

Royal NSW Bowling Association Inc.

# BY-LAWS

21 May 2010



# Royal NSW Bowling Association

## By Laws

Amended 15 March 2010

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In pursuance of the powers conferred on it by Article 18 of the RNSWBA Inc. Constitution, the Board hereby makes the following By-Laws and Standing Orders for the regulation of the business and affairs of the Association.

## **1 ORDER AND INTRODUCTION OF BUSINESS**

### **1.1 Notice of Meeting**

- A. Notice of any Board Meeting shall be given by the Executive Secretary to each Board Member at least seven (7) days prior to such meeting, and such notice shall specify –
- (1) The day, date and hour and place of such meeting.
  - (2) The nature of such meeting, i.e. whether ordinary or special.
  - (3) The business to be dealt with at such meeting.
- B. Notice shall be deemed to have been given in accordance with this By-Law if it is posted to the Member to whom it is addressed in time for delivery at their usual place of abode four (4) days before the date of the meeting.
- C. The meeting notice shall include specific items of business received not less than ten (10) days before the meeting and may indicate other items received before the forwarding of the notice.
- D. Additional items may be placed on a supplementary agenda for distribution to Board Members prior to the opening of the meeting.

### **1.2 Order of Business**

- A. At meetings of the Board the order of business shall be as follows -
- (1) Opening of the Meeting by the Chairman.
  - (2) Acceptance of credentials and apologies.
  - (3) Advice of illnesses and deaths.
  - (4) Confirmation of Minutes of previous Meeting.
  - (5) Business arising from the minutes.
  - (6) Reports.
  - (7) Correspondence (Correspondence requiring Board attention will be brought to the attention of the Board).
  - (8) Motions of which due notice has been given.
  - (9) General Business.
  - (10) Events Ahead.
  - (11) Date and time of next meeting.
- B. Under the item "Confirmation of Minutes" no discussion shall be allowed except as to the accuracy of the Minutes as a record of the proceedings, and when confirmed, such Minutes shall be signed by the Chairman of the Meeting.
- C. The item "Business Arising from the Minutes" shall include the consideration of matters arising out of instructions, etc, at former Meetings, other than matters listed elsewhere on the Agenda.
- D. Motions of which due notice has been given shall be taken in order in which the written notice was given.
- E. The first matter for consideration under the item "Reports" shall be the President's Report.
- F. The President may at any stage present any report from the President or the Executive and such report shall, unless otherwise ordered by a vote of the majority of the Board Members present and entitled to vote at any meeting, take precedence over all other business.
- G. Any recommendation by the Executive shall be deemed to be the motion except in respect to notices of motion.

Except where otherwise provided, all notices of motion for any meeting of the Board shall be in writing, and shall be in the hands of the Executive Secretary ten (10) clear days before the date of the Board Meeting.

I. A matter of urgency may be submitted at any stage of the proceedings of the Board.

J. A Representative or Alternate Representative will not be permitted to be present or to vote at a meeting of the Board on any dispute which directly involves his Zone, District or Club.

However the Board may request that representative to address the Board on the dispute prior to considering that dispute.

## **2 REIMBURSEMENT OF EXPENSES**

### **A. State President**

Provided further that nothing herein contained shall prevent the payment to the President by way of reimbursement for travelling, meals and accommodation expenses properly incurred by him in the course of his duties, or otherwise in the business and affairs of the Association.

### **B. Senior Vice President**

Provided further that nothing herein contained shall prevent the payment to Senior Vice President by way of reimbursement for travelling, meals and accommodation expenses properly incurred by him in the course of his duties, or otherwise in the business and affairs of the Association, or while he is acting in the role of the President of the Association.

### **C. Vice President**

Provided further that nothing herein contained shall prevent the payment to Vice President by way of reimbursement for travelling, meals and accommodation expenses properly incurred by him in the course of his duties, or otherwise in the business and affairs of the Association, or while he is acting in the role of President or Senior Vice President of the Association

### **D. Honorary Treasurer**

Provided further that nothing herein contained shall prevent the payment to Honorary Treasurer by way of reimbursement for travelling, meals and accommodation expenses properly incurred by him in the course of his duties, or otherwise in the business and affairs of the Association.

### **E. Board Members / Permanent Committeemen / State Players/Approved Persons**

#### **(1) Travel**

Travel per individuals own (comprehensively and third party insured) vehicle to be reimbursed at the kilometre rate approved by the Board from time to time. Claims to be submitted monthly.

Coach, train, omnibus, ferry or aeroplane travel to be reimbursed at economy rates or the lowest rate available to the person travelling.

Members of the Board and/or Permanent Committees may travel any class they like, but reimbursement will be made only at economy class rates.

Only one claim for the kilometre allowance is permitted and this must be lodged by the Head of the Mission or owner, regardless of whose vehicle is used.

Bridge/expressway tolls are approved expenses.

## **(2) Accommodation**

Reimbursement for accommodation shall be made at the nightly rate, as determined by the Board from time to time, regardless of whether it is single or shared accommodation.

Where more than one member of the Board/a Permanent Committee/State Player is involved it is expected they shall avail themselves of twin share accommodation.

Board and Committee Members/State Players are free to stay wherever they like or to take single rooms, but expenses for accommodation will only be reimbursed on a twin share cost basis.

## **(3) Meals**

Reimbursement of meals (i.e. breakfast, lunch, dinner) will be paid in accordance with the rates determined by the Board from time to time. Receipts must be provided. These expenses will be met with respect to food only.

## **(4) Sundry Expenses**

Sundry expenses for miscellaneous items of equipment will be paid, but receipts will be required and the Executive reserves the right to reject exorbitant claims. Claimants have a right of appeal to the Board.

## **(5) General**

All claims for reimbursement of expenses must be accompanied by relevant receipts, otherwise claims may be rejected except items under \$10 once it has been approved. Where receipts are not available, full details of item/s making up the claim must be provided.

A ceiling will be placed on the level of reimbursement for travel, accommodation and meals as approved by the Board from time to time.

On occasions an Association Representative may wish his spouse or partner to accompany him.

