



**GOULBURN MURRAY BOWLS REGION INCORPORATED**

# **Regulations**

Dated: April 2021

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# Regulations

## PART I – STATUS OF REGULATIONS

### 1. REGULATIONS BINDING

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- (a) These Regulations are made under **rule 37** of the Constitution. Without limiting the Board's power under the Constitution, these Regulations or otherwise, the Board may review, amend and enforce these Regulations as it deems necessary or appropriate.
- (b) These Regulations are binding on all Members.

### 2. INTERPRETATION

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#### 2.1 Interpretation

These Regulations shall be interpreted in a manner consistent with the Constitution. Any word or phrase which is defined in the Constitution will have the corresponding meaning in these Regulations unless otherwise set out.

#### 2.2 Definitions

Words which are defined in the Constitution have not been redefined here.

**Act** means the *Associations Incorporation Act 2012* (Vic) as amended or replaced from time to time.

**Affiliated Member** means a natural person recognised by Bowls Victoria and a Club as a member under their respective constitutions from time to time.

**Annual General Meeting** means a meeting of Members convened in accordance with **Clause 22** of the Constitution

**Board** means the body consisting of the Directors.

**Bowler** means a financial, bowling member who has paid their capitation fee to BV, Goulburn Murray Bowls Region Inc, another State or Territory Bowls Association, Bowls Australia or World Bowls, or is otherwise accepted to play in any game. For the avoidance of doubt this includes Affiliated Members

**Bowls** means the sport and game of bowls as determined by World Bowls with such variations as may be recognised by Bowls Australia or Bowls Victoria from time to time.

**Bowls Australia** means Bowls Australia Incorporated, the governing body for Bowls in Australia, or its successors.

**Bowls Victoria** means Bowls Victoria Incorporated, the governing body for Bowls in Victoria, or its successors.

**BV** means Bowls Victoria Incorporated.

**Clearance** means the approval process undertaken in accordance with **BV Regulation 16** to allow a Bowler to transfer between Clubs.

**Club** means a Bowls club recognised by Bowls Victoria as a member of it from time to time and who Bowls Victoria has nominated for membership of the Region.

**Club Communications Officer** means one member of each Club appointed by the Club to receive email and other communications from Bowls Victoria and Goulburn Murray Bowls Region.

**Committee** means any committee of the Board created under **rule 20.1** of the Constitution, from time to time.

**Constitution** means the constitution of the Goulburn Murray Bowls Region as amended from time to time.

**Controlling Body** means the body having the immediate control of the conditions under which a Game is played, in the order of precedence set out in the Laws of the Sport of Bowls.

**Delegate** means a person appointed to represent a Club at the General Meetings of the Region or other meetings.

**Director** means a member of the Board elected or appointed under **rule 15** of the Constitution.

**Event** means any Club, Region, Playing Area or State competition or tournament in the sport of bowls or such other competition or tournament as is governed by the Goulburn Murray Bowls Region.

**Financial Year** means the year ending on 30 June.

**Game** means a game of Bowls played at or part of an Event.

**General Meeting** means an Annual General Meeting together with any meeting of Members convened in accordance with **rule 22** of the Constitution.

**Member** means any person recognized as a member of the Region by the Board under **rule 5** of the Constitution, from time to time.

**Official** means any Director, Region or Playing Area board or committee member, coach, umpire, team or squad manager, official bowls tester, authorised bowls inspector, promoter, match committee member or representative, medical officer, or any other person directly associated with the conduct of a Game.

**Player** means a member of a Club affiliated with Bowls Victoria (provided that in each case such person has paid their subscription or affiliation fees to such Club, the Region and Bowls Victoria).

**President** means the president of the Region elected in accordance with **rule 18.6** of the Constitution, from time to time.

**Region** means Goulburn Murray Bowls Region Inc.

**Region Delegates** means a person appointed by the Board to represent the Region at meetings and events on its behalf from time to time.

**Register** means the register of Members kept in accordance with **rule 7** of the Constitution.

**Regulations** mean any regulations made by the Board under **rule 37** of the Constitution.

**Sections** means Men's and Women's Bowling Sections of a Club where such Sections exist.

**Special Resolution** has the same meaning as in the Act.

**Terms of Reference** means the terms of reference for Committees approved by the Board as amended from time to time. Such terms of reference will set out the authority of such Committees as delegated by the Board.

