-regular basis may apply to be recognised as a Bowling Combination.
- (c) Bowling Combination members shall be registered with the Association as an Individual Member or Registered Player.

- (d) Member Clubs and Affiliated Sub-Clubs shall not be eligible to also be Bowling Combinations.

6.2 Application as a Bowling Combination

Applications to be recognised by the Association as a Bowling Combination shall be made in writing to the Board annually.

6.3 Annual Membership Fees

Annual Membership Fees for Bowling Combinations shall be determined by the Board at the March Board Meeting each year and distributed via Circular.

6.4 Rights and Restrictions of a Bowling Combination

- (a) Bowling Combinations shall be;
 - (i) Entitled to play at any Member Club or Affiliated Sub-Club, subject to permission from the Club, rink space availability and payment Club green fees, if any;
 - (ii) Recognised and endorsed by the Association;
 - (iii) Granted access to Association Services and assistance where deemed appropriate by the Board.

- (b) Bowling Combinations shall not be;
 - (i) Eligible to enter individuals, teams or Sides in Association Events.

7 PLAYER ELIGIBILITY AND CLEARANCES

Unless otherwise specifically stated within Regulation 7 and 8;

- (i) Any reference to an Individual, shall apply to a Bowling Member (including Individual Member and Registered Player);
- (ii) Any reference to a Club shall apply to both a Member Club and Affiliated Sub-Club.

7.1 Declared Club

- (a) In accordance with the Association Conditions of Play and Bowls Australia Affiliation Policy an Individual must nominate one (1) Club for the purpose of competing or being eligible to compete in Association Events. This shall be known as their Declared Club.

- (b) An Individual may be a member of one or more Clubs however shall only have one Declared Club. An individual shall only be registered with the Association at their Declared Club.

- (c) If an individual wishes to change their Declared Club during the Bowling Season, they must receive written permission to do so from the State Match Committee, in addition to lodging a Club Clearance Application form as per Regulation 7.2.

- (d) Where an individual has nominated their Declared Club and has been registered with that Club the requirements of clause 34.1(b) of the Association Constitution will have been met despite that individual being a member of more than one Club.

7.2 Club Clearance

- (a) Any individual who wishes to change their Declared Club to another Club within NSW (new Club), must complete and lodge with the Association a Clearance and Membership Transfer Form and pay the Club Clearance Fee, if;
 - (i) They are currently registered with the Association as an Individual Member or Registered Player of a Club; or
 - (ii) They have been registered with the Association an Individual Member or Registered Player of a Club in the past twelve (12) months.
- (b) An individual may not participate in Association Events at their new Club, until a fully completed Clearance and Membership Transfer Form (signed by an authorised official at the Club they are transferring from) together with the applicable fee has been lodged by the new Club at the Association Office.
- (c) An Individual, who is unable to obtain approval for a Clearance and Membership Transfer or a signature of an authorised official from the Club they are transferring from, may not participate in Association Events at their new Club without the written approval of the Association.
- (d) A Club may not reasonably refuse to sign or otherwise withhold approval for an Individual's Clearance and Membership Transfer Application if the Individual has fulfilled all financial obligations to the Club, is not under an order of suspension or expulsion and has not resigned their membership because of disciplinary proceedings as per Regulation 8.1.
- (e) The Clearance and Membership Transfer Fee shall be determined by the Board.

7.3 Interstate Clearance

- (a) In accordance with the Bowls Australia Eligibility and Affiliation Policy, any Individual who wishes to change their Declared (nominated) Club to another Club affiliated with another STA must complete and lodge an Interstate Clearance form at the office of the STA they are transferring to.
- (b) There shall be no fee for an Interstate Clearance.

7.4 Interstate Pennant Declaration

- (a) In accordance with the Bowls Australia Eligibility and Affiliation Policy, an Individual may be permitted to compete in an Interstate Pennant competition controlled by another STA for a Club affiliated with that STA without changing their Declared Club, however must complete and lodge an Interstate Pennant Declaration form at the office of the STA they are transferring to.
- (b) There shall be no fee for an Interstate Pennant Declaration.

8 DISCIPLINARY ACTION BY A CLUB, DISTRICT OR ZONE

8.1 For a Bowls Related Incident

- (a) If a Bowling Member, through the due process of a disciplinary hearing conducted by a Club, District or Zone, is found guilty of an incident of misconduct which;
 - (i) directly relates to the game of bowls; and/or

- (ii) occurs during the course of an Association Event; and/or
- (iii) is deemed by the hearing to have brought the game of bowls into disrepute;

that Bowling Member shall be ineligible to play or officiate at any level of bowls at any Club for a period which shall be equal to the term of suspension imposed by the hearing up to a maximum period of one (1) year from the date of the disciplinary hearing, whichever is the earlier.

- (b) A Bowling Member who is under an order of suspension or expulsion, or who has resigned their membership of a Club because of an impending disciplinary hearing or citation for a Bowls Related Incident shall not be eligible to apply for or receive a Club Clearance or transfer to another Club.

8.2 Notification of Bowls Related Incident

- (a) A Disciplinary Notification Form must be completed and signed by the Club, District or Zone imposing the disciplinary penalty and sent to the Association Office (C/o the Chief Executive Officer) within fourteen (14) days from the date of the disciplinary hearing, or otherwise from the date of any subsequent appeals being resolved.
- (b) Any notification received outside of a fourteen (14) day period may not be accepted.
- (c) Details which must be notified to the Association on the Disciplinary Notification Form are;
 - (i) Full Name and Registration Number of the disciplined Bowling Member/s ;
 - (ii) Date and venue of Disciplinary Hearing and/or Appeal Hearing if any;
 - (iii) Confirmation that Disciplinary Hearing was conducted in compliance with the Club, District or Zone Constitution and the Disciplinary Policy;
 - (iv) Name of Club, District or Zone that conducted the Hearing
 - (v) Confirmation that the incident or misconduct was Bowls related in accordance with Regulation 8.1
 - (vi) Any other documentation deemed relevant.

8.3 Disciplinary Action for Non-Bowls Related Incident

- (a) If an Individual is suspended or expelled by a Club for an incident, which is deemed by a disciplinary hearing, not to be directly related to the game of bowls and/or not to bring the game of bowls into disrepute, it is at the discretion of that Club as to whether the Individual is permitted to play or officiate at their Club during the term of suspension.
- (b) If an Individual is under a term of suspension at their Declared Club for a Non-Bowls Related Incident, it is at the discretion of their Declared Club as to whether the Individual is permitted to enter or play in Association Events, regardless of the venue.

8.4 Appeals

A Bowling Member has a right of appeal in accordance with the Appeals Policy

9 DISCIPLINARY ACTION BY THE ASSOCIATION

9.1 Discipline of a Registered Player

- (a) Where the Board is advised or considers that a Registered Player has allegedly:

- (i) breached, failed, refused or neglected to comply with a provision of this Constitution, the Regulations or any resolution or determination of the Board or any duly authorised committee; or
- (ii) acted in a manner unbecoming of a Registered Player, or prejudicial to the Objects or the interests of the Association or Bowls; or
- (iii) brought the Association, themselves, any other Bowling Member or Bowls into disrepute;

the Board may commence or cause to be commenced, disciplinary proceedings against that Registered Player, and that Registered Player, will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and the appeal mechanisms (if any) of the Association set out in the Regulations.

