



# GOULBURN MURRAY Bowls Region Regulations

No. A0112836Z

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**REGULATIONS  
Of  
GOULBURN MURRAY BOWLS REGION INC**

**1. INTRODUCTION**

These Regulations are made under **Clause 37** of the Region Constitution. Unless the contrary appears, these Regulations should be interpreted in accordance with, and subject to, the Region Constitution.

**2. DISCIPLINARY PROCESS****2.1 Discipline of a Member or an individual Member by the Region**

- (a) Events for which the Region is the Controlling Body is the only time a Region can take disciplinary action against an individual Member.
- (d) The Disciplinary procedure in **Clause 10** of the Region Constitution must be followed.
- (c) The flow chart of the Region and Club Disciplinary Process is a clear guide (see Page 45)
- (d) Disciplinary action against a Member must follow a consultative process. The Region Board Executive should meet with the Executive of the Board of the Club that is alleged to have breached **Clause 10 (a)** of the Region Constitution. Natural justice must be enacted. Any ensuing processes and actions must be clearly communicated.
- (e) A Region Disciplinary Committee, which takes disciplinary action against an Individual Member and involves suspension, shall after all rights of appeal at Region level are exhausted, notify Bowls Victoria within seven (7) days of the offence and disciplinary action taken by the Region.
- (f) A Region Disciplinary Committee (Terms of Reference: Appendix A), which takes disciplinary action against a member club or individual member and involves suspension, will, after all rights of appeal at Region level are exhausted notify Bowls Victoria within seven (7) days of:
  - i. the details of the offence, and
  - ii. the disciplinary action taken by the Region.

**2.2 Appeals by a Member or an Individual Member of the Region**

- (a) A Member or an Individual Member, who has been suspended or fined, shall have a right of appeal to the Region Board. Such appeal shall be lodged within seven (7) of such disciplinary action.
- (b) Such appeal will be dealt with in accordance with the provisions of the Region Constitution or any other disciplinary procedures approved by the Region Board from time to time.
- (c) An Individual Member, who has been suspended by a Region Disciplinary Committee, who has lodged an appeal with the Region Board, may continue to play in the Club. Region, State and National events pending the hearing and decision on the appeal, unless the Region Board determines otherwise.

**3. STANDARD OF BEHAVIOUR**

When taking part in any manner of a Bowls Victoria or member club event, member clubs, individual members, life members or any other membership category will abide by the Laws,

Rules and Regulations of Bowls Victoria, Bowls Australia, World Bowls, the Goulburn Murray Bowls Region and the host club.

### **3.1 Code of Conduct (Appendix B)**

- a. The Board has adopted a Code of Conduct which outlines the Region's commitment to conducting itself with honesty, fairness and integrity and observing the rules and spirit of the legal and regulatory environment in which it operates.
- b. When taking part in any manner of a Bowls Victoria or member club event, member clubs, individual members, life members or any other membership category will abide by the Region Code of Conduct.

### **3.2 Directors, Delegates and Committee Members Code of Conduct (Appendix C)**

- a. The Board's policies require Directors, delegates and committee members to conduct themselves with the highest ethical standard, deal fairly and with good dignity with all members and associates of the Goulburn Murray Bowls Region.
- b. When taking part in any manner of a Bowls Victoria or Member club event or meeting, directors, delegates and committee members will abide by the Directors, Delegates and Committee Members Code of Conduct.
- c. Directors, delegates and committee members must act at all times with integrity and objectivity, actively promote compliance, striving at all times to enhance the reputation and performance of the Region.

## **4. GOVERNANCE CHARTER**

**4.1 Director role descriptions** – see attached documents.

### **4.2 Region Board**

- (a) Following the nomination process the Region Board will be elected at each Annual General Meeting in accordance with the Act and the Region Constitution **Clause 22**.
- (b) The Secretary of the Region will notify Bowls Victoria of the names and contact details of the Region Board and the Bowls Victoria Regional Representatives (BVRR) within five (5) working days of the Annual General Meeting being conducted.
- (c) The Region Board will maintain the Playing Areas, as per the Purposes of the Region Constitution by **Clause 3**. Playing Area means a group of clubs within reasonably close proximity for the purpose of Pennant and State Event participation. The playing areas are responsible for running Pennant and State Events upon the approval of the Region Board and the Region Board at their discretion can mandate Conditions of Play.

The Playing Areas may be modified from time to time if a request is received from a Member Club in writing. Any decision to allow any variation would need the documented support of more than 50% of the Region Member Clubs.

### **4.3 Director Election Process**

The following procedure will be followed when an election is required by **Clause 15.2** of the Constitution (see attached nomination form).

- (a) Nominees must have due regard to the following criteria:

- (i) commitment to the Purposes of the Region as set out in **Clause 3** of the Region Constitution; and
  - (ii) knowledge and understanding of the obligations of Directors under the Act and other relevant legislation; and
  - (iii) possess appropriate qualifications, expertise and/or experience to contribute to the sport of bowls in the Region.
- (b) Where applicable, voters will be asked to tick/select two boxes for males and two boxes for females on the ballot paper and this must be done for the vote to be counted as a formal vote.
  - (c) Where applicable, the two males and two female candidates with highest number of votes will be determined as the Elected Directors of the Region Board.
  - (d) In the event of an equality of votes between two or more candidates, the returning officer will determine the result by drawing lots to determine the outcome.
  - (e) The Region Secretary (or their nominee) shall act as returning officer for the secret ballot.
  - (f) The announcement of the Elected Directors will be made as a standing order of business at the Annual General Meeting.
  - (g) Prior to the election, the Board will determine any addition regulations required for the conduct of the election.

#### 4.4 Establishment of Region Committees

- (a) Regions may establish and empower such committees as they deem necessary and appropriate, Constitution **Claus 20.1**.
- (b) The Region Board will invite expressions of interest for its committee prior to the AGM (see attached nomination form).
- (c) When appointing personnel to Committees, the Region Board must seek to ensure gender balance.
- (d) The Region Board will advise the successful and unsuccessful applicants and announce all committee positions.
- (e) The Region President will chair the first meeting of each committee.
- (f) Each Committee will elect the Chair of the Committee.
- (g) A Region Board member will be an *ex officio* member of the Committee.
- (h) All Committees must act in accordance with the Region Constitution and Regulations and the Term of Reference determined by the Region Board and provided immediately when the committee is formed.
- (i) The committees recommended to the Region may, but are not limited to:
  - (i) Playing Area Match Committee
  - (ii) Championship / Selection
  - (iii) Umpiring
  - (iv) Greens
  - (v) Coaching

- (vi) Junior Development
- (vii) Club Development / Participation
- (viii) Sponsorship / Marketing / Media
- (ix) Disciplinary – when required

## 5. CLUB MEMBERSHIP

- (a) An incorporated Club, recognised as a member of Bowls Victoria and assigned by them to the Region will be recognised as a member of the Region after meeting the requirements of **Clause 6.2** of the Region Constitution.
- (b) List of member clubs.

### Goulburn Valley Playing Area

Alexandra Bowling Club  
 Avenel Bowling Club  
 Colbinabbin Bowls club  
 Dookie Bowls Club  
 East Shepparton Bowls Club  
 Eildon Bowling Club  
 Euroa Bowls Club  
 Hill Top Bowls Club  
 Kyabram Bowls Club  
 Merrigum Bowls Club  
 Mooroopna Bowls Club  
 Mooroopna Golf Bowls Club  
 Murchison Bowls Club  
 Nagambie Bowls Club  
 Rushworth Bowls Club  
 Seymour Bowls Club  
 Seymour VRI Bowling Club  
 Shepparton Golf Bowls Club  
 Shepparton Park Bowls Club  
 Tallygaroopna Bowls Club  
 Tatura Bowls Club  
 Violet Town Bowls Club  
 Yea Bowls Club

### Murray Playing Area

Barooga Sports Bowls Club  
 Berrigan Community Bowls Club  
 Cobram Bowling Club  
 Finley Bowling Club  
 Jerilderie Bowls Club  
 Katandra West Bowls Club  
 Nathalia Bowls Club  
 Numurkah Bowls Club  
 Numurkah Golf Bowls Club  
 Picola Bowling Club  
 Strathmerton Bowls Club  
 Club Tocumwal  
 Wunghnu Bowls Club

- (c) In addition to the categories of members specified in **Clause 5.1 (a)** of the Region Constitution, the Region Board may determine other categories of members from time to time in accordance with **Clause 5.1 (c)** of the Region Constitution.
- (d) Where a new category of member is approved by the Region Board, the Regulation will be updated to include that category of member.