**World Bowls** means World Bowls Limited, the international governing body for Bowls, or its successors.

## **PART II – PLAYING AREAS**

### **3. AREAS**

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#### **3.1 Establishment of Playing Groups**

- (a) Goulburn Murray Bowls Region Inc will establish Playing Areas of Clubs within the Region for the conduct of Pennant, State Championship or such other competitions as required. Such groupings of Clubs may vary according to the Event being conducted.

## **PART III – GOULBURN MURRAY BOWLS REGION INC COMMITTEES**

### **4. COMMITTEES**

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#### **4.1 Establishment of Goulburn Murray Bowls Region Inc Playing Area Committees**

- (a) Under **Rule 20.1** of the Constitution, the Board is entitled to establish Committees and to delegate functions, power and duties to such Committees. All Committees must act in accordance with their Terms of Reference, the Constitution and these Regulations, in particular this regulation 4.

#### **4.2 The Board will establish the following Committees:**

- (a) The Board of Goulburn Murray Bowls Region Inc will establish such committees as they deem necessary and appropriate. Such committees may include, but are not limited to:
  - (i) Pennant Committee (Duties and Responsibilities are contained in Annex B);
  - (ii) Championship, Selection Committee (Duties and Responsibilities are contained in Annex C);
  - (iii) Greens Committee (Duties and Responsibilities are contained in Annex D);
  - (iv) Laws and Umpiring Committee (Duties and Responsibilities are contained in Annex E);

- (v) Coaching Committee (Duties and Responsibilities are contained in Annex F);
  - (vi) Junior Bowls Committee (includes responsibility for Under 18 Development) (Duties and Responsibilities are contained in Annex G);
  - (vii) Club Development and Support Committee (Duties and Responsibilities are contained in Annex H);
  - (viii) Sponsorship, Marketing and Media Committee (Duties and Responsibilities are contained in Annex I).
  - (ix) Website Administrator (Duties and Responsibilities are contained in Annex J); and
- (b) It is understood that it will not always be possible to have equal gender representation on each committee, however it is expected that each gender will be represented on each committee.
  - (c) The committees covered under **Regulation 4.2** will be nominated and elected at the AGM.
  - (d) The Board reserves the right to establish additional committees at any time in accordance with the Constitution. Further, other than for any Committee which the Constitution requires it to maintain, the Board reserves the right to wind up any Committee or revoke the delegation to such Committee, including those Committees listed in Regulation 4.
  - (e) Each Committee will be empowered by the Board who shall determine in writing the duties and powers afforded to any committee and the committee shall, in the exercise of such delegated powers, conform to any directions or Regulations that may be prescribed by the Board.
  - (f) A copy of the GOULBURN MURRAY Bowls Region Organisation Chart is contained in Annex A.

#### **4.3 Delegation to Goulburn Murray Bowls Region Inc Committees**

- (a) The Board will establish Terms of Reference for all Committees, including but not limited to those listed in **Regulation 4.2**.
- (b) The Board delegates to each of the Committees listed in Regulation 4.2 (and any others established by the Board from time to time) the functions, powers and duties which are set out in the particular Committee's Terms of Reference.

#### **4.4 Organisation of Committees**

- (a) Subject to anything in the Constitution, this Regulation or in the Terms of Reference, Committees:
  - (i) will have as ex-officio members, the Directors who will be entitled to attend any Committee meeting but not vote;
  - (ii) must conduct their meetings in the same manner as the Board would according to the procedures set out in the Constitution, subject to any necessary or incidental amendment;
  - (iii) must have a majority of the members of the Committee at a meeting for there to be a quorum for the transaction of the business;

- (iv) must, within seven days of any meeting, send a copy of the minutes and any supporting documents to the Secretary (or their nominee); and
  - (v) are not authorised, entitled or empowered to legally bind Goulburn Murray Bowls Region or to incur liabilities on Goulburn Murray Bowls Regions behalf, unless specifically authorised in its Terms of Reference.
- (b) The Board will determine how Committee members will be elected and/or appointed from time to time.

## **PART IV - DUTIES**

### **5. OFFICE BEARERS**

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#### **5.1 Roles**

The roles of the Goulburn Murray Bowls Region Inc Office Bearers are contained in Annexure H.