- (1) Travelling costs for the Association Representative's spouse or partner to be fully met by the Association Representative unless the Executive approves otherwise;
- (2) Association Representatives are normally expected to share accommodation with other Association Representatives. On those occasions when an Association Representative is accompanied by his spouse or partner the Association Representative will be reimbursed the cost of the accommodation to the maximum level of reimbursement determined by the Board from time to time and must meet the full cost of meals for his spouse or partner unless the Executive approves otherwise.
- (3) There will be a provision for parking, with the approval of the Executive. The account will be paid by the Association.

All claims from members of Permanent Committees must be submitted through their Chairman, who must attest to the correctness of the claim.

The Executive reserves the right at all times to reject claims for unauthorised expenses subject to appeal to the Board. The only authorised expenses are those incurred:

- ◆ at President's Days or other approved "Events Ahead" during the course of official duties
- ◆ To State Players (and Side Managers) selected to take part in Interstate or Reserve Side Matches, either within or outside N.S.W.
- ◆ with the approval of the Executive.

### **3 BOUNDARIES OF THE ASSOCIATION**

#### **A. Zone Associations**

For the purpose of electing sixteen (16) representatives of Zone Associations on the Board the District Associations shall be divided into sixteen (16) Zones to be known as 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16.

Each of the Zones shall be comprised of the following District Associations

- Zone 1** Tweed-Byron, Northern Rivers and Clarence River.
- Zone 2** Newcastle.
- Zone 3** Barwon, Central Northern, Gwydir, New England and North West.
- Zone 4** Central Western, Far Western, Western Plains, Western Slopes and Macquarie Bogan.
- Zone 5** Blue Mountains, Central Tablelands, Lachlan Valley, Nepean, Southern Tablelands and Western.
- Zone 6** Hunter, Manning and Upper Hunter.
- Zone 7** Central South Coast, Far South Coast, Monaro and South Coast.
- Zone 8** Albury, Riverina, Southern Highlands, Southern Slopes, South Western and Wagga.
- Zone 9** Sydney Northern.
- Zone 10** Sydney North West.
- Zone 11** Sydney Central.
- Zone 12** Sydney South West.
- Zone 13** Sydney South.
- Zone 14** Lower North Coast and Mid North Coast.
- Zone 15** Central Coast.
- Zone 16** Illawarra.

#### **B. Zone representatives**

- (1) Zone Representatives on the Board shall be known as State Councillors.
- (2) In accordance with Article 25 of the Association's Constitution, the Honorary Secretary of each Zone shall, in writing, notify the Executive Secretary of the Association, by no later than twenty-eight (28) days prior to the holding of the A.G.M. each year, of the full name, date of birth, place of birth, address and telephone number of that Zone's Representative on the Board.

## 4 PERMANENT COMMITTEES

- (1) In accordance with Clause 14 of the Constitution of the Association the following Permanent Committee shall be established:
  - (a) Match Committee
  - (b) Selection Committee
  - (c) Umpires Committee
  - (d) Coaching Committee
  - (e) General Services Committee
  - (f) Archival Committee
  - (g) Membership Committee
  - (h) Junior Bowls Committee
  - (i) Club Advisory Committee
- (2) Each Committee shall comprise the number of members as determined by the Board
- (3) The number will be determined at the May meeting of the Board or at such time as the Board from time to time determines
- (4) Except for Archival, Membership and Junior Bowls Committees any registered member of an affiliated Club may, when nominations are called for, submit a nomination form setting out details of the experience and, if required, any qualifications for the position applied for.
- (5) Specific qualifications are required as follows:
  - (i) **Match Committee:** Match Committee experience at Zone or District level for a minimum of twelve months
  - (ii) **Selection Committee:** Selection Committee experience of at least 3 years at District or Zone level or have played bowls as a State Representative. No Zone shall be entitled to have more than one selector on this committee except with the approval of the Board of Management.
  - (iii) **Umpires Committee:** A current National Umpires Certificate
  - (iv) **Coaching Committee:** A current accredited Coaching Certificate
  - (v) **General Services Committee:** Experience which shall qualify them for the tasks assigned to them as members of the Committee
- (6) Members of the Archival Committee, Membership Committee and Junior Bowls Committee and the State Manager / Coach shall be appointed by the Board, who will ascertain by enquiry suitable candidates for these positions.
- (7) Committee Meetings**
  - (a) The Chairman of each Committee shall be selected at its first meeting after the Annual General Meeting, with the exception the State Manager / Coach, the Membership, Junior Bowls and Archival Committees, where the Board will make the necessary appointments.
  - (b) The President, or in his absence the acting President or Senior Vice President shall be an ex-officio member of all Committees except the Selection Committee. He will be required to attend at the election of the Chairman and will be entitled to vote on this matter only if voting otherwise is equal.
  - (c) At any meeting of a Permanent Committee the person presiding shall have a casting vote as well as a deliberative vote.
  - (d) Each Committee shall meet at least one week before each Coordinating Committee meeting and minutes of all such meetings kept, shall be circulated through the Chief Executive Officer to all members of the Committee and the Board.

- (e) Each Committee shall submit a written report to the Chief Executive Officer through its chairman for discussion at each meeting of the Coordinating Committee

## **5 EXECUTIVE**

- (1) Executive shall comprise of; President, Senior Vice President, Vice President and Honorary Treasurer and shall meet as required.
- (2) Executive shall have power to attend to any matter of an urgent nature, between Board meetings, and all such decisions made shall be submitted, in writing by Executive Secretary, for ratification by the Board at its next meeting.
- (3) At any such meeting of the Executive, the person presiding shall have a casting vote, as well as a deliberative vote.
- (4) Staff - Job specifications to be recorded separately.