- (e) When determining a new category of member, the Region Board will determine the criteria for making an application for membership and whether a fee is payable.

## 6. LIFE MEMBERSHIP

- (a) Life Membership is the highest recognition for service to the Region by an Individual Member or a person.
- (b) For consideration as a Life Member a person must satisfy the following prerequisites by:
  - (i) rendering extraordinary service to bowls in a way that surpasses the contributions of their peers;
  - (ii) assisting the advancement of Bowls in Victoria as a player and / or an administrator at a National State and Region level for a significant period of time; and
  - (iii) having demonstrated achievements considered to be unusual or exceptional and beyond what would normally be expected.
- (c) A person or a Member of a Club recognised as a Life Member will receive a Life Member Badge and acknowledgement of their Presentation; and will be invited to official Region events.
- (d) Nominations are to be submitted on the approved Nomination Form (see page 42) and accompanied by a resume of the Nominees profile
- (e) The Region Secretary is to maintain a register of Life Members.
- (c) A Life Member is entitled to attend any General Meeting of the Region and shall have a voice but no vote unless an appointed Delegate.

## 7. HALL of FAME and LEGEND

- (a) Hall of Fame (Legend) membership is recognition for the achievements of bowlers who have made a significant contribution to the promotion of the sport within Murray Bowls, and/or those Bowls Associations prior to the formation of the Goulburn Murray Bowls Region and Playing Areas.
- (b) Nominees must be superior achievers at the highest level of competition or have made an outstanding contribution to the sport over a minimum period of 25 years including:
  - (i) Sports administration
  - (ii) Sports officiating/umpiring
  - (iii) Sports coaching/training
  - (iv) Sports media/history
- (c) Nominations are to be submitted on the approved Nomination Form (see page 43) and accompanied by a resume of the Nominees profile
- (d) The Region Secretary is to maintain a register of Hall of Fame Members.

## 8. HONORARIA

- (a) The Treasurer and Region Board will prepare the amounts to be allocated prior to, and these are to be confirmed at, the Annual General Meeting.
- (b) List of Honoraria.

*President*

*Secretary*

*Treasurer*

*Board Members*

*Match Committee Chairs*

*Deputy Umpires Committee Chairs*

*GM Devils Co-Ordinator/Coach*

*Coaching Co-Ordinator*

*Murray Bowlslink Co-Ordinator*

(c) Honoraria will be paid 14 days prior to the end of the Region financial year.

(d) Electronic Bank Transfer is the preferred method of payment.

## **9. REGION INCLEMENT WEATHER POLICY**

An inclement weather arrangement suitable for local conditions will be developed by the regions playing area pennant committees.

### **(a) Cancelled Rounds:**

The relevant Playing Area Match Committee may determine at any time prior to 3 hours of the starting time of a Round, that the Round has been cancelled. If possible, a cancelled Round may be replayed at a later date as determined by the Match Committee. If no date is available for play, then no points will be allocated for that Round. Teams should be submitted on BowlsLink as cancelled Rounds count towards qualification for finals. Cancelled Rounds may be played on Spare Days as available.

Spare Days shall be left in the hands of the Playing Area Match Committees.

### **(b) Abandoned Games:**

If within 2.5 hours of the starting time for a Pennant match, the Greens Director or their Deputy determines the game cannot commence, or the Side Managers agree that play is not possible, then that game will be abandoned with the points shared equally by the competing Sides. Abandoned games will not be replayed at a later date.

Side Managers may by mutual agreement abandon the game at any time due to the prevailing weather conditions.

Teams should be submitted on BowlsLink as Abandoned Games count towards qualification for finals.

### **(c) Closure of Green – Wet Weather:**

If any Club closes its green 2 hours before for both Midweek and Weekend Pennant starting times, that Club shall make every effort to arrange to play at an alternate venue. If no alternate venue is available, they must then inform the opposing Club and the Relevant Match Committee.

When play for the day has been commenced and stopped owing to inclement weather, it shall not be resumed if the club Greens Director or their nominated deputy declares the green unfit for play. Otherwise, the Side Managers shall decide whether to resume or not, failing agreement, the decision shall rest with the umpire.

If a game has been delayed or interrupted by inclement weather and is not completed or been abandoned within 5<sup>1</sup>/<sub>2</sub> hours of the appointed/agreed starting time, it shall stop. Any ends in progress at that time shall be completed, including dead ends.



**(d) Inclement Weather – Lightning:**

When Lightning is sighted by the Managers, play will be suspended and all players are required to leave the green immediately and move to a safe structure. When the Managers deem it safe to return to the green, play should resume.

**(e) Catastrophic Fire Danger Day**

If a **CATASTROPHIC FIRE DANGER DAY** is declared on Friday for the Saturday or Monday for the Tuesday, all pennant for the scheduled round will be cancelled, no exceptions. This round may be re-scheduled by the Match Committee.

**(f) Inclement Weather – Heat:**

If the temperature forecast the night before at **venue club** is 38° degrees, then the thermometer shall be placed appropriately and shall be checked prior to the start of play by both Side Managers and then at intervals not greater than 30 minutes.

All Clubs shall have an official thermometer mounted in a Stevenson Screen for the purpose of monitoring temperature. On Pennant days if temperatures are forecast to be extreme (38°) the thermometer shall be placed 1.2 to 1.5 metres above the ground and adjacent to the Green. Only the official thermometer shall be referred to.

If the actual dry bulb temperature recorded at the **venue club** thermometer has reached over 38° Weekend or 38° Midweek degrees Celsius 30 minutes before the start of play, then commencement of the match will be suspended until such time as the temperature falls back below 38° degrees Celsius Weekend, 38° degrees Celsius Midweek.

Playing Area Match Committee has the authority to amend starting times for Weekend Pennant to 9.30am start for all divisions under “Extreme Heat” policy if the forecast temperature for Saturday is or exceeds 38° in the week prior to any scheduled round of pennant.

Rule needs to be applied by Thursday 6.00pm or earlier so Weekend Pennant clubs may be notified of amended start time.

An exception to this rule applies to any pre-arranged Weekend Pennant games scheduled by individual clubs for “Friday night or other times.”

Following commencement of a game for both WEEKEND and MIDWEEK Pennant, if the temperature at the venue club reaches 38° then play must be suspended for a maximum period of one (1) hour or until the temperatures drops below 38°. If after that hour, the temperature has not reduced below 38° then the match will be declared completed if enough ends had been played, and if not, it would be abandoned.

Only Side Managers can check the thermometer and if the temperature is over Weekend 38° degrees or Midweek 38° degrees Celsius or above, the game in progress will be suspended until such time as the temperature falls to or below Weekend 38° or Midweek 38° degrees.

If a suspension of play occurs and the game is not completed or been abandoned within 5<sup>1/2</sup> hours of the appointed starting time, it shall stop. Any ends in progress at that time shall be completed, including dead ends.

Teams should be submitted on Bowls link as cancelled Rounds count towards qualification for finals.

**(g) Results for Games Affected by Inclement Weather:**

If a sectional match is abandoned before or during play before a result is obtained, it will be a tie.

If a match is abandoned during play and one Side must win if all the remaining ends were played, points will be allotted as if the match had been completed, with the points for Team wins and shots allocated on the scores as they stand at the time of the abandonment.

**(h) Number of Ends to Complete a Match**

If a game is interrupted by inclement weather and can't be completed. If a total of ends as indicated below have been played then the side in front at that time would be deemed the winner -

16 per side = 60 ends

12 per side = 45 ends

8 per side = 30 ends

**(i) Player Responsibility:**

When playing in warm or hot conditions, players should take responsibility for their wellbeing with good hydration and suitable preparation before and during the game. It is the Individuals responsibility to take care of themselves.

**Players are reminded that they have the right to withdraw from bowls,  
if they feel the need too.**

**(j) BV Championships:**

For BV Men's and Women's Championships conducted by the Playing Area/Region the local heat policy will apply. If games are interrupted by inclement weather, every effort must be made to complete the ends in progress prior to leaving the green for suspension of play.

The game should be completed on the same day providing time allows and the temperature falls below 38° degrees Celsius, or the green becomes playable.

If a game is unable to be continued on the same day, it will be continued at a time and place as determined by the controlling body with the scores as they were at the time of the stoppage.