- (b) The Board may appoint a Hearings Tribunal to deal with any disciplinary matter referred to it. Such a Hearings Tribunal shall operate in accordance with the procedures expressed in the Regulations but subject always to the Act.

9.2 Appeals

A Registered Player has a right of appeal in accordance with the Appeals Policy.

10 ADMINISTRATION OF THE ASSOCIATION

10.1 Elected Directors

- (a) Eligibility

Any former employee of the Association is ineligible to hold a position on the Board as an Elected Director following their cessation of employment with the Association.

- (b) Qualifications

Criteria to qualify as an Elected Director shall be developed to identify a well-rounded Board that can best achieve and advance the Objects of the Association; The Board shall include Directors who;

- (i) are Individual Members of the Association
- (ii) have demonstrated bowls administration experience in key roles at Club, District, Zone or State level.
- (iii) have strong governance experience ;
- (iv) are innovative and forward looking;
- (v) have a variety of management and leadership skills including marketing, financial, communications, legal, human resource development, strategic planning, and or government relations;

- (vi) are team players with a demonstrated track record of working collaboratively with diverse stakeholders;
- (vii) have networks with key stakeholders in the sports industry, business and government Sectors.

10.2 Finance Director

(a) Eligibility

A former employee of the Association is ineligible to hold a position on the Board as a Finance Director following their cessation of employment with the Association.

(b) Qualifications

Criteria to qualify as the Finance Director shall be as subject to Regulation 10.1(b) as well as being;

- (i) a Certified Practising Accountant,
- (ii) a Chartered Accountant; or
- (iii) a retired Certified Practising Accountant or retired Chartered Accountant.

(c) Duties

The Finance Directors shall;

- (i) be required to review and comment on all financial proposals to be submitted to the Board which involve Capital Expenditure of more than \$2000 or ongoing lease or rental expenditure of more than \$2000 per annum.
- (ii) Be responsible for the accounting function including the preparation of the Director's Report and annual financial statements.

10.3 State Councillors

(a) Eligibility

Any former employee of the Association is ineligible to hold a position on the State Council as a State Councillor or proxy at a General Meeting for a period of ten (10) years following their cessation of employment with the Association.

(b) Qualifications

Criteria to qualify as a State Councillor shall be developed to identify a well-rounded State Council that can, in conjunction with the Board, best achieve and advance the Objects of the Association; The State Council shall include State Councillors who;

- (i) are Individual Members of the Association
- (ii) have demonstrated bowls administration experience at District, Zone or State level.
- (iii) can best represent the needs and interests of all Members and Clubs in their Zone
- (iv) are innovative and forward thinking
- (v) have strong communication, management and leadership skills

(c) A State Councillors shall have a role and responsibility to;

- (i) represent the needs and interests of all Members and Clubs in their Zone.
- (ii) attend and vote on behalf of the Clubs within their Zone at meetings of the State Council and General Meetings of the Association in accordance with the Constitution.

- (iii) provide a written report to State Council as required on matters raised by Zone and/or District Meetings or other local issues.
- (iv) provide a report at Zone Meetings with information arising from State Council Meetings.
- (v) maintain ongoing and effective communication with Members and Clubs within the Zone;
- (vi) facilitate the development and maintain ongoing and effective communication between the Association and Zones, Districts and Member Clubs;
- (vii) maintain an adequate knowledge of Association policies and procedures, including the Regulations and Constitution;
- (viii) consult and actively seek relevant opinion and information to make collective and informed recommendations to the Board in order to further the Objects of the Association
- (ix) make representations to the Association on behalf of Members;
- (x) at all times uphold the values of the Association and behave in a manner which is reflective of these values and the Codes of Conduct for a State Councillor.
- (xi) actively promote the interests, activities, services and Objects of the Association to Members within the Zone.
- (xii) accompany or represent the State President at Official Events where required;
- (xiii) create strong working relationships with Clubs within the Zone.
- (xiv) encourage effective and sustainable administration of District and Zones Associations.
- (xv) maintain regular communication with the Chief Executive Officer on operational matters within the Zone.

10.4 Employees

(a) Eligibility

A person is not eligible to be employed by the Association, if that person is a voting member of the Board or State Council.

(b) Award

Employees of the Association shall be employed under the Sporting Organisations Award 2010. A copy of this Award shall be available at the Office to all employees.

(c) Interviews

The Chief Executive Officer shall, whenever a change in employees is necessary, appoint a suitable interviewer.

(d) Appointment

The Chief Executive Officer shall have the authority to make the final appointment of all employees and advise the Board.

(e) Contract of Employment

Employees will be provided with a copy of their contract of employment, which may be varied from time to time by the Chief Executive Officer.

(f) Amendment Of Job Specification

The Chief Executive Officer has the power to set and amend Job Specifications for each employee of the Association from time to time.

(g) Termination Of Employees

The Chief Executive Officer has the power to terminate employees of the Association from time to time, subject to legislative requirements if any.

10.5 Chief Executive Officer

(a) Specific duties

The Chief Executive Officer shall;

- (i) as far as practicable, but always at the discretion of the Board attend all Board meetings and all General Meetings;
- (ii) prepare the agenda for all Board and General Meetings in consultation with the President;
- (iii) together with the Executive Secretary, record and prepare minutes of the proceedings of all Board meetings and General Meetings;
- (iv) regularly report to the Board on the activities of, and issues relating to, the Association;
- (v) be the official spokesperson for the Association, and as such reply to any and all questions raised through the media, government, or Association Members with regard to the position of the Association and any directive of the Board concerning any specific or general event or set of circumstances.
- (vi) Perform any duty as required by the Constitution or the Act.
- (vii) To keep all Registers in accordance with the Act.
- (viii) To oversee the activities of employees of the Association in Accordance with Regulation 10.4.

(b) Authority of Delegation

The Chief Executive Officer may from time to time appoint an employee or employees of the Association to undertake any or all of the following duties:

- (i) To keep a faithful record of all business transacted at meetings of the Board and the Association.
- (ii) To keep a list of the names and addresses of all Officers.
- (iii) To call meetings of the Board and the Association in accordance with the Constitution.
- (iv) To attend any or all meetings of the Board and the Association and to cause Minutes of all proceedings at those meetings to be kept and properly entered in books provided for that purpose.
- (v) To submit the Minutes of any such Meetings for confirmation at the next appropriate Meeting.
- (vi) To convene, coordinate and liaise with Operational Committees, and to report to the Board on the activities of these Committees.
- (vii) To liaise with the production staff and publishers of the Association Magazine to pass on all necessary information relevant to the Sport of Bowls and the promotion thereof.
- (viii) To obtain sponsorship, and to market and promote Bowls in New South Wales.
- (ix) To coordinate sponsorship and promotion of Bowls in New South Wales.
- (x) To advise the Board of all approaches and proposals for the development of the game of Bowls.