## **6 MISCELLANEOUS APPOINTMENTS**

At the first meeting of the Board, following the Annual General Meeting, the Board shall select suitable persons to fill the undermentioned positions -

- (1) Delegates to Bowls Australia (1, plus 1 alternative)
- (2) Representative on the Body Corporate 309 Pitt St (1)
- (3) Signatories to cheques (as per Constitution clause 34(B) 1 & 2).
- (4) Representative on the Board of Clubs NSW (1 plus alternative)
- (5) Representative on the CIAC (1 plus an alternative)
- (6) Events Ahead Coordinator (1)
- (7) Representative on the NSW Olympic Council (1)
- (8) Representative on the Commonwealth Games Council (1)
- (9) State Junior Coach
- (10) State Manager / Coach

## **7 DUTIES AND POWERS OF PERMANENT COMMITTEES AND COORDINATING COMMITTEE**

### **A. Permanent Committees**

#### **(1) Match Committee**

**Chairman of the Match Committee shall:**

- ◆ ensure that the Match Committee carries out the duties as specified below.
- ◆ preside at meetings of which the Committee members have been duly notified.
- ◆ in collaboration with his committee, prepare a report setting out the job responsibility of the Chairman and committee for the information of any succeeding members.
- ◆ meet regularly each year, with the Executive and Chief Executive Officer and others as required, to review the performance of the Match Committee.
- ◆ notify members of the Committee of the time, date and location of meetings of the Committee; ensure that accurate minutes of the meeting are compiled, and that a copy of the minutes is provided to the Chief Executive Officer.
- ◆ attend meetings of the Coordinating Committee or arrange a proxy;
- ◆ appoint a Ranking Committee representative to assist in the compilation of ranking points for the NSW Player of the Year, Most Improved Player of the Year and Australian rankings.

**The Match Committee shall:**

- ◆ carry out duties as delegated by the Chairman of the Match Committee.
- ◆ draw up Conditions of Play applicable to Association competitions including the Schedule of Play and be responsible for the conduct of such other events declared as Association events by RNSWBA
- ◆ review venues recommended by Zones/Districts for ultimate approval by the Board
- ◆ secure compliance with the Conditions of Play, and settle all disputes arising during the conduct of State Competitions, in accordance with agreed protocol (i.e. through the club/district/zone/state hierarchy of controlling bodies) subject to an appeal to the Board, who shall be the final arbiter in disputes of this nature and whose decision shall be binding and final on all parties;
- ◆ submit any proposal and amendments to the Conditions and Schedule of Play for Association competitions through the Chief Executive Officer to the Board no later than mid-May in the year preceding the bowling season to which the Conditions and Schedule apply;
- ◆ prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book.
- ◆ establish and maintain records relating to registered events.
- ◆ prepare a budget for the committee's activities for the conduct of Association competitions.
- ◆ determine, in consultation with members, the duties to be carried out.
- ◆ Before the end of February of each year, through the Association office, order all badges, trophies, flags and pennants required for Association events.
- ◆ Before the end of November of each year, review Venues recommended by Zones for State Pennant Finals.
- ◆ Produce, approve and/or distribute forms, letters and similar documents for the conduct of Association events.

**All nominees for appointment to the Match Committee:**

- ◆ Prior to nominations closing for the AGM, all nominees for appointment to the Match Committee are required to sign and return to the State President an undertaking of compliance of duties as set out in this By-Law.
- ◆ Members of the Committee must be available to travel to events as rostered by the Chairman. It is envisaged that this may preclude members of the Match Committee from participating in Association or tournament competitions.

**(2) Selection Committee****Chairman of the Selection Committee shall:**

- ◆ prepare a short list of players who will be considered for selection to be handed to the President and CEO for perusal.
- ◆ promptly advise details of all sides selected to the CEO, who shall be responsible for release of information regarding the selections to the media;
- ◆ liaise with Chief Executive Officer over:
  - team travel and accommodation;
  - meals;
  - laundry;
  - outfitting of state players;
  - selection and recommendation of the Side Manager;
  - any other incidental matters arising.
- ◆ determine and allocate the attendance of state selectors at events within NSW and Australia;

- ◆ prepare a draft report on the Committee's and State Side's activities for publication in the Annual Report/Year Book;
- ◆ notify members of the Committee of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Chief Executive Officer;
- ◆ attend meetings of the Coordinating Committee or arrange a proxy;
- ◆ meet regularly each year with the Executive and Chief Executive Officer and others as required, to review the performance of the Selection Committee.
- ◆ establish and maintain records relating to the conduct of inter-state events, including:
  - match reports;
  - register of players (personal details and playing career);
  - register of inter-state matches and results;
  - photographic record of State sides
- ◆ in collaboration with his committee, prepare a report setting out the job responsibility of the Chairman and committee for the information of any succeeding members.

**Members of Selection Committee shall:**

- ◆ assist the Chairman to carry out the duties of Chairman of the Selection Committee, specified above, as required and delegated by the Chairman;
- ◆ attend regular meetings of the Selection Committee at the time and place advised by the Chairman.
- ◆ participation in the preparation of a list of players under consideration for selection;
- ◆ be responsible for the compilation of ranking points for NSW Player of the Year, Most Improved Player of the Year, and Australian rankings;
- ◆ at the commencement of each playing year, prepare a calendar of events, and submit same to the Executive and Chief Executive Officer for approval by the Board.
- ◆ Attend Matches as required

**All nominees for appointment to the Selection Committee:**

- ◆ prior to nominations closing for the AGM, all nominees for appointment to the Selection Committee are required to sign and return to the State President an undertaking of compliance of duties as set out in this By-Law.
- ◆ Members of the Committee must be available to travel to events as rostered by the Chairman. It is envisaged that this may preclude members of the Selection Committee from participating in Association or Tournament competitions.

**(3) Umpires' Committee**

**Chairman of the Umpires' Committee shall:**

- ◆ administer the Umpires' Accreditation Scheme throughout NSW which includes:
  - establish and maintain a register of National Umpires, and records regarding accreditation/re-accreditation;
  - establish and maintain a register of Rulings, Interpretations and Advisings and promulgate advice regarding same;
  - oversee the accreditation/re-accreditation process;
  - develop educational programmes regarding the laws of the game for umpires and bowlers.
  - ensure that a high standard of umpiring is attained and maintained throughout the State.

- ◆ Liaise directly with district and zone associations in respect of umpiring matters; resolve all problems associated with interpretation of the laws of bowls (through the club/district/zone hierarchy) and promulgate advice with respect to same;
- ◆ prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book;
- ◆ notify members of the Committee of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Chief Executive Officer;
- ◆ in collaboration with his committee, prepare a report setting out the job responsibility of the Chairman and committee for the information of any succeeding members;
- ◆ attend meetings of the Coordinating Committee or arrange a proxy;
- ◆ meet regularly each year with the Executive, Chief Executive Officer and others as required, to review the performance of the Umpires' Committee.