**The Playing Area Match Committee has the right to abandon any game due to excessive  
weather conditions or for any other reason and the Playing Area Match Committee will  
advise all Clubs.**

**In all cases of abandonment, teams are to be entered on BOWLSLINK and players  
credited with having played a game.**

**10. REGION PROGRAM OF EVENTS**

The following procedures will occur in establishing a region program of events:

- (a) The GMBR Board Representatives and Playing Area Match Committee Chairs will establish a region calendar and update accordingly once Bowls Victoria has set their calendar.
- (b) GMBR Board Representatives and Playing Area Match Committee Chairs will send draft calendar to Region board for approval and once approved will be sent to Playing Area Match Committee so each Playing Area can establish their calendar.

**REGION EVENTS**

**1. Rowland / Sutcliffe Trophy (Region Sides Selection Trial)**

- (a) Date set in Region calendar (Second Sunday in November)
- (b) Venue (hosting rotated between Playing Areas) decided by Host Playing Area Match Committee. Venue has to accommodate the number of players required to run the

event.

- (c) Each Playing Area Region Selection Committee representatives and Playing Area Match Committee to select Playing Area side to attend Rowland-Sutcliffe Trophy.
- (d) Playing Area Teams to consist of:
  - a. Men – 7 rinks of 4
  - b. Women – 7 rinks of 4
- (e) Format of Play
  - a. Play will be conducted in a round robin format over 3 games.
  - b. Two bowls per player.
- (f) Duration
  - a. 12 ends per game.
  - b. Dead ends to be replayed.
- (g) Game Points
  - a. Winner determined by the side with the highest net shots
  - b. Side win – 3 points
  - c. Side tie – 1 point
  - d. Winning Playing Area will be determined in accordance with Law 27.

## **2. GMBR v O&MBR Challenge (Final Region Sides Selection Trial)**

- (a) Date set in Region calendar (First Sunday in December)
- (b) Venue (hosting rotated between Regions) decided by Host Region. Venue has to accommodate the number of players required to run the event.
- (c) Each Region Selection Committee representatives to select Playing Area side to attend.
- (d) Playing Area Teams to consist of:
  - a. Men – 4 rinks of 4
  - b. Women – 4 rinks of 4
- (e) Format of Play
  - a. Play will be conducted in a round robin format over 3 games.
  - b. Two bowls per player.
- (f) Duration
  - a. 12 ends per game.
  - b. Dead ends to be replayed.
- (g) Game Points
  - a. Winner determined by the side with the highest net shots
  - b. Side win – 3 points
  - c. Side tie – 1 point
  - d. Winning Playing Area will be determined in accordance with Law 27.

### 3. Region State Event Finals

- (a) Dates set in Region calendar.
- (b) Venue selected by Host Playing Area Match Committee and approved by Region Board. Venue has to accommodate the number of players required to run the event.
- (c) Each Playing Area to run the respective State Event in their Playing Area and winners to be notified to the Region Secretary.
- (d) All state events cost \$10 total to enter per person, payable on BowlsLink at the time of entry
- (e) A green fee of \$100 to be paid by the Region to the host venue for each event hosted.
- (f) Champion of Champion Singles and Pairs events cost \$10 to enter per person. As players are representing their Clubs the Clubs will be responsible for arranging the payment of the entry fee via Bowlslink.
- (g) Playing Area State Prizemoney;
  - Event Winners to receive \$50
  - Runner-Up to receive \$25
- (h) Region State Event Prizemoney;
  - Winners to receive \$100
  - Runners-up to received \$25
- (i) Fixture
  - a. The fixture for the region finals will be an open draw as per the BV State Event Conditions of Play.
- (j) Format of Play:

ALL Events shall be Sectional or Knockout play depending on entry numbers;

  - a. Singles and Champion of Champion Singles
    - a. All Play
    - b. Four bowls per player
    - c. All rounds and finals 25 shots up
  - b. Pairs, Mixed Pairs and \*Champion of Champion Pairs (\*Goulburn Murray event only)
    - a. All Play
    - b. Four bowls per player. Played 2 x 2 x 2 x 2.
    - c. All games 15 Ends
  - d. Triples
    - a. All Play
    - b. Two bowls per player. Played 2 x 2 x 2
    - c. All games 18 ends.
  - e. Fours
    - a. All Play
    - b. Two bowls per player. Played 2 x 2 x 2 x 2
    - c. All games 15 ends.

- f. Novice Singles (Goulburn Murray event only)
  - a. Four bowls per player.
  - b. 21 Up
  - c. All games
- g. 60 and Over Singles (Goulburn Murray event only)
  - a. Four bowls per player.
  - b. 21 Up
  - c. All games
- h. 60 and Over Pairs (Goulburn Murray event only)
  - a. Three bowls per player. Played 3 x 3
  - b. 15 Ends
  - c. All games
- i. 60 and Over Mixed Pairs (Goulburn Murray event only)
  - d. Three bowls per player. Played 3 x 3
  - e. 15 Ends
  - f. All games
- j. Non-Appearance
  - a. The region has the power to apply a penalty to a player and/or team who has nominated for a state event but fails to appear at the appointed time without advising the Controlling Body at least 24 hours prior to the start of the event.
  - b. The onus is on the player and/or team to provide satisfactory reason for their non-appearance. Such penalty shall be \$50 per player for each occasion, payable within 21 days from the date of the event. Failure to make payment within this time will result in the person being ineligible to participate in further state events for a period of 12 months from the date of the offence.

**All events are to be held in accordance with the Laws of the Sport and Bowls Victoria  
Conditions of Play.**

#### **4. Region Pennant Champions (Midweek and Weekend)**

- (a) Dates set in Region calendar.
- (b) Division 1 Winners to represent the GMBR at the Bowls Vic State Pennant Championships
- (c) Prizemoney of \$500 to each Division 1 Region winner
- (d) Venues selected by host Playing Area Match Committee and approved by Region Board. Venue has to accommodate the number of players required to run the event.
- (e) Each Playing Area to be represented by the respective Midweek and Weekend Pennant Winners in their Playing Area with the Region Secretary to be notified to.
- (f) Format of Play
  - a. Play will be conducted over 1 match.
  - b. Two bowls per player.
- (g) Duration

- a. 21 ends per team.
- b. Dead ends to be replayed.
- (h) Game Points
  - a. Winner determined by overall score

## POSITION DESCRIPTION

### PRESIDENT

The President is primarily responsible for ensuring the Region sets and meets its goals and objectives, is administered according to the Region Constitution and completes all legal and compliance obligations.

#### RESPONSIBILITIES

The general responsibilities of the President are wide and varied and may include, but not limited to the following responsibilities.

##### *Knowledge*

To successfully undertake the role of President requires the person:

- To be well informed of all region activities,
- Have good working knowledge of the Region Constitution and Regulations, policies and procedures as well as the duties of all office holders.
- Strong understanding of the legal compliance obligations of running the Region.

##### *Governance*

Key governance responsibilities include ensuring the Region:

- Defines and documents its Region culture and behaviors and continually communicates them to member, players, coaches, supporters and volunteers.
- Ensures the Region has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Implements strong financial controls to protect the cash and assets of the Region as well as the volunteers handling cash.
- Ensures the Board receives regular and accurate financial reporting, budgets and cash flow projections.
- Ensure compliance and legislative obligations are met.
- Ensure the health and safety of all participants.
- Ensure all complaints and disputes are immediately investigated and responded to according to Region policies and procedures.
- All Region positions, role and sub committees have regularly review position descriptions or terms of references.
- All Region activities are documented in operations manuals, policies and procedures.
- Volunteers are trained and supported throughout the year to undertake their roles successfully.

##### *Meeting, communication and key relationships*

Running meetings and communicating to stockholder are core responsibilities of a Region President including:

- Setting the agenda for each Board and general meeting, including the Regions annual meeting.
- Chair all Board meetings.

- Chair the Annual General Meeting.
- Act as a spokesperson for the Region and represent it as required.
- Liaise with Board members in their portfolio roles.
- Ensure that all sub-committees are regularly reporting to the Board through the portfolio holder.
- Liaise with all relevant stakeholders.
- Ensure Board members, team managers and coaches fulfill their responsibilities to the Region.
- Ensure the key stakeholder relationships of the Region are maintained and nurtured.