- (xi) To attend at and report to the Board at Meetings of the Board on various matters associated with the game of Bowls.
- (xii) To convey all relevant matters to the Chairman of the Committee concerned, but the Board reserves the right to request attendance of the Chairman, whenever required.
- (xiii) To observe the usual courtesy of making contact with Clubs through the normal course of going through the area concerned.
- (xiv) To issue Press Releases from time to time and otherwise provide information concerning Association Events to the media.
- (xv) To establish and maintain a register of Clubs and affiliated District and Zones specifying the contact details of such Club, District or Zone. The register shall be kept at the principal place of administration of the Association.
- (xvi) to keep custody and control; of all records, books and other documents relating to the Association and;
- (xvii) To perform such duties and have other such responsibilities as may be specified by the Board from time to time.

11 ELECTION OF ELECTED DIRECTORS

11.1 Voting for Election of Elected Directors.

- (a) All nominations and voting for the election of Elected Directors and Finance Director shall follow the procedure as set out in this Regulation 11.
- (b) Any nominations and vote cast for the election of Elected Directors and Finance Director not conducted in accordance with Regulation 11 shall be declared invalid.

11.2 Call for Nominations

- (a) In accordance with the Constitution, the Chief Executive Officer shall call for nominations for Elected Directors and/or Finance Director at a date no less than sixty (60) days prior to the date of the Annual General Meeting.
- (b) All Member Clubs eligible to vote shall be notified of the call of nominations electronically through email using a specified email account.
- (c) Official Nomination forms shall be available for personal collection from the Association Office as well as the Association website for download.

11.3 Closing of Nominations

- (a) The closing date for nominations shall be no less than forty-five (45) days prior to the date of the Annual General Meeting.
- (b) Once Nominations are closed, information on all candidates shall be made available electronically no less than thirty (30) days prior to the Annual General Meeting.

11.4 Voting Procedure

- (a) Voting for the election of Elected Director and Finance Director shall be conducted through an Online Voting System, which shall be administered by an independent third party as determined by the Board.
- (b) All Member Clubs eligible to vote in the Election of Elected Directors and Finance Director shall be provided a secure login and password to access the Online Voting System, and shall cast their vote in accordance with the voting instructions during the time allocated for voting by the Board.
- (c) Member Clubs eligible to vote shall have a period of fourteen (14) days in which to cast their vote through the Online Voting System.
- (d) Voting shall be open to Member Clubs eligible to vote from 12am of the day which is 15 days prior to the date of the Annual General Meeting and shall close at 12am of the day which is 1 day prior to the date of the Annual General Meeting.
- (e) Each Member Club entitled to vote may;
 - (i) Cast up to six (6) votes for the first election of Elected Directors, each of which shall be individually allocated to elect no more than six (6) candidates for the positions of Elected Director in accordance with the voting instructions.
 - (ii) cast only one (1) vote for the election of the Finance Director, which shall be individually allocated to elect no more than one (1) candidate for the position of Finance Director in accordance with the voting instructions.
- (f) In any election for Elected Directors held after the first election, the number of votes entitled to be cast by each Member Clubs shall be equal to the number of Elected Director positions to be filled.

11.5 Weighted Voting

- (a) All valid votes cast by a Member Club shall be weighted in proportion to the total number of Full Bowling Members (including Individual Members and Registered Players) which are registered at that Member Club as at the close of nominations (45 days prior to the AGM).
- (b) Every one (1) vote cast for a candidate by a Member Club, shall be multiplied by the weighting as outlined in *Regulation Table 1*.
E.g. If a Member Club has 360 registered Bowling Members, each 1 vote which is cast by that Club for a candidate shall be multiplied by 4.5 and calculated as 4.5 votes.
- (c) Regulation Table 1 below shows the weighting per vote cast;

Regulation Table 1

Bowling Members	Weighting per one (1) vote cast
<49	1
50 to 99	1.5
100 to 149	2
150 to 199	2.5

200 to 249	3
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250 to 299	3.5
300 to 349	4
350 to 399	4.5

11.6 Voting Officers

- (a) In accordance with rule 11.10(e) of the Constitution;
 - (i) The Board shall authorize an Independent Third Party to perform the duties of the Association Returning Officer.
 - (ii) The State Council shall appoint two (2) scrutineers to oversee the Ballot process.
- (b) The Association Returning Officer and the two (2) scrutineers appointed to oversee any Ballot shall be known as the Voting Officers.
- (c) No person, other than the Voting Officers shall be entitled to see any vote which has been cast and the Voting Officers shall not disclose to any person the way in which any Club has voted.

11.7 Distribution of Voting Documentation

- (a) All documents regarding the election of Elected Directors shall be made available electronically to all Member Clubs eligible to vote.
- (b) Documentation may include resumes of candidates, information regarding access to the online portal and voting instructions.

11.8 Counting of Votes

- (a) Voting Officers shall calculate and verify the unweighted results of all votes cast by Member Clubs eligible to vote, in accordance with the procedures determined by the Returning Officer.
- (b) Voting Officers shall then calculate and verify the results according to the weighting of each Member eligible to vote as per Regulation 11.5(c)

11.9 Determination of Votes

- (a) The election of Elected Directors and the Finance Director shall be determined by first-past-the-post.
- (b) At the first election of Elected Directors, the six (6) Elected Directors shall be determined to be the six (6) candidates who receive the highest number of total WEIGHTED votes after counting is completed by the Voting Officers.
- (c) The Finance Director shall be determined to be the candidate who receives the highest number of total WEIGHTED votes after counting is completed by the Voting Officers.

11.10 Tied Vote

- (a) If there is a tied vote between one or more candidates for the position of Elected Director or Finance Director, the Voting Officers shall draw lots to determine the successful candidate at

the time of the determination of votes.

12 BOARD MEETINGS

12.1 Notice of Board Meetings

- (a) Notice of any Board Meeting shall be in accordance with rule 13.6 of the Constitution and shall state;
 - (i) The day, date and hour and place of such meeting.
 - (ii) The business to be dealt with at such meeting.
- (b) Notice shall be deemed to have been given in accordance rule 35 of the Constitution.
- (c) Additional items may be placed on a supplementary agenda for distribution to Directors prior to the opening of the meeting with the agreement of the Directors.

12.2 Order of Business – Board Meeting

- (a) At Board Meetings the order of business shall be as determined by the Chairman.
- (b) Any recommendation by the State Council shall be deemed to be the motion except in respect to notices of motion.

13 STATE COUNCIL MEETINGS

13.1 Notice of State Council Meetings

- (a) Notice of any meeting of State Council shall be in accordance with rule 24.4 of the Constitution and shall state;
 - (i) The day, date and hour and place of such meeting.
 - (ii) The business to be dealt with at such meeting.
- (b) Notice shall be deemed to have been given in accordance rule 35 of the Constitution.