**Members of Umpires' Committee shall:**

- ◆ assist the Chairman to carry out the duties of Chairman of the Umpires' Committee, specified above, as required and delegated by the Chairman;
- ◆ attend regular meetings of the Umpires' Committee at the time and place advised by the Chairman.
- ◆ arrange distribution of law books and updates of same to accredited umpires
- ◆ organise District/Zone seminars requiring attendance by state umpires committee to be at the cost of the District or Zone.

**All nominees appointment to the Umpire Committee:**

- ◆ Prior to nominations closing for the AGM, all nominees for appointment to the Umpires Committee are required to sign and return to the State President an undertaking of compliance of duties as set out in By-Law (7-3).

**(4) Coaching Committee**

The Chairman of the State Coaching Committee shall be known as the State Director of Coaching, and shall:

- ◆ administer the Coaching Accreditation Scheme throughout New South Wales, which includes:
  - submission of a Strategic Management 3 year plan, which includes a yearly progress report
  - establish and maintain records regarding accreditation and re-accreditation;
  - establish coaching committees in all districts;
  - oversee the accreditation/re-accreditation process at all levels;
  - liaise directly with district and zone associations in respect of coaching matters.
  - Develop coaching programmes for all levels:
    - basic;
    - advanced;
    - elite.
- ◆ in association with the State Coaching Committee, be responsible for the promotion and maintenance of all matters connected with coaching within the State of New South Wales;
- ◆ implement coaching documentation and administrative procedures;
- ◆ facilitate the duties of:
  - State Coaching Development Officers
  - Zone Coaching Development Officers

➤ State Junior Coach

- ◆ oversee coaching in junior bowls;
- ◆ appoint Zone Coaching Development Officers;
- ◆ liaise with the National Coaching Director, National Coaching Accreditation Scheme, Department of Sport, Recreation and Racing etc. in relation to all coaching matters;
- ◆ visit zones and districts for the promotion and maintenance of all matters connected with coaching, e.g. seminars, Level 1 courses, advanced courses, updating courses or administration;
- ◆ prepare and plan for all State conducted courses and seminars;
- ◆ prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book;
- ◆ notify members of the Committee of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Chief Executive Officer;
- ◆ submit monthly coaching articles to Bowls NSW Magazine in collaboration with the Executive and Chief Executive Officer;
- ◆ attend meetings of the Coordinating Committee or arrange a proxy;
- ◆ meet regularly each year with the Executive and Chief Executive Officer and others as required, to review the performance of the Coaching Committee.

**All nominees for appointment to the Coaching Committee:**

- ◆ Prior to nominations closing for the AGM, all nominees for appointment to the Coaching Committee are required to sign and return to the State President an undertaking of compliance of duties as set out in this By-Law.

**State Coaching Development Officers shall:**

- ◆ administer the promotion and maintenance of development of coaching within their allotted zones;
- ◆ attend monthly Coaching Committee meetings as programmed, and Extraordinary Meetings as required;
- ◆ visit their allotted zones and make administrative arrangements for the establishment of District/Zone Coaching Committees;
- ◆ where applicable, or as requested and approved, conduct Level 1 coaching courses for the establishment of District Coaching Committees and/or where necessary conduct coach examiner's courses;
- ◆ liaise with, and visit, allotted District Coaching Committees to promote and maintain the standards of coaching. Assist in compiling the required administrative data for the State coaching records;
- ◆ as a State Coaching Instructor, attend all State conducted coaching seminars, update coaching courses, coach examiner's courses, coach Level 1 and 2 courses;
- ◆ as a coach examiner, course assessment of Level 1 and 2 coaches;
- ◆ where requested, and on approval, conduct basic and advanced training courses in their allotted zones and districts;
- ◆ attend to other appointed coaching-related duties as required, review and rewrite of coaching procedures, conduct surveys and write reports etc.;
- ◆ submit a progress report to the State Coaching Committee each month.
- ◆ Zone Coaching Development Officers shall:
- ◆ administer the promotion and maintenance of development of coaching in their allotted zones;

- ◆ visit their allotted zones and make the administrative arrangements for the establishment of District Coaching Committees;
- ◆ where applicable, or as requested and approved, conduct Level 1 coaching courses for the establishment of District Coaching Committees;
- ◆ liaise with, and visit, allotted District Coaching Committees to promote and maintain the standards of coaching. Assist in compiling the required administrative data for the State coaching records;
- ◆ attend all State conducted coaching seminars, update coaching courses, coach examiner's courses, coach Level 1 courses;
- ◆ as a coach examiner, course assessment of Level 1 coaches;
- ◆ where requested, and on approval, conduct advanced training courses in their allotted zones and districts;
- ◆ attend to other appointed coaching-related duties as required and/or delegated by the State Coaching Director;
- ◆ submit a zone progress report to the State Coaching Committee each month.

### **State Junior Coach**

#### **State Junior Coach shall:**

- ◆ liaise with the NSW Junior Committee & Junior Selection Committee;
- ◆ maintain coaching records for the State junior players;
- ◆ oversee State junior trials and State junior games;
- ◆ develop elite coaching programs for the State junior team including:
  - improving the athlete;
  - factors influencing the athlete;
  - planning considerations; and
  - team tactics.
- ◆ develop individual training short or long term programs;
- ◆ have authority to obtain coaching assistance;
- ◆ liaise with junior zone and district coaches in relation to potential junior State players;
- ◆ develop coaching programs for potential junior State players;
- ◆ attend monthly Coaching Committee Meetings as programmed, and Extraordinary Meetings as required;
- ◆ other appointed coaching related duties as required e.g.
  - Assist Assistant Instructor, SCC Courses, Seminars etc.
  - To facilitate the duties of a State Coaching Development Officer.
- ◆ submit a monthly report to the NSW Junior Bowls Committee;

### **(5) General Services Committee**

#### **General Services Committee Chairman shall:**

- ◆ co-ordinate the activities of all General Services officers;
- ◆ prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book;
- ◆ notify members of the Committee of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Officer Supervisor;
- ◆ in collaboration with his committee, prepare a report setting out the job responsibility of the Chairman and committee for the information of any succeeding members;

- ◆ meet regularly each year, with the Executive and Office Supervisor and others as required to review the performance of the General Services Committee.