**Essential Skills and Requirements**

- Hold or willing to apply for a current volunteer's "working with children" check (if legally required).
- Can communicate effectively.
- Is well informed of all other tasks – handle bookings and entries, respond to general duties as directed by the Region.
- Can oversee organizational activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the Constitution of the Region and the duties of all office holders and subcommittees.
- Is a supportive leader for all members.
- Able to chair Board or executive meetings.
- A good understanding of the sporting and competition requirements at local, regional and higher level.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated Region person.

**Board Directors are required to:**

- Act in best interest of the members at all times.
- Attend all Board meetings.
- Undertake the role in good faith and honesty.

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the Region, they should immediately notify the Region Secretary of the conflict, who will immediately inform all other Board members.

**End of Term hand over***Updating key documents*

At the end of each term, a key activity of the President will be reviewed and revised their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Region secretary prior to the Annual General Meeting.



## *Induction of the incoming President*

An important responsibility of outgoing President is to train, mentor and support the incoming President.

## POSITION DESCRIPTION

### SECRETARY

The key responsibilities of the Secretary are to understand the Region Constitution, Regulations, Policies and Procedures, legal and compliance obligations, and ensure the Region is managed according to these core requirements.

The Region Secretary is generally the Region's nominated representative for the purposes of complying with the Incorporated Association Act.

The Secretary is also the Region officer responsible for managing, collecting, reviewing and disseminating the Region's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key Region information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming Board and relevant volunteers.

#### **Responsibilities**

The Secretary is responsible for the administrative tasks of the Region including.

##### *Legislative responsibilities*

The Secretary will act as the CCO of the Region, so generally becomes the Region nominated person under the Incorporated Associations Act and as such is responsible for:

- Notifying the relevant government body of their appointment.
- Lodging on behalf of the Region all reports and notices as required by the relevant Incorporated Association Act.
- Maintaining the Region's membership database.

##### *Meetings*

Key governance responsibilities include ensuring the Region:

- In conjunction with the President, schedule all Board meetings and general meetings (including the Annual General Meeting) as early as possible.
- Prepare and circulate, at least 4 days prior to each Board meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the Board.
- Take the meeting Minutes of each Board and general meeting, circulating them within 4 days of the meeting to relevant people.
- Prepare and circulate according to the Region Constitution, the notice convening the Annual General Meeting ensuring all members are invited.
- If there are special resolutions to be considered at a general meeting, ensure that special notification requirements under the Region Constitution are met.
- Maintain the minute book of the Region Board and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting.

##### *Players and team administration*

- Enter Region names and teams to Bowls Victoria for relevant State competitions.
- Co-ordinate all player clearances, transfers and permits.

### *Communication*

- Handle all general Region correspondence, responding to any correspondence as required.
- Oversee and co-ordinate the Region's communication strategy, including its website, email, newsletters and social media.
- Have the portfolio of Sponsorship, Marketing and Media and be the ex officio member of that Region sub-committee.
- Be the Regions point of contact for key stakeholders including: local council, local association and peak sports bodies.

### *Knowledge Management*

- Maintain a register of the latest version of all Region documentation including but not limited to the Region Constitution, Regulations, all policy, procedures, position description, and sub-committee terms of reference.
- Maintain a register of all marketing material relating to the Region's activities (letterhead, logos, posters, brochures).
- Ensure that all volunteers update their position descriptions and any operating materials, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting.
- Coordinate the induction training for the incoming Board, sub-committees, coaches and volunteers.

### **Essential Skills and Requirements**

- Enthusiastic and well organized.
- Ability to keep meticulous records in the Region's document system.
- Ability to allocate regular time periods to maintain the records of the Region.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Effective secretarial and computer skills.

### *The Secretary is required to:*

- Act in the best interest of the members.
- Attend all Board meetings.
- Undertake the role in good faith and honesty.
- Hold or be willing to apply for a current volunteer's "working with children" check (if legally required).
- If at any stage the Secretary becomes aware of a personal conflict of interests, real or perceived between themselves and the Region, they should immediately notify the Region President of the conflict who will immediately inform all other Board members.

### **Succession planning**

A key responsibility of the Region Secretary is to ensure that at the end of their term a new secretary can be easily recruited.

Note – Regions may consider various options.

One such option is to appoint at least one, but often multiple, assistant secretaries who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined.
- The assistant secretaries have been adequately trained.
- The secretary provided continual monitoring and support.

### **End of Term Hand Over**

#### *Updating key documents*

At the end of each term, a key activity of the Secretary will be to review and revise their position descriptions to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the Region information register prior to the Annual General Meeting each year.

#### *Induction of the Incoming Secretary*

An important responsibility of the outgoing Secretary is to train, mentor and support the incoming Secretary.

## POSITION DESCRIPTION

### TREASURER

The Treasurer is responsible for ensuring the Board is empowered to manage the financial affairs of the Region, is responsible for protection of the Region's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payments of financial obligations.

The Treasurer must also ensure that all financial transactions are recorded in the Region's accounts and producing the Region's financial reports for presentation to the Board, the members at the AGM, as well as complying with all financial reporting obligations contained in the Region rules and the Incorporated Association legislation.

#### **Responsibilities**

##### *Empowering the Board to manage the financial affairs of the Region*

- Preparation of a Region budget and cash flow projection at the start of the year for review and signed off by the Board.
- Record all financial transactions in the Region's accounting system as well as maintaining a list of Region assets and liabilities.
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the Board to review and act in a timely manner.
- Provide a monthly profit and loss reports and balance sheet to the Board each month (generally presented at each Board meeting).
- Provide a list of payments for the previous month to the Board each Board meeting.
- Provide a list of revenues outstanding and payments to be made to the Board each Board meeting.

##### *Protect the Region's assets, cash and the volunteers who manage them*

- Implement financial management procedures which protect both the Region's funds and assets and the volunteers who handle them.
- Control the Region bank account (s), ensuring only those authorized are bank account signatories.
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made).
- Ensure as much revenue as possible is collected using online payments.
- Ensure all approved expenditure is paid as when it falls due.
- Prepare a list of honoraria as directed by the Board.
- Ensure all moneys due to the Region are collected.

##### *Financial reporting*

- Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting.
- Produce the financial report to members to be presented at the Annual General Meeting.
- Undertake all legislatively required reporting and submissions meeting.

**Essential Skills and Requirements**

- Enthusiastic and well organized.
- Ability to keep concise financial records in the Region’s accounting system.
- Ability to allocate regular time periods to maintain the financial records of the Region.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Financial accounting or book-keeping experience preferred.
- Computer skills.

*The Treasurer is required to:*

- Act in the best interest of the members.
- Attend all Board meetings
- Undertake the role in good faith and honesty.
- Hold or willing to apply for a current volunteer’s “working with children” check

If at any stage the Treasurer becomes aware of a personal conflict of interests, real or perceived between themselves and the Region, they should immediately notify the Region President of the conflict who will immediately inform all other Board members.

**End of Term Hand Over**

*Updating key documents*

At the end of each term, a key activity of the Treasurer will be to review and revise their Position Descriptions and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Region Secretary prior to the Annual General Meeting each year.

*Induction of Incoming Treasurer*

An important responsibility of the outgoing Treasurer is to train, mentor and support the incoming Treasurer.

## **POSITION DESCRIPTION**

### **BOARD DIRECTOR**

The role of a general Board Director is to provide support to the President, Secretary and other Board Directors to ensure the Region sets and meets its goals and objectives, is administered according to the Region Constitution and completes all legal and compliance obligations.

#### **Responsibilities**

The general responsibilities of Board Director are wide and varied and may include, but certainly not limited to the following responsibilities.

#### *Knowledge*

To successfully undertake the role of a Board Director they should:

- Be well informed of all Region activities.
- Have a good working knowledge of the Region Constitution and Regulations, policies and procedures as well as the duties of all office holders.
- Have an understanding of the legal and compliance obligations of running the Region.

#### *Governance*

Board Directors generally contribute to the development, definition and delivery of the following Region activities and responsibilities:

- Culture and behaviors.
- Goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Identification and formulation of budgets and cash flow projections for the upcoming year.
- Ensure compliance and legislative obligations are met.
- Ensure the health and safety of all participants.
- Ensure all complaints and disputes are immediately investigated and responded to according to Region policies and procedures.
- Volunteers are trained and supported throughout the year to undertake their roles successfully.
- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the President of Region Board.
- Undertake Region portfolios specified by the President or Region Board.

#### *Participating in Meetings*

Attending and actively participating and contributing to Board meetings is a core function of a Board Directors.

#### **Essential Skills and Requirements**

- Dedicated Region person.
- Ability to provide calculated opinion in group discussions at Board meeting.
- Outgoing personality.
- Effective communicator.

- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer “working with children” check (if required).

Board Directors are required to:

- Act in the best interest of the Region at all times.
- Attend all Board meetings.
- Undertake the role in good faith and honesty.

If at any stage the Board Director becomes aware of a personal conflict of interests, real or perceived between themselves and the Region, they should immediately notify the Region President of the conflict who will immediately inform all other Board Directors.

### **End of Term Hand Over**

#### *Updating key documents*

At the end of each term, a key activity of the Board Director will be to review and revise their Position Descriptions to ensure it continues to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Region Secretary prior to the Annual General Meeting each year.

#### *Induction of Incoming Board Directors*

An important responsibility of the outgoing Board Director is to train, mentor and support the incoming Board Directors.



## BOARD NOMINATION FORM

Please complete and submit this form to your Region's Secretary,

**Applications**

**close**

**date:** .....



### Nominee's Supporting information

(Qualifications, experience, background etc)

### Nominee's Details:

**Name:** .....

**Address:** .....

**Suburb:** .....P/C.....

**Mobile:** .....

**Email:** .....

**Club Name:** .....

### Nominated by:

**Name:** .....

**Address:** .....

**Suburb:** .....P/C:.....

**Mobile:** .....

**Email:** .....

**Club Name:** .....

**Name:** .....

.....

**Date:** .....

### Seconded by:

**Name:** .....

**Address:** .....

**Suburb:** .....P/C:.....

**Mobile:** .....

**Email:** .....

**Club**

**Nominator's Signature:** .....

.....

**Date:** .....

### Nominee's Signature:

.....

**Date:** .....

## TERMS OF REFERENCE

### PLAYING AREA MATCH COMMITTEE

#### Committee Objective

The objectives of the Playing Area Match Committee is to administer pennant and state event bowls in their respective Playing Area and provide effective, transparent and professional decisions for Weekend and Mid-week Pennant, and any other competitions as deemed by the Region Board.

#### Membership of the Playing Area Match Committee:

- Interested members of Clubs from all playing areas must submit expression of interest to the Region Board.
- 5 members shall be appointed from each Playing Area by the Region Board of which a minimum of 2 from each gender.
- Nominations are called for and finalized by the region secretary in conjunction with the Region AGM.
- If nominations exceed 5 on the committee, a vote will take place amongst the club delegates from that playing area to elect their Playing Area Match Committee.
- The Chair of the Committee is to be appointed by the Committee.
- All decisions made by each Playing Area Match Committee need to be ratified by the Region Board.
- If a board member resigns from the region board, that region board member then forfeits their right to be on their respective playing area match committee and that position will be filled once the region board casual vacancy has been filled.
- If a Playing Area match committee member (non-region board members) resigns, that position is deemed a casual vacancy and can be filled by any member of the playing area by agreement of the existing playing area match committee members and ratified by the region board.

#### Operating Principles:

- The Playing Area Match Committee must be autonomous.
- The Playing Area Match Committee must establish a meeting schedule and methods of communication at the first meeting and inform the Region Board.
- Only members of the Playing Area Match Committee can vote on any issues to do with Playing Area competitions.
- Unexplained nonattendance at three consecutive meeting results in termination of a place on the Committee.
- The Region Board must fill any casual vacancy with a representative from the same playing area.
- To ensure that the Committee has the best interests of all bowlers in mind when making decisions or recommendations, the Committee should not be influenced or biased by personal involvement and declare any conflicts of interests.
- The Playing Area Match Committee members must respect and honour the confidentiality of the Committee deliberations and decision making.
- Playing Area Match Committee must be cohesive and present a united front. Decisions and

recommendations belong to the whole Committee.

**Responsibilities of the Playing Area Match Committee:**

- Forming Playing Area schedule/calendar.
- Assisting the Playing Area representative on the region selection committee to select the Playing Area sides for the Region Round Robin.
- The running of Playing Area State Events on the day of the events, that includes finding markers for singles championships, having umpires present and rink allocation.
- Sourcing host venues for State Events.
- Selection of Pennant finals venues.
- Manage any Playing Area conditions of play which can be unique to each playing area such as:
  - Pennant Playing Days
  - Pennant and State Event start times
  - Inclement Weather Rules
  - Pennant end length
  - Season length
  - Pennant Division composition

Any Playing Area condition of play cannot be in conflict with the Laws of the Sport or Bowls Victoria Conditions of Play and requires the ratification of the region board.

- The Country Manager can assist each Playing Area Match Committee with:
  - Playing Area schedule/calendar
  - Playing Area sponsorship
  - Playing Area syllabus/booklet
  - Setting up competitions and registrations in Bowlslink

## TERMS OF REFERENCE SELECTION COMMITTEE

### Committee Objective

The objective of the Region Selection Committee is to select all representative teams in the Region.

### Membership of the Selection Committee:

- Interested members of Clubs from all playing areas must submit expression of interest to the Region Board. An expression of interest does not guarantee a position on the committee and the region board selects the final composition of the selection committee.
- 2 members from each playing area can be appointed by the Region Board. There will be two separate Region Selection Committee's, one male Region Selection Committee and one female Region Selection Committee.
- If no nominations received from a playing area, those positions will be deemed to be a casual vacancy and can be seconded by selection committee and must be ratified by the region board.
- The President of the Region Board is to chair the first meeting of the Selection Committee.
- The chair of the Committee is to be appointed by the Committee.
- The Region Board member, who is assigned the portfolio of Championships / Selection, shall be an ex officio member of the Committee.
- The Committee must report to the Board on a regular basis, through the Selection Portfolio.

### Operating Principles:

- The Selection Committee must be autonomous.
- The Selection Committee must establish a meeting schedule and methods of communication at the first meeting and inform the Region Board.
- Only members of the Selection Committee (2 from each playing area) can vote on any issues to do with Selection.
- Unexplained nonattendance at three consecutive meeting results in termination of a place on the Committee.
- The Region Board must fill any casual vacancy with a representative from the same playing area.
- To ensure that the Committee has the best interests of all bowlers in mind when making decisions or recommendations, the Committee should not be influenced or biased by personal involvement and declare any conflicts of interests.
- Selection Committee members must respect and honour the confidentiality of the Committee deliberations and decision making.
- The Selection Committee must be cohesive and present a united front. Decisions and recommendations belong to the whole Committee.

### Responsibilities of the Region Selection Committee:

- To maintain equality, by Law, Equal Opportunity is a requirement. Men's and Women's events must be run concurrently.
- To develop representative selection criteria that are transparent and published throughout the Region.

- To decide on the format of selection.
- All selectors to attend all events associated with Region Side Selection, they include:
  - Region Round Robin
  - Region Trials
  - Goulburn Murray vs Wimmera Trial Match
- From each of the two-selection committee's, two selectors will attend the Bowls Victoria Region Sides Championships.
- To manage selection of representative teams so that all players are given equal opportunity for selection, throughout the different playing areas.
- To ensure that selection is without bias.
- Chairman of both men's and ladies sides are responsible for communicating with non-selected players from the MM vs Wimmera Challenge and will communicate non-selection prior to the announcement of the sides selected for the BV Region Sides Championships.
- To forward names for Region representative teams to the Region Secretary and Country Manager for forwarding to Bowls Victoria.
- To nominate who they want as Team Manager at Bowls Victoria Region Sides Championships, in doing so they have to be proficient in using Bowlslink as a requirement from Bowls Victoria.
- To be cognizant of all relevant policies including Bowls Victoria Social Media policy.
- To liaise with Bowls Victoria personnel.
- To communicate effectively and efficiently with the Region Board, other Committees, Clubs and bowlers.

The Country Manager will assist the Region Selection Committee with:

- Organisation of Region Round Robin, Region Trial, Trial match vs Wimmera and Bowls Victoria Region Sides Championships, this includes dates and schedules, venues, accommodation, sponsorship, travel and itinerary.

## **TERMS OF REFERENCE**

### **UMPIRING COMMITTEE**

#### **Committee Objective**

The objective of the Umpiring Committee is to ensure that the Laws of the Sport of Bowls, Bowls Australia Domestic Regulations, Bowls Victoria and Region Regulations are followed in all recognized events, and that is a satisfactory pool of qualified, proficient umpires for the Region.