13.2 Order of Business – Meetings of State Council

- (a) At Meetings of State Council the order of business shall be as follows;
 - (i) Opening of the Meeting by the Chairman
 - (ii) Acceptance of credentials and apologies
 - (iii) Confirmation of Minutes of previous Meeting
 - (iv) Business arising from the minutes
 - (v) Matters Arising with notice
 - (vi) Business arising from Reports
 - (vii) General Business
 - (viii) Official Representation
 - (ix) Date and time of next meeting.

13.3 Invited attendees at State Council Meetings

- (a) From time to time, the Board may approve the invitation of a person or persons, in addition to the sixteen (16) State Councillors, to attend any State Council Meeting.

- (b) The right of any invited attendee to take part in any discussions or debate at the State Council Meeting shall be solely at the discretion of the Chair.
- (c) An invited attendee shall not be entitled to vote on any matter.

14 REIMBURSEMENT OF EXPENSES

14.1 Travel

- (a) Where deemed appropriate by the Board, the Association may make necessary travel arrangements for Directors and officials and shall pay expenses directly associated with such travel arrangements in accordance with the Association Expense Policy.
- (b) Subject to the Association Expenses Policy or unless otherwise approved by the Board, any individual who is scheduled to represent the Association in an official capacity at an upcoming event shall notify the Board in writing prior to the event if they intend to claim reimbursement for travel expenses incurred.
- (c) Reimbursement of incurred travel expense shall always be at the discretion of the Board.

14.2 Accommodation

- (a) Where appropriate, the Association shall make all accommodation arrangements for officials and pay any associated expenses in accordance with the Association Expense Policy.
- (b) Accommodation expenses incurred by an individual shall only be reimbursed to those who are representing the Association in an official capacity as authorised by the Board prior to the event.
- (c) Reimbursement of incurred accommodation expense shall always be at the discretion of the Board.

14.3 Meals

- (a) Where appropriate, the Association shall make all meal arrangements for officials and pay any associated expenses in accordance with the Association Expense Policy.
- (b) Meal expenses incurred by an individual shall only be reimbursed to those who are representing the Association in an official capacity as authorised by the Board prior to the event.
- (c) Representative Sides shall be provided with a Meal allowance in accordance with the Association Expenses Policy.
- (d) Reimbursement of any incurred accommodation expense shall always be at the discretion of the Board.

14.4 Sundry and General Expenses

- (a) Sundry expenses for miscellaneous items may be claimed if the items were purchased for or whilst undertaking duties on behalf of the Association, however receipts will be required and the Audit Committee reserves the right to reject exorbitant claims. Claimants have a right of

appeal to the Board.

- (b) A provision for or reimbursement of parking costs incurred for attendance at approved functions may be approved by the Board.
- (c) A ceiling may be placed on the level of reimbursement for travel, accommodation and meals as approved by the Board from time to time and set out in the Association Expense Policy.

14.5 Accompanying Spouse or Partner.

- (a) On occasions an official may wish their spouse or partner to accompany them whilst undertaking official duties on behalf of the Association. Expenses shall be met as follows;
 - (i) Travelling costs for the spouse or partner are to be fully met by the official unless otherwise approved by the Board prior to the expense being incurred. Should travel arrangements be made by the Association, an invoice shall be provided to the official for the cost of the spouse or partner.
 - (ii) Accommodation shall be reimbursed to the maximum level of reimbursement determined by the Board from time to time
 - (iii) Full cost of meals for their spouse or partner shall be met by the official unless otherwise approved by the Board prior to the expense being incurred.

14.6 Claims

- (a) Claims for reimbursement of expenses may be rejected if not accompanied by relevant receipts. Where receipts are not available, full details of item/s making up the claim must be provided in writing.
- (b) All claims from Committee Members must be submitted through their Chairman, who must authorised and attest to the correctness of the claim.
- (c) The Chief Executive Officer reserves the right at all times to reject claims for unauthorised expenses subject to appeal to the Board.
- (d) Authorised Expenses shall be limited to those incurred during the course of official duties as a Director, State Councillor, Committee Member, Representative Player or Employee of the Association.

14.7 Negotiable Instruments

In accordance with Rule 26.8 of the Constitution, all cheques, electronic transfers and other negotiable instruments, and all receipts for money paid to the Association, may be signed, drawn, accepted, endorsed or otherwise executed by any two Directors, or any two authorised signatory approved by the Board.

15 DISTRICT AND ZONE ASSOCIATIONS

15.1 Zone Associations

- (a) For the purpose of competition and effective administration of the sport in NSW and surrounds, the Association shall be divided geographically into sixteen (16) Zones to be

known as 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 16.

- (b) In accordance with Rule 11.2 of the Constitution, Zones 1, 2, 3, 4, 6, 7, 8, 11, 14, 15 and 16 shall be identified as Regional or Country Zones and Zones 5, 9, 10, 12 and 13 shall be identified as Metropolitan or City Zones.

15.2 District Associations

- (a) Zones shall be comprised of the District Associations as shown in *Regulation Table 2*.

Regulation Table 2

	Zones	District
(i)	Zone 1	Clarence River, Northern Rivers and Tweed-Byron.
(ii)	Zone 2	Newcastle.
(iii)	Zone 3	North West NSW
(iv)	Zone 4	Central West NSW
(v)	Zone 5	Greater Western Sydney
(vi)	Zone 6	Hunter/Upper Hunter.
(vii)	Zone 7	Far South Coast and South Coast.
(viii)	Zone 8	Albury, Riverina, South Western, Southern Highlands, Southern Slopes and Wagga.
(ix)	Zone 9	Sydney Northern.
(x)	Zone 10	Sydney North West.
(xi)	Zone 11	Manning.
(xii)	Zone 12	Sydney South West.
(xiii)	Zone 13	Central and Southern Sydney
(xiv)	Zone 14	Mid/Lower North Coast.
(xv)	Zone 15	Central Coast.

15.3 Compliance of District and Zone Associations

- (a) Each District and Zone Committee shall be required to forward to the Association;
- (i) The Annual Report and Financial Statement of the District/Zone Association within one (1) month of the date of the Annual General Meeting being held;
 - (ii) A copy of the minutes for all general meetings and any other regular meeting of delegates (or Management Meetings) held by the District or Zone Association, as soon as they become available for circulation;
 - (iii) A current copy of the District or Zone Constitution and Regulations (By-Laws) if any amendments are made;
 - (iv) The Annual Update Form, providing current administration information and details of all Officials and Committees and meeting dates, as requested.

- (v) Accurate statistics and information regarding participation in Association Events at District and Zone level, including number of entrants and results.
- (b) Each Zone shall be required to pay on an annual basis an equal proportion of any relevant Association Insurance Policy Premium for which they receive a coverage benefit.
- (c) A District or Zone failing to comply with this Regulation 15.3 without the written approval of the Board, may be deemed to be ineligible to enter players, teams or sides in any or all representative or championship Association Events until such time that outstanding dues or matters are resolved.