**Members of General Services Committee shall:**

- ◆ attend regular meetings of the Committee at the time and place advised by the Chairman. The quorum for such meetings shall be a majority of the members of the committee.
- ◆ carry out other duties as delegated by the Chairman:
  - clerical duties;
  - maintenance of registers, records and indices;
  - assist with mail-outs;
  - courier services;
  - assist Returning Officer in performing his duties;
  - meet and greet, and provision of transport;
  - organisation of gifts/presentations where appropriate and approved by the Executive/Board;
  - organise social games against other Associations or registered combinations;
  - Peet Kay Series.
- ◆ carry out welfare duties as delegated by the Chairman:
  - compile a monthly list of deceased bowlers, as advised by clubs, or by delegates at General Meetings;
  - send a card of condolence to the families of deceased bowlers;
  - visit bowlers from country districts hospitalised in Sydney.

**Returning Officer**

The Board may appoint from time to time and as is necessary a suitably qualified person or persons to carry out the duties of Returning Officer.

**Returning Officer shall:**

- ◆ undertake normal duties associated with the position of Returning Officer at elections:
  - confirm the eligibility of each member of the Royal NSW Bowling Association's Board and Permanent Committees to hold office;
  - oversee that all applicants are members of a financial club;
  - confirm each District's / Zone's quota of votes prior to the Annual General Meeting and Special/General Meeting;
  - confirm each individual delegate's eligibility to represent his district/Zone;
  - advise Districts/Zones regarding changes in quotas, and eligibility of nominated delegates to represent the district;
  - oversee maintenance of the registers of delegates and officials;
  - oversee submission of documents/proxies to be furnished by affiliated clubs;

**(6) Archival Committee**

The Board, at its first meeting each year shall appoint up to three (3) persons to be the Archival Committee which will have the following functions

- ◆ Develop and continue to implement a policy for retaining all records of historical value to the Association, for Board approval
- ◆ Attend to the safe storage of all material of historical significance
- ◆ Provide a system for retrieval of information regarding the Association, Clubs and Events for subsequent use

- ◆ Be the planning Committee for events of an historical nature as approved by the Board.

## **(7) Junior Bowls Committee**

- ◆ The Board at its first meeting after the Annual General meeting shall appoint suitable members of the Junior Committee and endorse any nominations made by the NSWWBA.
- ◆ The Board shall appoint the Chairman of the committee.
- ◆ The State Junior Coach shall also serve as a member of the Junior Committee and shall be chairman of the Junior selection committee,
- ◆ The Junior Committee shall:-
  - Promote arrange and conduct Junior Bowls.
  - Conduct Junior Bowls events and provide the best possible bowls experience for all young people of both genders to participate in bowls.
  - Liaise with the Chief Executive Officer and staff with respect to team and travel accommodation, meals, laundry, outfitting of State players, selection and recommendation of the side manager, any other incidental matters arising.
  - Meet in the week before the Coordinating meeting and provide a written report to that meeting and have a representative attend the coordinating committee meeting.
  - Prepare a draft report on the committee's activities for publication in the Annual Report.
  - Prepare and submit for approval a program of activities for each bowling season. Program to be submitted in June of the year preceding the program.
- ◆ The Junior selection Committee shall
  - report to the monthly meeting of the Junior Committee and meet as required to select NSW Junior representative sides and squads.
  - Prepare a short list of players who will be considered for selection to be handed to the President for perusal.
  - Promptly advise details of all sides selected to the President, who shall be responsible for release of information regarding the selections to the media.
  - Attend matches as required.
- ◆ All members of the Junior Committee shall sign a prohibited employment declaration, that they are not a prohibited person in accordance with the Child Protection (Prohibited Employment) Act.

## **(8) Membership Committee**

- ◆ The Membership Committee is a joint Committee with the NSWWBA. The Board at its first meeting after the Annual General Meeting shall appoint suitable members to the Membership Committee and receive nominations for the Committee from the NSWWBA. The Board shall appoint the Chairman of the Committee.
- ◆ The duties of the Membership committee are
  - to develop and make recommendations regarding membership policy at State Level.
  - Prepare and distribute recruitment aids and guidelines to Districts Zones and Clubs.
  - Provide guidance and consultation regarding the application of sound recruitment principles by e.g. recruitment seminars.
  - The Managing Editor, Chief Executive Officer and Sports Development Officer shall liaise with and assist the Membership Committee

## **(9) State Manager / Coach**

- Liaise with the CEO on all matters relating to representative fixtures
- Supervise and manage representative sides at all levels of competition other than juniors
- Provide tactical advice and coaching where considered appropriate
- Liaise with the State Selection Committee to report on player ability and suitability
- Keep appropriate records on player achievements, progress and behaviour
- Maintain contact with the State Junior Selection Committee and follow up on emerging players.

## **B. The Coordinating Committee**

The Senior Vice-President as Chairman of the Coordinating Committee shall submit a report to each regular meeting of the Board

## **C. Budgets of Committees**

Each Permanent Committee Chairman shall submit, through the Treasurer to the Board for approval:

details of planned or proposed activities for the coming financial year by the date of the February Coordinating Committee meeting;

Once plan and budget have been approved by the Board, each Committee Chairman will be responsible for their implementation.

Expenditure which has not been approved or budgeted for are not permitted unless approved by the Board.

## **D. Meetings of Committees**

### **(1) Date of Meeting**

At the conclusion of a meeting, the next meeting date shall be set and the Chief Executive Officer and Office Supervisor notified for the purpose of allocating a Committee Room.

### **(2) Quorum**

Where at any time the number of members of the Coordinating Committee is -

- (1) an even number, one-half of the members of the Committee, plus one; or
- (2) an odd number, the whole number next above one-half of the members of the Committee;

constitutes a quorum at any meeting of the Committee.

All other committees will operate under the same conditions.

## **8 ATTIRE**

### **8. Attire**

Players in State Association events are required to comply with the National Logo Policy, as in force in New South Wales.

New designs must be submitted to the Association through districts/zones and will be assessed before formal approval. Designs must incorporate the Bowls Australia logo on shirts, jackets and vests.

#### **8.1. Playing Attire, Association Events**

All players competing in Association events are required to comply with this section.

## **A. Shirt**

White cream or approved design colour-coordinated, with attached collar.

Bowls Australia logo to be shown on shirt, in accordance with National Dress Guidelines.

Sponsor's logos, club logos and names, and player names may be displayed on shirts.

Note: Shirts shall not be see-through.