## **PART V – CODE OF CONDUCT**

### **6. CODE OF CONDUCT AND CODE OF ETHICS FOR SPORT**

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- (a) Bowlers shall at all times (both on and off the green) conduct themselves in a manner that reflects favourably on Bowls, fellow Bowlers, Goulburn Murray Bowls Region and BV. Failure to do so will render the Bowler liable to disciplinary action under these Regulations.
- (b) All Members and Clubs shall abide by the Victorian "Code of Conduct for Community Sport". This code requires all to have a responsibility to ensure participation in any community sport event is free from any anti-social behaviour both on and off the Green which prevents others from taking part and getting active. BV strongly endorses the principle that every person (be they a spectator, player, club member, official, participant, administrator, coach, parent or member of the community) involved with Bowls should work to ensure:
  - (i) inclusion of every person regardless of their age, gender or sexual orientation;
  - (ii) inclusion of every person regardless of their race, culture or religion;
  - (iii) opportunities for people of all abilities to participate in the sport and develop to their full potential;
  - (iv) respect is shown towards others, the club and the broader community;
  - (v) a safe and inclusive environment for all;
  - (vi) elimination of violent and abusive behaviour; and
  - (vii) protection from sexual harassment or intimidation.

***People that fail to meet these standards may be subject to action by Goulburn Murray Bowls Region and or BV.***

## **PART VI – PENNANT**

### **7. PENNANT COMPETITION**

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#### **7.1 Format**

- (a) Pennant within the Goulburn Murray Bowls Region Inc will be organised and played at Playing Area level. The Pennant Competitions are to be managed in accordance with the Goulburn Murray Bowls Region Inc Pennant Rules of Competition at Annexure A. In order to perform this task Playing Area Pennant Committees are to be appointed in accordance with **Regulation 4.2**
- (b) There will be two separate Pennant competitions, one for weekends and the other for midweek.

#### **7.2 Committee Structure**

- (a) The Playing Area Committees will be structured as follows;
  - (i) 2 Chairpersons (1 for Weekend and 1 for Midweek competitions) who will chair the committee meetings
  - (ii) 6 Committee members (a minimum of 3 for Weekend and 3 Midweek competitions)
- (b) The duties of the Pennant Committee are contained in Annexure B.

## **PART VII – AVAILABILITY OF AFFILIATED CLUB GREENS**

### **8. USE OF GREENS**

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#### **8.1 Club**

- (a) Every Member Club shall in consultation, allow Bowls Victoria and Goulburn Murray Bowls Region Inc the use of its Greens and facilities for the conduct of Bowls Victoria and Goulburn Murray Bowls Region Inc events, and when so requested, shall provide its best available rinks, and shall fully cooperate with Bowls Victoria and the Goulburn Murray Bowls Region Inc for conduct of such events.



# PENNANT CONDITIONS of PLAY

## Playing Area Conditions of Play

### Introduction

- Based on the 2020-21 VICTORIAN PENNANT CONDITIONS OF PLAY
- The Board of the Goulburn Murray Bowls Region has approved these Conditions of Play. The Conditions of Play are reviewed annually by the Playing Area Pennant Committees.
- The Board reserves the right to amend the Conditions of Play from season to season or as required.
- These Conditions of Play apply to the conduct of Midweek and Weekend Region/Playing Area pennant competitions, which are separate competitions.
- The Region/Playing Area Pennant Competitions are conducted in accordance with the:
  - Laws of the Sport of Bowls Crystal Mark 3rd edition version 3.1 and BA Domestic Regulations (DRs) latest version.
  - Bowls Australia (BA) Policies; and
  - Bowls Victoria (BV) Constitution, BV Regulations, and BV Policies.
  - No laws governing a sport can cope with every situation, and the Laws governing the sport of bowls are no exception. The Laws of the Sport of Bowls have been drawn up in the spirit of true sportsmanship. So, if a situation arises that is not covered by the Laws or these Conditions of Play, players and officials must use their common sense and a spirit of fair play to decide the appropriate course of action.

presented to the Region Board prior to the commencement of play in every season.

- Only the Region Board or clubs of that Playing Area can put forward amendments to Conditions of Play for that Playing Area Pennant.
- Only clubs of that Playing Area can vote on any issues to do with Conditions of Play for that Playing Area Pennant.

### 1. Eligibility of Clubs:

- 1.1. Clubs may enter a side or sides in the Region/Playing Area Pennant Competitions.
- 1.2. Sides will be assigned a division and section within each competition. The placement of sides will depend on the promotion and relegation provisions applicable from the previous season, unless otherwise determined by a Region/Pennant Area Pennant Controlling Body.
- 1.3. Sides of a club will be graded numerically (1, 2, 3, 4 etc.) in descending order of ability.
- 1.4. A new side entry in a pennant competition will be placed in a division as determined by Goulburn Murray Bowls Region or the Playing Area Pennant controlling body. This may result in a side or sides being relegated as necessary to accommodate the new side.