16 COMMITTEES

16.1 Operational Committees

- (a) In accordance with rule 15 of the Constitution the Operational Committees of the Association shall be:
 - (i) Coaching Committee
 - (ii) General Services & Archival Committee
 - (iii) Match Committee
 - (iv) Selection Committee
 - (v) Umpires Committee
 - (vi) Junior Bowls Committee
 - (vii) Club Advisory Committee
- (b) Each Operational Committee outlined in Regulation 16.1(a) shall be appointed by the Board and report to the Board through the Chief Executive Officer.

16.2 Board Committees

- (a) In accordance with rule 15 of the Constitution the Board Committees of the Association shall be:
 - (i) Audit Committee
 - (ii) Disciplinary Hearings Tribunal
 - (iii) Appeals Hearing Panel
- (b) Each Committee outlined in Regulation 16.2(a) shall be appointed by and report directly to the Board.

16.3 Coordinating Committee

- (a) The Coordinating Committee shall comprise of the Chairman of all Operational Committees outlined in Regulation 16.1(a) and 16.2(a)(or their duly appointed proxy, the President and Finance Director.

- (b) Directors shall be entitled to attend all meetings of the Coordinating Committee. The Chief Executive Officer and relevant operational staff may be invited to attend and report as required.
- (c) The Coordinating Committee shall be chaired by the President or Deputy President, or in their absence another duly appointed Director.
- (d) The Coordinating Committee shall meet every two (2) months or as determined by the Board.
- (e) The requirement of a quorum shall not apply to a Coordinating Committee Meeting, and shall take place with those who are present at the appointed time and place.
- (f) Each Committee shall submit a written report to the Chief Executive Officer through its Chairman for discussion at each meeting of the Coordinating Committee no less than seven (7) days prior to the date of the meeting.

16.4 Qualification Requirements for Committees

- (a) Committee which require qualifications for Committee Members are as set out in *Regulation Table 3*:

Regulation Table 3

	Committee	Qualifications
(i)	Match	Match Committee experience at Zone or District level for a minimum of twelve (12) months
(ii)	Selection	Selection Committee experience of at least three (3) years at District or Zone level or have played bowls as a State Representative. No Zone shall be entitled to have more than one selector on this committee except with the approval of the Board. Selection Committee members are ineligible to hold an elected or appointed position as a Selector with a District or Zone Association.
(iii)	Umpires	A current National Umpires Certificate or Higher.
(iv)	Coaching	A current accredited Club Coach Certificate or Higher
(v)	General Services & Archival	Experience which shall qualify them for the tasks assigned to them as members of the Committee.
(vi)	Audit Committee	Experience as Club, District/Zone Treasurer of at least 2 years and/or accounting qualifications.
(vii)	Junior Bowls	Prohibited Person Declaration Form completed and/or Working With Children Police Check.

16.5 Election and Appointment of Committees

- (a) Each Committee shall comprise the number of members as determined by the Board from time to time.

- (b) Any Individual Member may, when nominations are called for, submit a nomination form setting out details of their experience and, if required, any qualifications they may have to fill a position on any Operational or Board Committee.
- (c) Zones shall be invited to submit in writing a letter of reference for any nominee standing for a position on a Committee. Any submission shall be treated as in-confidence by the Board.
- (d) The Board shall be responsible for considering nominations received and shall elect the required number of members to each Committee, except in the case of the Selection Committee, at the Board meeting held directly prior to the Annual General Meeting. Selection Committee shall be elected by May Board meeting.
- (e) The Board shall, in the event of a casual vacancy arising on a Committee or otherwise at their discretion, have the authority to;
 - (i) amend or alter the function of any Operational or Board Committee
 - (ii) appoint additional and remove, or make redundant existing Committee members on any Operational or Board Committee or Miscellaneous Appointments

16.6 Miscellaneous Appointments

At the first meeting of the Board, following the Annual General Meeting, the Board may appoint suitable persons to fill the undermentioned positions;

- (i) Delegates to Bowls Australia
- (ii) Representative on the Body Corporate 309 Pitt St (1)
- (iii) Representative on the State Council of ClubsNSW (1 plus alternative)
- (iv) Official Representation Coordinator (1)
- (v) Representative on the NSW Commonwealth Games Council (1)
- (vi) State Coach (1)

17. COMMITTEE MEETINGS AND BUDGETS

17.1 Operational Committee Meetings

- (a) The Chairman of each Operational Committee shall be elected by the Committee Members at its first meeting after the Annual General Meeting.
- (b) The President may be required to attend the election of the Chairman and will be entitled to vote on this matter only if voting otherwise is equal.
- (c) At any meeting of an Operational Committee, a quorum is constituted by;
 - (i) one-half of the total Committee Members, plus one being present; or

- (ii) The whole number next above one-half of the total Committee Members being present.
- (d) Each Operational Committee shall meet at least one week before each Coordinating Committee meeting and minutes of all such meetings kept, shall be circulated through the Chief Executive Officer to all members of the Committee and the Board.
- (e) At the conclusion of a meeting, the next meeting date shall be set and the Chief Executive Officer notified for the purpose of allocating a Committee Room.

17.2 Board Committee Meetings

- (a) The Chairman of Board Committee Meetings shall be appointed by the Board, prior to the first meeting of the Committee.
- (b) At any meeting of a Board Committee, a quorum is constituted by;
 - (i) one-half of the total Committee Members, plus one being present; or
 - (ii) The whole number next above one-half of the total Committee Members being present.
- (c) Each Board Committee shall meet as often as required and minutes of all such meetings kept shall be circulated through the Chief Executive Officer to all members of the Committee and the Board.
- (d) At the conclusion of a meeting, the next meeting date shall be set and the Chief Executive Officer notified for the purpose of allocating a Committee Room.

17.3 Budgets of Committees

- (a) Each Committee Chairman shall submit to the Finance Director, by 1st March each year, details of planned or proposed activities for the coming financial year for consideration and approval by the Board.
- (b) Once a plan and budget have been approved by the Board, each Committee Chairman will be responsible for their implementation.
- (c) Expenditure which has not been approved or budgeted for are not permitted unless approved by the Board.

18 DUTIES AND POWERS OF OPERATIONAL COMMITTEES

18.1 Match Committee

- (a) Chairman of the Match Committee shall:
 - (i) Ensure that the Match Committee carries out the duties as specified below.
 - (ii) Preside at meetings of which the Committee members have been duly notified.
 - (iii) In collaboration with their Committee, prepare a report setting out the job responsibility of the Chairman and Committee for the information of any succeeding members.