## **B. Jacket**

White cream or approved design colour-coordinated.

Bowls Australia logo to be shown on jacket, in accordance with National Dress Guidelines.

Sponsor's logos, club logos and name, and player names may be displayed on jackets.

## **C. Vest**

White cream or colour-coordinated.

Bowls Australia logo to be shown on vest, in accordance with National Dress Guidelines.

Sponsor's logos, club logos and names, and player names may be displayed on vests.

## **D. Trousers / Shorts**

White cream or colour-coordinated.

Sponsor's logos and club logos may be displayed on trousers/shorts.

If required, belts or braces shall be white, cream or colour-coordinated.

Bowls Australia logo optional.

## **E. Footwear**

Predominantly white, brown or colour-coordinated, flat-soled heel-less footwear. The minimum width of the sole beneath the heel shall be 52mm.

(Note – Flat soled does not preclude the sole having a texture on the sole, allowing for some 'grip' Such texture or ripple should not cause damage to the green's surface).

## **F. Headwear**

Club, district, zone or Association name and/or logo may be incorporated into headwear design. Sponsor's logos may appear on headwear.

Bowls Australia logo optional.

### **(i) Hat**

- White or colour-coordinated with optional hatband attached.
- White or colour-coordinated bucket hat.

### **(ii) Cap**

White, cream or colour-coordinated (legionnaire caps are permitted).

### **(iii) Eye shade**

White, cream or colour-coordinated.

(iv) **Hatband**

Optional, but if worn, bowler's blue with club name embroidered in gold or colour-coordinated or compliant with [Official's Section].

**G. Socks**

White, cream or colour-coordinated.

Bowls Australia logo optional.

**H. Knitwear**

White, cream or colour-coordinated.

Bowls Australia logo optional.

**I. Rainwear**

White, cream or colour-coordinated.

Bowls Australia logo optional.

**J. Underwear**

Should not be visible through garments.

**K. Bowls Cloth**

White, cream or colour-coordinated. Club, district, zone, Association name and logo may be incorporated. Sponsor's logos are permitted. Bowls Australia logo optional.

**L. Gloves / Mittens**

Gloves/mittens may be worn.

**M. Teams and Sides**

In a team game, all members of the team must be similarly attired.

In a side game, all members of the side must be similarly attired.

Note: Players are not required to be identically dressed, however all items from within a category must be of similar design and colour scheme.

Members of a team/side may wear shorts or trousers, however shorts and trousers must be of the same colour scheme and design.

Members of a team/side may wear different items of headwear, however

- all caps worn shall be of the same design and colour scheme,
- all hats with hat bands shall be of the same colour scheme,
- all bucket hats shall be of the same design and colour scheme.

Substitute: In the event of a last minute substitute being necessary, and similar coloured team or side attire not being available, the substitute may wear approved white or cream attire.

**N. Name Bar**

Must display the player's name. In addition to the player's name, may include an Association or club badge, and the title of an Association or club of which he is a member.

**O. Penalty**

Penalty for non-compliance is disqualification.

**8.2. Official's Attire**

Officials may be dressed in compliance with By Law 8.1, playing attire or:

## **A. Headwear**

### **(i) *Hatband for Board Members***

Shall be of approved sky blue 40 - 45 mm wide and shall be one of the following types:

**Design 1:** Bearing the letters "RNSWBA" embroidered in gold and so placed as to form an arc of a circle convex upwards. This hatband shall be worn by members of the Board.

**Design 2:** Bearing the name of the zone, district, club or bowling combination which is being represented, embroidered in gold and placed horizontally or diagonally as decided by the zone, district, club or bowling combination. This type of hatband may be worn by elected members of the 1991-1992 Board and subsequent Board members and past Board members from 1992 onwards. This hatband may also be worn by present, past and interstate bowlers when wearing their sky blue blazer.

### **(ii) *Hatbands for Representative Players - Sky Blue***

Shall be of approved sky blue, 40-45 mm wide and shall be the following design:

**Design 3:** Bearing the letters NSW embroidered in gold and so placed as to form an arc of a circle convex with the approved Waratah (with bowl) insignia in the approved colours.

### **(iii) *Hatband for RNSWBA Permanent Committeemen and other officials***

**Design 4:** Hatband, bowler's blue, 40 - 45 mm wide and shall be worn as follows:

Bearing the letters RNSWBA embroidered in white and so placed as to form the arc of a circle convex upwards. This hatband shall be worn by members of the Permanent Committees and by persons representing the Association on official occasions.

### **(iv) *Hatband, bowler's blue, embroidered in white***

**Design 5:** This hatband in bowler's blue 40 - 45 mm wide, bearing the name of the zone, district, club or bowling combination, embroidered in white, and placed horizontally or diagonally as decided by the zone, district, club or bowling combination may be worn by:

- Past members of the Board
- Past members of Permanent Committees who have served for at least one (1) year
- Past NSW Representative players prior to 1992
- Present members of Permanent Committees
- Present and past zone/district presidents and secretaries who have served at least one (1) year
- Present and past chief executive officers of the Association or persons who have occupied a like positions eg. Association Secretary or Executive Director.

### **(v) *Hatband, bowler's blue - Zone/District/Club***

**Design 6:** Bearing the name of the zone, district, club or bowling combination being represented, embroidered in gold, and placed horizontally or diagonally as decided by the said zone, district, club or bowling combination. This type of hatband shall be worn by each member of an affiliated club not referred to above.

## **B. Blazer**

### **(1) Board Members 1991-92 onwards - sky blue**

Shall be single-breasted and the material, including the pocket, shall be of sky blue and the design on the pocket shall be as follows:

The official Association pocket shall portray the badge of the Royal New South Wales Bowling Association Inc. in gold, blue and red with the words "Royal NSW Bowling Asscn" encircling such badge. If so entitled, the words "State President" shall be embroidered in gold lettering 12mm high, above the Association badge and upon retirement the years of office shown.

Other Board members, upon retirement, shall have embroidered above the Association badge, in gold lettering 12mm high, their position held (e.g. State Councillor, State Treasurer, State Senior Vice President, State Vice President) and below the Association badge, in gold lettering 12mm high, their years of service (e.g. 1991-99).

This type of blazer may be worn by past members of the Board whose appointment was confirmed.