#### **Membership of the Region Umpiring Committee:**

- Interested members of Clubs from all playing areas must submit expression of interest to the Region Board.
- 2 members shall be appointed by the Region Board from each playing area.
- The President of the Region Board is to chair the first meeting of the Committee.
- The Chair of the Umpiring Committee is to be to be an accredited National Umpire.
- The Chair of the Umpiring Committee shall be appointed by the Committee.
- The Region Board member who is assigned the portfolio of Umpiring will be an ex officio member of the Umpiring Committee.
- The Committee must report to the Region Board on a regular basis, through the Umpiring Committee Portfolio.

#### **Operating Principles:**

- The Umpiring Committee must be autonomous.
- The Umpiring Committee must establish a meeting schedule and methods of communication at the first meeting and inform the Region Board.
- Only members of the Umpiring Committee (2 from each playing area) can vote on any issues to do with Umpiring Committee.
- Unexplained nonattendance at three consecutive meeting results in termination of a place on the Committee.
- The Region Board must fill any casual vacancy with a representative from the same playing area.
- To ensure that the Committee has the best interests of all bowlers in mind when making decisions or recommendations, the Committee should not be influenced or biased by personal involvement and declare any conflicts of interests.
- Umpiring Committee members must respect and honor the confidentiality of the Committee deliberations and decision making.
- Umpiring Committee must be cohesive and present a united front. Decisions and recommendations belong to the whole Committee.

#### **Responsibilities of the Region Umpiring Committee:**

- To maintain a register of accredited umpires in the Region and ensure they are acknowledged on BowlsLink.
- To actively seek out bowlers with suitable skills to undertake marker, measurers and umpires training.

- To co-ordinate training and re-accredited of markers, measurers and umpires in the Region.
- To co-opt other accredited umpires to assist when required..
- To liaise and communicate effectively with Bowls Victoria Officiating and Laws Committee.
- To ensure that all umpires, the Region Board, all Committees, Clubs and bowlers are informed of any changes to rules, regulations and conditions of play.
- To mentor newly trained markers, measurers and umpires and support all experienced officials.
- To be cognizant of all relevant policies including Bowls Victoria Social Media policy.
- To communicate effectively and efficiently with the Region Board, other Committees, Clubs and bowlers.

## **TERMS OF REFERENCE**

### **REGION GREENS COMMITTEE**

#### **Committee Objective**

The objective of the Region Greens Committee is to ensure all greens in the Region are developed and maintained to the highest possible standard.

#### **Membership of the Region Greens Committee**

- Interested members of clubs from all the playing area must submit expressions of interest to the Region Board.
- 2 members shall be appointed by the Region Board from each playing area.
- The President of the Region Board must chair the first meeting of the Region Greens Committee.
- The Chair of the Green Committee must be an accredited Greens Inspector.
- The Chair of the Greens Committee shall be appointed by the Committee.
- The Region Board member who is assigned the portfolio of Greens, will be an ex officio member of the Region Greens Committee.
- The Region Greens Committee must report to the Region Board on a regular basis, through the Greens portfolio.

#### **Operating Principles:**

- The Region Greens Committee must be autonomous.
- The Region Greens Committee must establish a meeting schedule and methods of communication at the first meeting and inform the Region Board.
- Only members of the Greens (2 from each playing area) can vote on any issues to do with Region Greens.
- Unexplained nonattendance at three consecutive meeting results in termination of a place on the Committee.
- The Region Board must fill any casual vacancy with a representative from the same playing area.
- To ensure that the Committee has the best interests of all bowlers in mind when making decisions or recommendations, the Committee should not be influenced or biased by personal involvement and declare any conflicts of interests.
- Greens Committee members must respect and honour the confidentiality of the Committee deliberations and decision making.
- The Greens Committee must be cohesive and present a united front. Decision and recommendations belong to the whole Committee.

#### **Responsibilities of the Region Greens Committee:**

- To inspect and monitor all greens in the Region on a regular basis.
- To co-opt other individuals members to assist when required.
- To keep the Bowls Victoria database up to date with the greens information from the Region.
- To support Clubs in their endeavor to provide high quality greens



- To liaise and communicate effectively with Bowls Victoria Greens Committee.
- To provide positive encouragement to Clubs, green keepers and greens directors and keep them informed of any developments.
- To be cognizant of all relevant policies including Bowls Victoria Social Media policy.
- To communicate effectively and efficiently with the Region Board, other Committees, Clubs and bowlers

## **TERMS OF REFERENCE COACHING COMMITTEE**

### **Committee Objective**

The objective of the Region Coaching Committee is to foster coaching in all clubs. Coaches assist bowlers to aspire, develop and achieve their individual skills and goals in all forms of the sport of bowls.

### **Membership of the Region Coaching Committee:**

- Interested members of Clubs from all playing areas must submit expression of interest to the Region Board.
- 2 members shall be appointed by the Region Board from each playing area.
- The President of the Region Board is to chair the first meeting of the Committee.
- The Chair of the Coaching Committee is to be to be an accredited Club Coach.
- The Region Board member who is assigned the portfolio of Coaching will be an ex officio member of the Coaching Committee.
- The Committee must report to the Region Board on a regular basis, through the Club Development / Participation Portfolio.

### **Operating Principles:**

- The Region Coaching Committee must be autonomous.
- The Region Coaching Committee must establish a meeting schedule and methods of communication at the first meeting and inform the Region Board.
- Only members of the Coaching Committee (2 from each playing area) can vote on any issues to do with Coaching Committee.
- Unexplained nonattendance at three consecutive meeting results in termination of a place on the Committee.
- The Region Board must fill any casual vacancy with a representative from the same playing area.
- To ensure that the Committee has the best interests of all bowlers in mind when making decisions or recommendations, the Committee should not be influenced or biased by personal involvement and declare any conflicts of interests.
- Coaching Committee members must respect and honor the confidentiality of the Committee deliberations and decision making.
- The Coaching Committee must be cohesive and present a united front. Decisions and recommendations belong to the whole Committee.

### **Responsibilities of the Region Coaching Committee:**

- To maintain a register of accredited coaches in the Region and ensure they are acknowledged on BowlsLink.
- To actively seek out bowlers with suitable skills to undertake coaching training.
- To co-opt other accredited coaches to assist when required.
- To liaise and communicate effectively with Bowls Victoria to access training for coaches.

- To mentor new and established coaches and apprise them to changes of rules and regulations.
- To share information about coaching opportunities from other areas.
- To be cognizant of all relevant policies including Bowls Victoria Social Media policy.
- To communicate effectively and efficiently with the Region Board, other Committees, Clubs and bowlers

## **TERMS OF REFERENCE**

### **REGION JUNIOR DEVELOPMENT COMMITTEE**

#### **Committee Objective**

The objective of the Junior Development Committee is to attract young players, introduce and develop skill and to foster the sport of bowls for juniors.

#### **Membership of the Region Junior Development Committee:**

- Interested members of Clubs from all playing areas must submit expression of interest to the Region Board.
- 2 members shall be appointed by the Region Board from each playing area.
- The President of the Region Board is to chair the first meeting of the Committee.
- The Chair of the Committee is to be appointed by the Committee.
- The Region Board member who is assigned the portfolio of Junior Development shall be an ex officio member of the Region Junior Development Committee.
- The Committee must report to the Region Board on a regular basis, through the Junior Development Portfolio.

#### **Operating Principles:**

- The Junior Development Committee must be autonomous.
- The Junior Development Committee must establish a meeting schedule and methods of communication at the first meeting and inform the Region Board.
- Only members of the Junior Development Committee (2 from each playing area) can vote on any issues to do with Junior Development Committee.
- Unexplained nonattendance at three consecutive meeting results in termination of a place on the Committee.
- The Region Board must fill any casual vacancy with a representative from the same playing area.
- To ensure that the Committee has the best interests of all bowlers in mind when making decisions or recommendations, the Committee should not be influenced or biased by personal involvement and declare any conflicts of interests.
- Region Junior Development Committee members must respect and honour the confidentiality of the Committee deliberations and decision making.
- The Junior Development Committee must be cohesive and present a united front. Decisions and recommendations belong to the whole Committee.