- (iv) Meet regularly each year, with the Chief Executive Officer and others as required, to review the performance of the Match Committee.
 - (v) Notify members of the Committee of the time, date and location of meetings of the Committee; ensure that accurate minutes of the meeting are compiled, and that a copy of the minutes is provided to the Chief Executive Officer.
 - (vi) Submit articles to the Association Magazine in collaboration with the Chief Executive Officer as required.
 - (vii) attend meetings of the Coordinating Committee or arrange a proxy;
 - (viii) Appoint a person to assist in the compilation of ranking points for the NSW Player of the Year, Most Improved Player of the Year and Australian rankings.
- (b) The Match Committee shall:
- (i) Carry out duties as delegated by the Chairman of the Match Committee.
 - (ii) Draw up Conditions of Play applicable to Association Events including the Schedule of Play and be responsible for the conduct of such other events declared as Association Events by the Board.
 - (iii) review potential venues for Association Events State Finals for ultimate approval by the Board
 - (iv) secure compliance with the Conditions of Play, and settle all disputes arising during the conduct of Association Events, in accordance with Regulation 17, subject to an appeal to the Board, who shall be the final arbiter in disputes of this nature and whose decision shall be binding and final on all parties;
 - (v) submit any proposal and amendments to the Conditions of Play and Schedule of Play for Association Events through the Chief Executive Officer to the Board no later than mid-May in the year preceding the bowling season to which the Conditions and Schedule apply;
 - (vi) Prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book.
 - (vii) Establish and maintain records relating to Registered Events.
 - (viii) Prepare a budget for the Committee's activities for the conduct of Association Events.
 - (ix) Determine, in consultation with the Chief Executive Officer, the duties to be carried out.
 - (x) Before the end of February of each year, order all badges, trophies, flags and pennants required for Association Events.
 - (xi) Before the end of November of each year, review potential venues for State Pennant Finals.
 - (xii) Produce, approve and/or distribute forms, letters and similar documents for the conduct of Association Events.
- (c) All nominees for appointment to the Match Committee:
- (i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Match Committee are required to sign and return to the Chief Executive Officer an undertaking of compliance of duties as set out in this Regulation.
 - (ii) Committee Members must be available to travel to events as rostered by the Chairman. It is envisaged that this may preclude Match Committee Members from participating in Association Events or other tournament and competitions.

18.2 Selection Committee

- (a) Chairman of the Selection Committee shall:
- (i) Prepare a short list of players who will be considered for selection to be handed to the President and Chief Executive Officer for perusal.
 - (ii) Provide details of all representative sides selected to the Chief Executive Officer, who shall be responsible for release of information regarding the selections to the media.
 - (iii) Liaise with the Chief Executive Officer regarding team travel and accommodation, meals, laundry, Player Attire, selection and recommendation of the Side Manager, any other incidental matters arising.
 - (iv) Determine and allocate the attendance of state selectors at events within NSW and Australia.
 - (v) Prepare a report on the Committee's and State Representative Side's activities for publication in the Annual Report/Year Book.
 - (vi) Notify Committee Members of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Chief Executive Officer.
 - (vii) attend meetings of the Coordinating Committee or arrange a proxy;
 - (viii) Meet regularly each year with the Chief Executive Officer and others as required, to review the performance of the Selection Committee.
 - (ix) establish and maintain records relating to the conduct of Interstate and Intrastate Events, including:
 - a) match reports;
 - b) register of players (personal details and playing career);
 - c) register of Interstate and Intrastate matches and results;
 - d) photographic record of State Representative Sides
 - (x) In collaboration with their Committee, prepare a report setting out the job responsibility of the Chairman and Committee for the information of any succeeding members.
- (b) Members of Selection Committee shall:
- (i) Be responsible for implementing the Selection Policy, and reviewing annually.
 - (ii) assist the Chairman to carry out the duties of Chairman of the Selection Committee, specified above, as required and delegated by the Chairman;
 - (iii) Attend regular meetings of the Selection Committee at the time and place advised by the Chairman.
 - (iv) participation in the preparation of a list of players under consideration for selection;
 - (v) be responsible for the compilation of ranking points for NSW Player of the Year, Most Improved Player of the Year, and Australian rankings;
 - (vi) At the commencement of each playing year, prepare a calendar of events, and submit same to the Chief Executive Officer for approval by the Board.
 - (vii) Attend Matches as required.
- (c) All nominees for appointment to the Selection Committee:
- (i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Selection Committee are required to sign and return to the Chief Executive Officer an undertaking of compliance of duties as set out in this Regulation.

- (ii) Committee Members must be available to travel to events as rostered by the Chairman. It is envisaged that this may preclude members of the Selection Committee from participating in Association Events or other tournament and competitions.
- (d) In the absence of the Association having a full time position of State Coach, a State Manager/Coach shall be nominated from within the NSW State Selection Committee and endorse by the Board for each representative fixture. The State Manager / Coach shall;
- (i) Report to the Chairman of State Selectors on all matters relating to Interstate and Intrastate Representative fixtures.
 - (ii) Supervise and manage NSW Representative Sides at all levels of competition, except juniors during interstate fixtures.
 - (iii) Provide tactical advice and coaching to players, where considered appropriate.
 - (iv) Liaise with the State Selection Committee to report on player ability and suitability.
 - (v) Keep appropriate records on player achievements, progress and behaviour
 - (vi) Maintain contact with the State Junior Selection Committee to identify potential future talent.

18.3 Umpires Committee

- (a) Chairman of the Umpires Committee shall:
- (i) administer the National Officiating Accreditation Scheme throughout NSW which includes:
 - a) establish and maintain a register of National Umpires and other accredited Officials, and manage all records regarding Officiating accreditation/re-accreditation,
 - b) establish and maintain a register of Rulings, Interpretations and Advising and promulgate advice regarding same,
 - c) establish and maintain an Umpire Educators Register and oversee the accreditation/re-accreditation process,
 - d) develop educational programmes regarding the laws of the game for umpires and bowlers,
 - e) Ensure that a high standard of umpiring is attained and maintained throughout the State.
 - (ii) Liaise directly with District and Zones in respect of umpiring matters; resolve all problems associated with interpretation of the Laws of the Sport (through the club/district/zone hierarchy) and promulgate advice with respect to same.
 - (iii) Prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book.
 - (iv) Notify Committee Members of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Chief Executive Officer.
 - (v) In collaboration with their Committee, prepare a report setting out the job responsibility of the Chairman and Committee for the information of any succeeding members.
 - (vi) Submit articles to Bowls NSW Magazine in collaboration with the Chief Executive Officer as required.
 - (vii) Attend meetings of the Coordinating Committee or arrange a proxy.

- (viii) Meet regularly each year with the Chief Executive Officer and others as required, to review the performance of the Umpires Committee.
- (b) Members of Umpires Committee shall:
- (i) assist the Chairman to carry out the duties of Chairman of the Umpires Committee, specified above, as required and delegated by the Chairman;
 - (ii) Attend regular meetings of the Umpires Committee at the time and place advised by the Chairman.
 - (iii) arrange distribution of law books and updates of same to accredited umpires
 - (iv) Organise District and Zone seminars requiring attendance by State Umpires Committee to be at the cost of the District or Zone.
- (c) All nominees appointment to the Umpires Committee:
- (i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Umpires Committee are required to sign and return to the Chief Executive Officer an undertaking of compliance of duties as set out in this Regulation.