### Operating Principles:

- The Playing Area Pennant Committee must establish a meeting schedule and methods of communication at the first meeting and inform the Region Board.
- The Playing Area Pennant Committees shall be the Controlling Body for their Conditions of Play and shall ensure that an up-to-date version is

# PENNANT COMMITTEE (Playing Area)

## Terms of Reference

### Committee Objective

The role of the Region Playing Area Pennant Committees is to administer pennant bowls in the Region 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 Region Pennant Committee:

- Interested members of clubs from all playing areas must submit expressions of interest to the Region Board.
- 6 members shall be appointed by the Region Board from each playing area. 3 for Saturday and 3 for Midweek
- The President of the Region Board must chair the first meeting of the Pennant Committees.
- The Chair of the Committee shall be appointed by the Committees.
- The Region Board member who is assigned the portfolio of Pennant, will be an ex officio member of the Pennant Committee.
- The Committee must report to the Region Board on a regular basis, through their Pennant Portfolio.

### Operating Principles:

- The Pennant Committee must be autonomous.
- The Pennant Committee must establish a meeting schedule and methods of communication at the first meeting and inform the Region Board.
- Only members of the Pennant Committee (5 from each playing area) can vote on any issues to do with Region Playing Area Pennant.
- Unexplained non-attendance at three consecutive meetings 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 Pennant bowlers in mind when making decisions or recommendations, the Committee should not be influenced or biased by

personal involvement and declare any conflicts of interest.

- Pennant Committee members must respect and honour the confidentiality of the Committee deliberations and decision making.
- The Pennant Committee must be cohesive and present a united front. Decisions and recommendations belong to the whole Committee.

### Responsibilities of the Region Pennant Committee:

- To assign dates for pennant, including finals.
- To co-ordinate the clubs' pennant applications and requests.
- To co-opt other individual members to assist when required.
- To complete and publish the draw for each pennant season.
- To set Conditions of Play prior to the start of each pennant season.
- To review Conditions of Play at the end of the season and recommend changes to the incoming Committee.
- To manage and supervise the use of the BowlsLink competition module.
- To monitor the use of BowlsLink throughout the season and support clubs that may need assistance.
- To investigate and respond to any queries from member Clubs concerning Pennant.
- To assign greens for finals.
- To liaise with Umpiring Committee for umpires for finals.
- To co-ordinate trophies and presentations at the completion of the finals.
- 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.

# CHAMPIONSHIP/SELECTION COMMITTEE

## (Playing Area)

## Terms of Reference

### Committee Objective

The objective of the Region Playing Area Championship / Selection Committee is to administer and conduct State Events, and to select all representative teams in the Region.

### Membership of the Region

#### Championships / Selection Committee:

- Interested members of Clubs from all playing areas must submit expressions of interest to the Region Board.
- 3 members from each playing area must be appointed by the Region Board from each playing area.
- The President of the Region Board is to chair the first meeting of the Championship / 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 Championships / Selection Portfolio.

### Operating Principles:

- The Championships / Selection Committee must be autonomous.
- The Championships / Selection Committee must establish a meeting schedule and methods of communication at the first meeting and inform the Region Board.
- Only members of the Championships / Selection Committee (2 from each playing area) can vote on any issues to do with Region Championships / Selection.
- Unexplained non-attendance at three consecutive meetings 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 interest.
- Championships / Selection Committee members must respect and honour the confidentiality of the Committee deliberations and decision making.
- The Championships / Selection Committee must be cohesive and present a united front. Decisions and recommendations belong to the whole Committee.

### Responsibilities of the Region

#### Championships / Selection Committee:

- To maintain equality. By law, Equal Opportunity is a requirement. Men's and Women's events must be run concurrently.
- To assign the dates and times for State Events.
- To take entries, organize facilities, officials and conduct State Events.
- To co-ordinate trophies and presentations at the completion of State Events.
- To co-opt individual members in each playing area to assist in the running of events.
- To develop representative team selection criteria that are transparent and published throughout the Region.
- To decide on the format of selection.
- 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.
- To forward results of State Events and names for Region representative teams to the Region secretary for forwarding to 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.