#### **Responsibilities of the Region Junior Development Committee:**

- To access suitable resources for juniors.
- To ensure that all bowlers involved with juniors are compliant for Working with Children requirements.
- To co-opt other individuals members to assist when required.
- To make junior bowls accessible to all areas of the Region.
- To be involved with school bowls and any available program

- To introduce the Laws of the Sport of Bowls and all relevant Regulations in an appropriate manner to juniors.
- To develop good sportsmanship, socially acceptable behaviour and fun in bowls.
- To support junior events when and where applicable, including a pathway for elite juniors.
- To be cognizant of all relevant policies including Bowls Victoria Social Media policy.
- To liaise with Bowls Victoria personnel
- To communicate effectively and efficiently with the Region Board, other Committees, Clubs and bowlers

## TERMS OF REFERENCE

### SPONSORSHIP / MARKETING / MEDIA COMMITTEE

#### Committee Objective

The objective of the Region Sponsorship / Marketing /Media Committee is to access and co-ordinate options to raise extra monies, and to use all available opportunities to promote the sport of bowls.

#### Membership of the Region Sponsorship / Marketing /Media Committee:

- Interested members of Clubs from all playing areas must submit expression of interest to the Region Board.
- 2 members from each playing area must be appointed by the Region Board.
- The President of the Region Board is to chair the first meeting of the Sponsorship / Marketing /Media Committee.
- The Chair of the Sponsorship / Marketing /Media Committee is to be to be appointed by the Committee.
- The Secretary has the portfolio of Sponsorship / Marketing /Media will be an ex officio member of this Committee.
- The Committee must report to the Board on a regular basis, through the Secretary.

#### Operating Principles:

- The Sponsorship / Marketing /Media Committee must be autonomous.
- The Sponsorship / Marketing /Media Committee must establish a meeting schedule and methods of communication at the first meeting and inform the Region Board.
- Only members of the Sponsorship / Marketing /Media Committee (2 from each playing area) can vote on any issues to do with Region Sponsorship / Marketing /Media Committee.
- Unexplained nonattendance at three consecutive meeting results in termination of a place on the Committee.
- The Region Board must fill any casual vacancy with a representative from the same playing area.
- To ensure that the Committee has the best interests of all bowlers in mind when making decisions or recommendations, the Committee should not be influenced or biased by personal involvement and declare any conflicts of interests.
- Sponsorship / Marketing /Media Committee members must respect and honor the confidentiality of the Committee deliberations and decision making.
- Sponsorship / Marketing /Media Committee must be cohesive and present a united front. Decisions and recommendations belong to the whole Committee.

#### Responsibilities of the Region Umpiring Committee:

- To actively seek sponsorship for the Region.
- To Co-ordinate all sponsorship so that all parts of the Region are treated equally.
- To support clubs in writing grant applications as necessary.
- To co-opt other individuals members to assist when required..

- To use all methods available to promote the sport of bowls – including various media and events.
- To co-ordinate any websites and social media platforms used for Region business.
- To be approachable and responsible in promoting bowls.
- To be cognizant of all relevant policies including Bowls Victoria Social Media policy.
- To liaise with Bowls Victoria personnel.
- To communicate effectively and efficiently with the Region Board, other Committees, Clubs and bowlers

## TERMS OF REFERENCE

### CLUB DEVELOPMENT / PARTICIPATION COMMITTEE

#### Committee Objective

The objective of the Club Development / Participation Committee is to support all clubs, foster ways of attracting new bowlers to participate in bowls and access Bowls Australia and Bowls Victoria initiatives.

#### Membership of the Region Club Development / Participation Committee:

- Interested members of Clubs from all playing areas must submit expression of interest to the Region Board.
- 2 members shall be appointed by the Region Board from each playing area.
- The President of the Region Board is to chair the first meeting of the Committee.
- The Chair of the Committee is to be appointed by the Committee.
- The Region Board member who is assigned the portfolio of Club Development / Participation will be an ex officio member of the Club Development / Participation Committee.
- The Committee must report to the Region Board on a regular basis, through the Club Development / Participation Portfolio.

#### Operating Principles:

- The Club Development / Participation Committee must be autonomous.
- The Club Development / Participation Committee must establish a meeting schedule and methods of communication at the first meeting and inform the Region Board.
- Only members of the Club Development / Participation (2 from each playing area) can vote on any issues to do with Committee.
- Unexplained nonattendance at three consecutive meeting results in termination of a place on the Committee.
- The Region Board must fill any casual vacancy with a representative from the same playing area.
- To ensure that the Committee has the best interests of all bowlers in mind when making decisions or recommendations, the Committee should not be influenced or biased by personal involvement and declare any conflicts of interests.

#### Responsibilities of the Region Club Development / Participation Committee:

- To maintain contact with all clubs to monitor and assist as required.
- To access new and different initiatives, from Bowls Australia and Bowls Victoria, and promote them in all clubs.
- To co-opt other individuals members to assist when required.
- To review various initiatives in clubs and share them throughout the Region
- To actively promote bowls as a sport for all ages, skill levels and aspirations.
- To liaise and communicate effectively with Bowls Victoria Club Education and Training Manager.
- To liaise with the Regional Bowls Manager as necessary.



- To be cognizant of all relevant policies including Bowls Victoria Social Media policy.
- To communicate effectively and efficiently with the Region Board, other Committees, Clubs and bowlers

## **TERMS OF REFERENCE**

### **REGION DISCIPLINARY COMMITTEE**

#### **Committee Objective**

The objective of the Region Disciplinary is to enact the Disciplinary Procedures as laid down by the Region Constitution when required.

#### **Membership of the Region Disciplinary Committee:**

- The Disciplinary Committee must be convened, in a timely manner, when the Region Board believes there has been an alleged breach.
- Region Board Directors must not be members of the Disciplinary Committee.
- The Region Board shall appoint a Committee. Three members is recommended but not prescribed.
- The Region President will hold the portfolio of Discipline. All reporting from the Disciplinary Committee must be through the President of the Board.
- The Region Board shall appoint the Chair of the Disciplinary Committee.
- The members of the Disciplinary Committee may be anyone but not be biased against, or in favour of, the member concerned

#### **Operating Principles:**

- The Region has disciplinary power only when it is the controlling body of an event.
- Disciplinary Committee must be autonomous.
- The Disciplinary Committee must establish a meeting schedule and methods of communication at the first meeting.
- To ensure that the Disciplinary Committee has the best interests of all bowlers in mind when making decisions or recommendations, the Disciplinary Committee should not be influenced or biased by personal involvement and declare any conflicts of interests.
- Disciplinary Committee members must respect and honour the confidentiality of Disciplinary Committee deliberations and decision making.
- The Disciplinary Committee must be cohesive and present a united front. Decisions and recommendations belong to the whole Disciplinary Committee.

#### **Responsibilities of the Region Disciplinary Committee:**

- To follow the Disciplinary Procedures meticulously.
- To maintain confidentiality to allow natural justice to be followed.
- To be aware of the well-being of all bowlers.
- and or Clubs.

## SUB-COMMITTEE EXPRESSION OF INTEREST FORM

Please complete and submit this form to the Region Secretary at [bowlsgoulburnmurray@outlook.com](mailto:bowlsgoulburnmurray@outlook.com)

Application closing date: .....



Playing Area: GOULBURN VALLEY or MURRAY  
*Circle Playing Area*

*PLEASE PRINT DETAILS*

Committee Name: .....

Nominee's Details: .....

Name: .....

Address: .....

Suburb: ..... State ..... Post Code.....

Mobile: .....

Email: .....

...

**Club**

Name: .....

**Supporting information:** *(Qualifications, experience, etc.)*

Signature: ..... Date: .....

## REGION DISSOLUTION

In the event of Dissolution of the Region the following steps need to be undertaken:

1. Obtain current Regions constitution and go to the page where it talks about dissolution of the Region.
2. Confirm the procedures to be undertaken. It should show excess funds after creditors have been paid are to be distributed to another organisation that has purposes similar to the purpose of the existing division, that is a Region devoted to the management of a bowls competition.
3. The procedures to dissolve a Bowls Region can be found under the Consumer Affairs Victoria website.

An application for voluntary cancellation can be made with Consumer Affairs Victoria (CAV) by:

1. An incorporated association that has passed a special resolution seeking cancellation.
2. The association must lodge with us (CAV):
3. An Application for cancellation of incorporation confirming the above information.
4. Any outstanding annual statements and the lodgment fee for each.
5. A copy of the full set of meeting minutes (if a special resolution was passed relating to the distribution of assets).
6. Proof of distribution of assets.

Please consult CAV if you have any questions.

Consult your Region for details of bank account so that funds can be lodged.

Advise your Region bank that you wish to close your account and transfer funds to the Region Bank Account. You may be required to present the minutes from your AGM or Special meeting to confirm your request.



# Life Member Nomination

Life Member Nominee: .....

Club: .....