18.4 Coaching Committee

- (a) The State Coaching Committee shall:
- (i) Administer the National Coaching Accreditation Scheme throughout New South Wales.
 - (ii) establish and maintain records regarding accreditation and re-accreditation;
 - (iii) establish Coaching Committees in all Districts and Zones;
 - (iv) oversee the accreditation and re-accreditation process at all levels;
 - (v) Liaise directly with Districts and Zones in respect of coaching matters;
 - (vi) be responsible for the promotion and maintenance of matters connected with coaching across Districts and Zones within New South Wales; E.g. Information Seminars, Zone Meetings, Training or administration;
 - (vii) implement coaching documentation and administrative procedures;
 - (viii) facilitate and attend to the duties of:
 - a) Combined Coaching Committee with the NSWWBA
 - b) State Coach Education Coordinator
 - c) Accredited Presenters and Assessors
 - (ix) appoint Committee Members as Zone Coaching Liaison Officers;
 - (x) liaise with Bowls Australia National Coaching Committee, National Coaching Accreditation Scheme, NSW Department of Sport and Recreation etc. in relation to all coaching matters;
 - (xi) prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book;
 - (xii) notify Committee Members of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Chief Executive Officer;
 - (xiii) submit monthly articles to Bowls NSW Magazine in collaboration with the Chief Executive Officer as required.
 - (xiv) attend meetings of the Coordinating Committee or arrange a proxy;

- (xv) Meet regularly each year with the Chief Executive Officer and others as required, to review the performance of the Coaching Committee.
- (b) Members of the Coaching Committee shall:
 - (i) administer the promotion and maintenance of development of coaching within their allotted zones;
 - (ii) attend monthly Coaching Committee meetings as scheduled or as required;
 - (iii) Attend to other appointed coaching-related duties as required, or as delegated by the Chairman.
 - (iv) Submit a Zone progress report to the Coaching Committee each month.
 - (v) as Zone Coaching Liaison Officers;
 - a) liaise with their allotted Districts and Zones and make administrative arrangements for the establishment of District and Zone Coaching Committees;
 - b) Liaise with their allotted District and Zone Coaching Committees to promote and maintain the standards of coaching. Assist in compiling the required administrative data for the State coaching records.
 - c) where requested, and on approval by the Chairman, conduct basic and advanced training Seminars in their allotted Districts and Zones;
 - (c) Coach Education Coordinator shall;
 - (i) In conjunction with the Combined Coaching Committee with the NSWWBA, prepare an annual schedule for all Coaching Accreditation and Reaccreditation Courses to be held in NSW, subject to approval by the Chief Executive Officer.
 - (ii) Allocate accredited Presenters and Assessors in order to conduct Coach Accreditation and Reaccreditation Courses.
 - (iii) Administer the State Coaching records with respect to Coach Accreditation and Reaccreditation.
 - (d) Accredited Presenters and Assessors shall;
 - (i) where applicable, or as requested and approved by the Coach Education Coordinator, conduct Coach Accreditation Courses;
 - (ii) where applicable, or as requested and approved by the Coach Education Coordinator, conduct Coach Reaccreditation Courses;
 - (iii) Ensure all relevant procedures and paperwork is completed with respect to all Coaching Accreditation and Reaccreditation courses.
 - (iv) Ensure all necessary obligations are met with regards to reaccreditation as a Presenter and Assessor.
 - (e) All nominees for appointment to the Coaching Committee:
 - (i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Coaching Committee are required to sign and return to the Chief Executive Office an undertaking of compliance of duties as set out in this Regulation.

18.5 General Services and Archival Committee

- (a) General Services and Archival Committee Chairman shall:
 - (i) co-ordinate the activities of the General Services Committee;

- (ii) prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book;
 - (iii) notify Committee Members of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Chief Executive Officer;
 - (iv) in collaboration with their Committee, prepare a report setting out the job responsibility of the Chairman and Committee for the information of any succeeding members;
 - (v) Meet regularly each year, with the Chief Executive Officer and others as required to review the performance of the General Services Committee.
- (b) Members of General Services and Archival Committee shall:
- (i) Attend regular meetings of the Committee at the time and place advised by the Chairman. The quorum for such meetings shall be a majority of the members of the committee.
 - (ii) Carry out other duties as delegated by the Chairman, including:
 - a) clerical duties;
 - b) maintenance of registers, records and indices;
 - c) assist with mail-outs;
 - d) courier services;
 - e) assist Returning Officer in performing their duties;
 - f) meet and greet, and provision of transport;
 - g) organisation of gifts/presentations where appropriate and approved by the Board;
 - h) organise social games against other Associations or registered combinations;
 - i) Organisation and administration of annual Peet Kay Series.
 - (iii) Carry out welfare duties as delegated by the Chairman:
 - a) compile a monthly list of deceased bowlers, as advised by clubs, or by delegates at General Meetings;
 - b) send a card of condolence to the families of deceased bowlers;
 - c) Visit bowlers from country districts hospitalised in Sydney.
 - (iv) Maintain all records of historical value to the Association in accordance with the Archival Policy.
 - (v) Attend to the safe storage of all material of historical significance.
 - (vi) Establish and maintain a system for retrieval of information regarding the Association, Clubs and significant events for subsequent use.
 - (vii) Be the planning Committee for events of an historical nature as approved by the Board.

18.6 Junior Committee

- (a) The NSW Junior Committee shall be formed in partnership with the NSWWBA to administer the Junior Program for Junior Bowling Members.
- (b) The Board at its first meeting after the Annual General meeting shall appoint two (2) suitably qualified persons to the Junior Committee.