# GREENS COMMITTEE (Playing Area)

## Terms of Reference

### Committee Objective

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

### Membership of Region Greens Committee:

- Interested members of clubs from all playing areas must submit expressions of interest to the Region Board.
- 3 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 Greens Committee must be an accredited Greens Inspector.
- The Chair of the 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 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 Committee (2 from each playing area) can vote on any issues to do with Region Greens.
- Unexplained non-attendance at three consecutive meetings 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 interest.
- 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. Decisions 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 individual members to assist when required.
- To keep the Bowls Victoria database up to date with the greens information from their Region.
- To support Clubs in their endeavour to provide high quality greens.
- To liaise and communicate effectively with the 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.

# UMPIRING COMMITTEE (Playing Area)

## Terms of Reference

### Committee Objective

The objective of the Playing Area Umpiring Committees 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 there is a satisfactory pool of qualified, proficient umpires for the Region.

### Membership of Region Umpiring Committee:

- Interested members of clubs from all playing areas must submit expressions of interest to the Region Board.
- 3 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 Umpiring Committee.
- The Chair of the Umpiring Committee to be an accredited National Umpire.
- The Chair of the 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 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 in the Region.
- Unexplained non-attendance at three consecutive meetings 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 interest.

- Umpiring Committee members must respect and honour the confidentiality of the Committee deliberations and decision making.
- The 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, measurer and umpires training.
- To co-ordinate training and re-accreditation of markers, measurers and umpires in the Region.
- To co-opt other accredited umpires to assist when required.
- To liaise and communicate effectively with the 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.



# COACHING COMMITTEE (Playing Area)

## Terms of Reference

### Committee Objective

The objective of the Region Playing Area Coaching Committees 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 expressions of interest to the Region Board.
- 3 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 Coaching Committee.
- The Chair of the Coaching Committee to be an accredited Club Coach.
- The Chair of the Committee shall be appointed by the Committee.
- The Region Board member who is assigned the portfolio of Coaching by the Region Board, will be an ex officio member of the Coaching Committee.
- The Committee must report to the Region Board on a regular basis, through the Coaching 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 Region Coaching.
- Unexplained non-attendance at three consecutive meetings 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 interest.
- Coaching Committee members must respect and honour 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 co-ordinate training and re-accreditation of coaches in the Region.
- To mentor new and established coaches and apprise them of changes to 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.

# JUNIOR DEVELOPMENT COMMITTEE

## (Playing Area)

## Terms of Reference

### Committee Objective

The objective of the Playing Area Junior Development Committees is to attract young players, introduce and develop skills and to foster the sport of bowls for all juniors.

### Membership of Region Junior Development Committee:

- Interested members of Clubs from all playing areas must submit expressions of interest to the Region Board.
- 3 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 Junior Development 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 Committee.
- The Committee must report to the 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 in the Region.
- Unexplained non-attendance at three consecutive meetings 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 interest.

- 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 arrange, co-ordinate and / or conduct skills and development sessions for juniors.
- To co-opt other individual 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 programs.
- 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 juniors and their families in the sport of bowls.
- To access 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.

# CLUB DEVELOPMENT/PARTICIPATION

## Terms of Reference

### Committee Objective

The objective of the Region 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 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 Committee.
- The Chair of the Committee shall 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 Committee 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 Committee (2 from each playing area) can vote on any issues to do with this Region Committee.
- Unexplained non-attendance at three consecutive meetings 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.
- Club Development / Participation Committee members must respect and honour the confidentiality of the Committee deliberations and decision making.
- The Club Development / Participation Committee must be cohesive and present a united front. Decisions and recommendations belong to the whole Committee.

### 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 individual 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 Managers 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.



# WEBSITE ADMINISTRATOR

## Terms of Reference

### Operating Principles:

1. The Website Administrator is responsible for the administration of the Goulburn Murray Bowls Region Inc Playing Area Websites.
  2. The Administrator shall:
    - 2.1. Liaise with the website provider on all matters affecting the operation of the site;
    - 2.2. Maintain the Goulburn Murray Bowls Region Inc Playing Area websites;
    - 2.3. Arrange training and access for competent computer operators to enable articles to be displayed on the website;
    - 2.4. Arrange for passwords to be allocated to trained personnel;
    - 2.5. Investigate any breaches of security or inappropriate use of the website;
    - 2.6. Arrange for approved advertising to be displayed on the website;
    - 2.7. Provide links to other like websites; and
    - 2.8. Ensure all Executive Committee profiles are up to date; and
- 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.

### Ensure all records, data and archives are maintained and secure

- The Website Administrator must ensure the integrity of the Website

### Responsibilities of the Website Administrator:

- To actively seek Articles for the Region.
- To support clubs in writing news articles as necessary.
- To co-opt other individual members to assist when required.

# ORGANISATIONAL CHART