**Supporting Information**

I/we confirm that the following information to support this nomination is attached:

- Brief summary of the nominee’s service to Goulburn Murray Bowls Region and the sport of Bowls in Victoria
- Details of how the nominee satisfies the three Life Member pre-requisites, including supporting documentation (i.e. media presentations, photos, testimonials from individuals, etc.

Nominating individuals name:.....

Nominating individuals signature: .....

Nominating individuals email and mobile: .....

..... Date:

...../...../.....

Where a Club, Division or Region is making the nomination:

Nominating Club, Division or Region’s name: .....

**Submission of Nomination**

Nominations for Life Membership will be considered by the Awards Committee prior to recommendation to the Board for approval. Please email nomination to the attention of the Awards Committee to [bowlsgoulburnmurray@outlook.com](mailto:bowlsgoulburnmurray@outlook.com)

**Notes:**

- ▶ Life membership is the second highest recognition for service to Goulburn Murray Bowls and the sport of Bowls in Victoria by a person or a Member of a Club.
- ▶ For consideration as a Life Member, a person or a Member of a Club satisfy the following pre-requisites by:
  - i. rendering extraordinary service to Bowls in a way that surpasses the contributions of their peers;
  - ii. assisting the advancement of Bowls in Victoria as a player and/or an administrator at a National, State and Region/Division level for more than 20 years; and
  - iii. having demonstrated achievements considered to be unusual or exceptional and beyond what would normally be expected.
- ▶ A person or a Member of a Club recognised as a Life Member will:
  - i. receive a Life Member Badge and a photo of their Presentation; and
  - ii. be invited to official Bowls Victoria events.
- ▶ Further details of the Honours & Awards are outlined in the Bowls Victoria Regulations.

**REGION use only:**

Date received ...../...../.....

Date of Awards Committee Meeting ...../...../..... Awards Committee - Recommended  Not recommended

Date of Board of Directors Meeting ...../...../..... Board of Directors - Recommended  Not recommended



# Hall of Fame Honour Nomination

Hall of Fame Nominee: .....

Club: (not required for a posthumous nomination)

### Supporting Information

I/we confirm that the following information to support this nomination is attached:

- Brief summary of the nominee's service to Goulburn Murray Bowls Region and the sport of Bowls in Victoria
- Details of how the nominee satisfies the three Hall of Fame pre-requisites, including supporting documentation (i.e. media presentations, photos, testimonials from individuals, etc.

Nominating individuals name: .....

Nominating individuals signature: .....

Nominating individuals email and mobile:

Date: ...../...../.....

Where a Club or Region is making the nomination:

Nominating Club or Region's name:

### Submission of Nomination

Nominations for Hall of Fame will be considered by the Playing Area Awards Committee prior to recommendation to the Board for approval. Please email nomination attention Award Committee to [bowls@goulburnmurray.com](mailto:bowls@goulburnmurray.com)

### Notes:

- ▶ Induction into the Hall of Fame is the highest recognition for service to Goulburn Murray Bowls Region and the sport of Bowls in Victoria by a person or a Member of a Club.
- ▶ For consideration as a Hall of Fame inductee, a person or a Member of a Club must satisfy the following pre-requisites by:
  - i. rendering pre-eminent service to Bowls in a way that surpasses the contributions of their peers;
  - ii. assisting the advancement of Bowls in GMBR as a player and/or an administrator at an International, National, State and Region/Division level; and
  - iii. having demonstrated achievements that surpass and exceed what would normally be expected as the highest level of success for the sport of Bowls in Victoria.
- ▶ A person or a Member of a Club recognised as a Hall of Fame inductee will:
  - i. receive a Hall of Fame Badge, a Plaque and a copy of Goulburn Murray Bowls Region formal induction address;
  - ii. have a framed photo and historic summary added to the Hall of Fame Gallery; and
  - iii. be invited to official Goulburn Murray Bowls Region events.
- ▶ Posthumous nominations may be submitted for a Hall of Fame Honour.
- ▶ Where an honour is bestowed posthumously, a family member will receive the inductee's honours.
- ▶ Further details of the Honours & Awards are outlined in the Goulburn Murray Bowls Region Regulations.

### GMBR use only:

Date received .

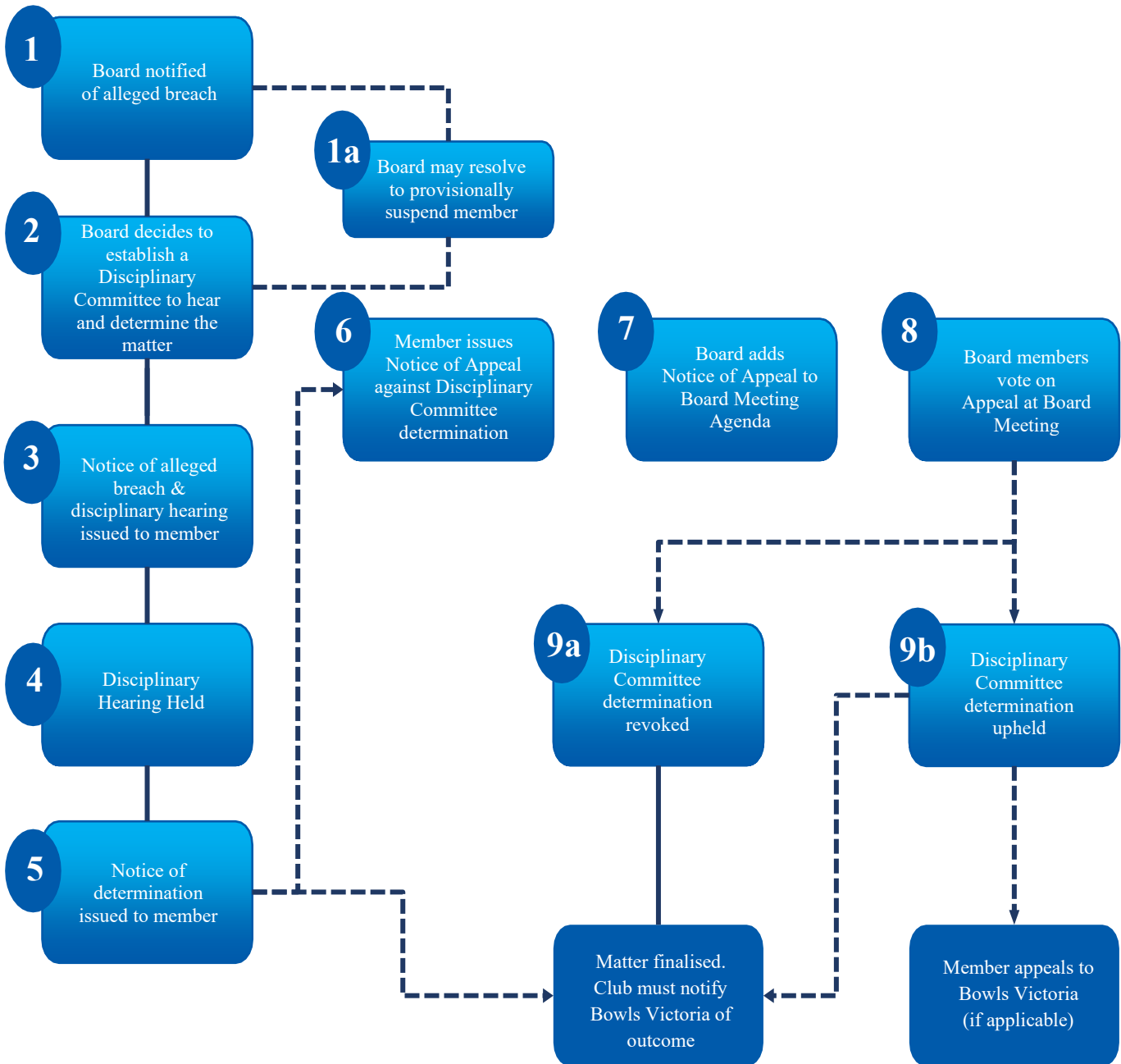
Date of Awards Committee Meeting ...../...../..... Awards Committee - Recommended  Not recommended

Date of Board of Directors Meeting ...../...../..... Board of Directors - Recommended  Not recommended

## REGION and CLUB DISCIPLINARY PROCEDURE



## REGION and CLUB DISCIPLINARY PROCEDURE



Please note:  
Where a suspension is imposed,  
Bowls Victoria informs clubs and  
publishes the outcome on it's website