- (c) The NSW Junior Coach shall be appointed in consultation with the NSWWBA, and shall serve as a member of the Junior Committee as well as chairman of the Junior Selection Committee;
- (d) The Junior Committee shall;
 - (i) Consist of a Convenor and Administrative Support (both employees), the NSW State Coach, 2 Bowls NSW Members and 2 NSWWBA Members.
 - (ii) Promote, arrange and conduct Junior Bowls.
 - (iii) Conduct Junior Bowls events and provide the best possible bowls experience for all young people of both genders to participate in bowls.
 - (iv) Liaise with the Chief Executive Officers of Associations, with respect to team and travel accommodation, meals, laundry, NSW Junior Representative Player's attire, selection and recommendation of the side manager, any other incidental matters arising.
 - (v) Meet as required and provide a written report to the Coordinating Committee and have a representative attend the coordinating committee meeting.
 - (vi) Prepare a report on the committee's activities for publication in the Annual Report.
 - (vii) Prepare and submit for approval a program of activities for each bowling season. Program to be submitted in October of the year preceding the program.
- (e) The Junior Selection Committee shall;
 - (i) Consist of 2 Bowls NSW Members and 2 NSWWBA Members appointed by their respective Association.
 - (ii) Report to the meeting of the Junior Committee and meet as required to select NSW Junior Representative Sides and squads.
 - (iii) Prepare a short list of players who will be considered for selection to be handed to the President for approval.
 - (iv) Promptly advise details of all sides selected to the Chief Executive Officers of both Associations, who shall be responsible for release of information regarding the selections to the media.
 - (v) Attend matches as required.
 - (vi) Sign a prohibited employment declaration, that they are not a prohibited person in accordance with the Child Protection (Prohibited Employment) Act.
- (f) The NSW State Coach shall;
 - (i) liaise with the Junior Committee & Junior Selection Committee,
 - (ii) maintain coaching records for the NSW Junior players;
 - (iii) oversee Junior Selection Trials/Events and Interstate Junior matches;
 - (iv) develop elite coaching programs for the NSW Junior Squads including:
 - a) improving the athlete;
 - b) factors influencing the athlete;
 - c) planning considerations; and
 - d) Team tactics.
 - (v) Develop individual training short or long term programs.
 - (vi) Have authority to obtain coaching assistance.
 - (vii) Liaise with District and Zone Coaches in relation to identifying potential NSW Junior Representative Players.
 - (viii) Develop coaching programs, in consultation with District and Zone Coaches for potential NSW Junior Representative Players.

- (ix) Submit a report to the Junior Committee as required.

19 DUTIES AND POWERS OF BOARD COMMITTEES

19.1 Audit Committee

- (a) The Board shall appoint the Audit Committee comprising of up to two (2) Directors and up to two (2) suitably qualified persons independent of the Board. The President, Finance Director and CEO shall be invited to attend. The Chair shall be appointed by the Board from the independent members on the Committee.
- (b) The quorum for any meeting of the Audit Committee shall be two (2) independent members and one (1) Director.
- (c) The Audit Manager/Partner shall be invited to attend meetings where necessary.
- (d) The Audit Committee shall have the following functions;
 - (i) Review the Annual Financial Statements before submission to the Board for final approval.
 - (ii) Approve and /or develop suitable accounting policies in line with Accounting Standards.

20 COMMUNICATION

20.1 Communication Protocol

- (a) Subject to the Constitution, these Regulations and relevant Policies, any request, dispute, application or proposal from a Bowling Member or Club requiring any form of consideration, approval, permission or determination from the Association shall adhere to the following Communication Protocol;
 - (i) All communication or correspondence shall be in writing, outlining the details of any such request, dispute, application or proposal to be considered by the Association.
 - (ii) Correspondence shall then be sent in the first instance to the Secretary of next level of Administration in the Association Structure for consideration and action. i.e. From Individual Member or Club to District to Zone and then to the Association.
 - (iii) Any items of Correspondence which has not followed the correct Communication Protocol shall be returned to the Club, District or Zone.

21 ATTIRE

21.1 Compliance

- (a) Individual Members competing in Association Events are required to comply with this Regulation and the National Logo Policy as in force in New South Wales.
- (b) Clubs, Districts and Zones must purchase attire from Official Licensed Manufacturers

in accordance with the National Logo Policy.

- (c) Designs for Club, District and Zone attire must be submitted to the Association (through districts/zones hierarchy where appropriate) and will be assessed before formal approval.
- (d) Designs must incorporate the Bowls Australia logo on at least all shirts, jackets and vests.

21.2 Penalty for Non-compliance

Penalty for non-compliance of Regulation 21 in any Association Event is disqualification.

21.3 Playing Attire, Association Events

Please refer to Association Event Attire Policy.

21.4 State Officials Attire

Please refer to Officials Attire Policy.

22 AWARDS AND RECOGNITION

22.1 Meritorious Service Bar

The Meritorious Service Tie Bar shall be awarded to Directors, State Councillors and Permanent Committeemen upon completion of five (5) years consecutive service in any of those offices, or at the discretion of the Board.

22.2 Long Service Plaque

The Long Service Plaque shall be awarded to Directors, State Councillors and Permanent Committeemen after completion of 10 years' service in any of those positions, or at the discretion of the Board.

22.3 Merit Badges/ Name Bars/ Ladies Brooches

- (a) Merit Badges/Name Bars shall only be awarded to Bowling Members registered with the Association for services rendered within the Club.
- (b) Ladies brooches to be awarded for services rendered within the Club.
- (c) These awards shall not be duplicated in respect of any nominee and are presented at authorised official events by a representative appointed by the Board.

22.4 Anniversary Presentation

25th, 50th, 75th and 100th anniversaries (or other milestones) of a club's opening or affiliation may be recognised with appropriate gift.

22.5 Visit Plaques – Official Representation

Each Member Club shall receive a plaque. A shield showing the year of visitation by the State President, or their representative shall be attached thereto on each visit.

23 CHARITY

23.1 Charity

- (a) The Board shall oversee and delegate the duties in respect of the Association's charity activities.

- (b) The Association shall donate an amount annually at the discretion of the Board.

23.2 Application for Charity of the Year

- (a) The Chief Executive Officer shall receive and process applications for assistance, and make recommendations to the Board no later than end of April for the following year in respect of which Charity should be the Association's Charity of the Year, and names of other charities, that may receive support and assistance by way of donations;

- (b) Information required from applicants to include:
 - (i) background about the charity or charitable organisation;
 - (ii) details of Office Bearers or Board Members;
 - (iii) audited financial accounts for the previous two (2) years;
 - (iv) details of tax concessions, if available;
 - (v) Details of support which can be provided to assist with fund raising.
 - (vi) follow established procedures in assessing applications for the Association's Charity of the Year
 - (vii) The recommended charity shall be one which receives little or no Government funding.

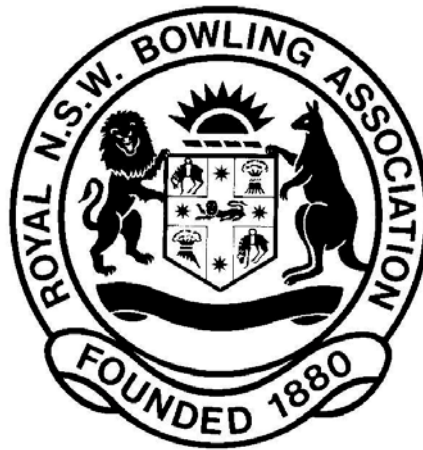
24 CODES OF CONDUCT

The following Codes of Conduct have been endorsed by the Board, and are provided as attachments with the Bowls NSW Member Protection Policy;

- (a) D1 Match Officials
- (b) D2 NSW Representative Players
- (c) D3 NSW Junior (Under 18) Representative Players
- (d) D4 Junior (Under 18) Officials
- (e) D5 Bowls NSW Directors
- (f) D6 Bowls NSW State Councillors
- (g) D7 Bowls NSW Employees

25 POLICIES

Policies which have been endorsed by the Board and are available on the Association website.



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