### **(2) Representative Players - sky blue**

Shall be single-breasted and the material, including the pocket, shall be of sky blue and the design on the pocket shall be as follows:

The approved Waratah (with bowl) insignia with the initials "NSW" embroidered below the insignia in the approved colours.

This blazer may be worn by all players who currently represent New South Wales or by players who have represented New South Wales.

### **(3) Representative Players – bowler's blue**

Shall be single-breasted and the material, including the pocket, shall be bowler's blue, and the design on the pocket shall be the official Association pocket portraying the badge of the Royal New South Wales Bowling Association in white, blue and red, with the words, "Royal NSW Bowling Asscn" encircling such badge with the name of the player's club horizontally below it, or if so entitled, the word "Interstate" below that again. All such lettering to be in white.

This blazer may be worn by all players who represented NSW prior to 1992.

### **(4) Committeemen - State/Zone/District – bowler's blue**

Shall be single-breasted and the material, including the pocket, shall be bowler's blue and the design on the pocket shall be as follows:-

The official Association pocket shall portray the badge of the Royal New South Wales Bowling Association Inc. in white, blue and red, with the words "Royal NSW Bowling Asscn" encircling such badge with the name of the player's club horizontally below it.

This type of blazer may be worn by:

- ◆ Past members of the Board who served prior to 1991-92
- ◆ Past RNSWBA Permanent Committeemen who served for at least one (1) year
- ◆ Past zone/district presidents and past zone/district secretaries who have served for at least one (1) year
- ◆ Present members of RNSWBA Permanent Committees
- ◆ Present zone/district presidents and secretaries

- ◆ Present and past chief executive officers of the Association, or persons who have occupied a like position, e.g. Association Secretary or Executive Director.

Buttons to be black or silver.

**(5) Other bowlers of affiliated clubs/bowling combinations – bowler’s blue**

- (i) Shall be single-breasted and the material, including the pocket, shall be of bowler's blue and the design on the pocket shall be as follow:

Official Association pocket shall portray the badge of the Royal New South Wales Bowling Association Inc. in gold and red, with the words "Royal NSW Bowling Asscn" encircling such badge with the name of the player's club horizontally below it. All such lettering to be in gold. It may be worn by each member of an affiliated club not referred to in the provisions of Clauses B(1), B(2) and B(3) above and Clause B(5) below.

- (ii) The size of the letters appearing on the pocket shall not exceed 13mm each. The size of the letters may be reduced as circumstances require and with the approval of the Board, except that, in all cases, the size of any letter used appearing on the pocket shall not exceed the size of the letters used in the words encircling the badge. The size of the badge shall be determined in conformity with the size of the letters used. No player shall wear a pocket of a design different from that contained in this article.

**(6) Australian Representatives:**

Notwithstanding anything previously contained in Clauses B (1), (2), (3) and (4) to the contrary, Australian representative players who have been awarded an Australian blazer, shall be permitted to wear it at any time they so desire except in interstate matches.

**C. Jacket, Cardigan or Pullover**

**(1) Board Members 1998 - 1999 onwards - sky blue**

Tracksuit-type jacket shall be zipper front and the material, including the pocket, shall be of sky blue and the design on the left side shall be as follows:

Official Association pocket shall portray the badge of the Royal New South Wales Bowling Association Inc. with the words “Royal N.S.W. Bowling Asscn” encircling such badge in gold. Bowls Australia logo not exceeding 9 cm x 9 cm on right side.

This type of jacket may be worn by members of the Board whose appointment was confirmed. Board Member’s name may be displayed on jacket below RNSWBA badge in dark blue lettering.

**(2) Permanent Committee Members/Chief Executive Officer 1998-1999 onwards – bowler’s blue**

Tracksuit-type jacket shall be zipper front and the material including the pocket, shall be of bowler’s blue and the design on the left side shall be as follows:-

Official Association pocket shall portray the badge of the Royal New South Wales Bowling Association Inc, with the words “Royal NSW Bowling Asscn” encircling such badge in blue. Bowls Australia Logo not exceeding 9 cm x 9 cm on right side. Permanent Committee Member’s name may be displayed on jacket below RNSWBA badge in pale blue lettering.

**D. Shirt**

Approved white, cream or coloured shirt with collar.

**E. Tie**

**(1) Design 1: Board Members elected from 1991-92**

Shall be sky blue embroidered with the Association crest and coloured in gold, blue and red.

**(2) Design 2: Present and Past Representative Players**

(Wearing sky blue blazer) sky blue tie embroidered with Waratah and bowl (as on blazer pocket).

**(3) Design 3: All Other Bowlers of Affiliated Clubs**

Optional, but if worn, shall be bowler" blue with two horizontal gold lines with the Association crest in gold.

**F. Coaching Accreditation Badges on Shirts**

Coaching accreditation badges may be worn on shirts by accredited coaches when officiating in that capacity.

**G. Official Attire at Association Competitions**

1. Blazers, approved jackets and grey or colour-coordinated trousers shall be the optional attire for Association officials not on duty and not being involved in the actual conduct of the event.
2. All Association officials on duty and involved in the conduct of the event shall wear approved blazers / approved club jacket, bearing the Bowls Australia logo and tailored white, cream or colour-coordinated trousers, together with white/cream shirt and the approved Association tie.

**H. Umpire Shirts**

The shirts must include the Bowls Australia logo with the words "National Umpire" embroidered directly under the Bowls Australia logo on the right breast pocket. The lettering must not be less than 6mm and no more than 8mm in height, and overall length of the words not to exceed 70mm in width from side to side. The words "National" and "Umpire" must be one above the other in block capitals, on a white, cream or coloured shirt, with the approval of the relevant controlling body.

The umpire shirts and/or jackets can only be worn when officiating as umpire.

**8.3. Non-Association Events**

For non-Association events, the controlling body and/or host club shall determine the dress requirements for that event.

**8.4. RNSWBA Recommended Attire**

Bowls NSW recommends that all people playing bowls adopt a 'sun smart' approach. Recommended attire is a long sleeve UV-resistant shirt, long pants and a broad-brimmed hat.

Sunscreen and sunglasses are also recommended.

**9 BOWLS AUSTRALIA DELEGATES**

The State President and one other appointed by the Board shall be this Association's Delegates to Bowls Australia Inc.

**10 AWARDS**

**A. Meritorious Service Tie Bar**

The Meritorious Service Tie Bar shall be awarded to Officers/State Councillors and Permanent Committeemen upon completion of five (5)

years consecutive service in any of those offices, or at the discretion of the Board.

**B. Long Service Plaque**

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

**C. Merit Badges/Tie Bars/ Ladies Brooches**

Merit Badges/Tie Bars shall only be awarded to registered members of the RNSWBA for services rendered. These awards shall not be duplicated in respect of any nominee and are presented on official days by the Association's representative.

Ladies brooches to be awarded for services rendered. The award shall not be duplicated in respect of any nominee and is presented on official days by the Association representative.

**D. Anniversary Presentation**

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

**11 VISIT PLAQUES - PRESIDENT'S DAYS**

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

**12 BOWLING SEASON**

The bowling season shall commence on the first day of January and terminate on the last day of December in each year.

**13 BY-LAWS/STANDING ORDERS**

These By-Laws/Standing Orders may be temporarily suspended by a motion supported by five (5) Board Members and carried by a majority of two-thirds of Board members present and voting.

**14 STANDING ORDERS**

- (1) Movers of motions are limited to ten (10) minutes, and all other speakers to the motion (including the right to reply) to five (5) minutes, provided that such time limits may be extended by the Chairman with the consent of the Meeting.
- (2) When a motion or amendment has been moved and seconded no further speech in support of such motion shall be heard until someone shall have spoken in opposition to such motion, and after such a speech in opposition has been made speeches in support and opposition must follow in rotation, except with the consent of the Meeting.
- (3) A member shall be entitled to speak only once to each question, but, with the permission of the Chairman, may correct a mis-statement. Every amendment moved shall be treated as a new question. The mover only of any original motion shall have the right to reply.
- (4) No motion to dissent from the Chairman's ruling or decision shall be permitted unless made before any other business or speech has

intervened, and no debate shall be allowed, except by the mover, who shall be limited to five (5) minutes, and the Chairman.

- (5) It shall not be permissible to withdraw any motion that has been put from the Chair, except with the consent of the Meeting, one dissentient voice being sufficient objection.
- (6) A speaker shall not be interrupted except on a point of order.
- (7) Discussion shall not be permitted upon any motion for adjournment of a Meeting of the Association. If upon the question being put on any such motion the same is negatived, the subject then under consideration or next on the business paper shall be discussed, and it shall not be competent for any member to again move for adjournment of a Meeting of the Association until half-an-hour has elapsed from the time of moving the one that has been negatived.
- (8) The proceedings of any Committee appointed by the Association, shall be guided by these Standing Orders, so far as they are applicable.
- (9) Notwithstanding anything to the contrary contained in these Standing Orders, any Member shall have the right to move that the Association be adjourned for the purpose of permitting him to speak on the matter of vital importance at any Meeting where "General Business" is not on the business paper.
- (10) Where a speaker desires to quote from a letter or document a copy of such letter or document shall be tabled by him by handing the same to the Executive Secretary and it shall thereupon become part of the records of the Association.

## **15 PLAYER REGISTRATION /TRANSFER/CLEARANCE**

- (1) Registration with RNSWBA requires the player's affiliated Club to submit to RNSWBA, an Application for Registration together with payment of the annual fee, as invoiced.
- (2) A player who is not a financial member of an affiliated club or is not a registered member of the RNSWBA, is ineligible to enter or play in any Association event and is not entitled to play bowls on the greens of any affiliated club or with a member of an affiliated club, other than for the purpose of his being coached or participating in recruitment, promotional or corporate functions.
- (3) Bowlers should ensure that they carry their current RNSWBA registration card when playing bowls.
- (4) A player who is a registered member of a club affiliated with the RNSWBA and who changes clubs or wishes to change his declared club, may NOT participate in Association events at his new club (or declared club), until that club and RNSWBA have received a signed NSW Club Player Clearance Application Form (together with applicable fee from the club he is transferring to). A player, who is unable to obtain the signed NSW Club Player Clearance Application Form from the club he is transferring from, may NOT participate in Association events at his new club without the approval of the Association.

If the player wishes to change his declared club during the season, he MUST ALSO receive written permission to do so from the Association. (A written application must be made endorsed by the Club(s), Districts(s) and Zone(s) involved.)

An Interstate Clearance requires its own application and fee.

## **16 ZONE ALLOWANCES**

To be determined by the Board in March each year.

## **17 QUADRANGULAR SERIES**

1.
  - A) NORFOLK ISLAND
  - B) LORD HOWE ISLAND
  - C) A.C.T.
  - D) RNSWBA
2. Each side - two teams of fours - No. I, No. II
3. Each team plays 6 matches
4. Each match - 21 ends
5. Scoring 2 points win, 1 point draw, no points loss.
6. Winner of series
  - (I) Highest points scored
  - (II) If point scores are equal, the highest net margin of shots
  - (III) If still equal, least number of total shots scored against them

## **18 BOWLING COMBINATIONS**

The Board may approve bowling combinations as per the Constitution.

The annual fee for registration shall be such amount as determined by the Board in March each year.

## **19 SEXUAL HARASSMENT**

**Definition and Policy**

For the purpose of this policy, sexual harassment is defined as behaviour that has a sexual element, that is unwelcome and, in the circumstances, a reasonable person would have expected the behaviour would offend, intimidate or humiliate the person to whom it is directed.

### **Responsibilities of Affiliated Clubs**

The individual clubs of Royal NSW Bowling Association are responsible for taking all reasonable steps to prevent sexual harassment and ensuring the Association's position is widely known through all levels of clubs activities. The Royal NSW Bowling Association has taken appropriate measures to handle sexual harassment complaints. The Royal NSW Bowling Association has appointed an Harassment Contact Officer and Harassment Grievance Officer who are available at the Association office.

## **20 WHEELCHAIR BOWLERS**

The Board encourages clubs to allow wheelchair bowlers access to the green (initially on a ditch rink).

Should such bowlers wish to compete on a regular basis, they must have tyres that can minimise damage to the green and then could if approved play on any green.

These tyres are inverted tread tyres or slicks as they are known and are obtainable in 20" x 1.75" x 24" x 2" sizes.

Sharp turns which screw the tyre are to be avoided.

Condition of the green is paramount and remains in the hands of the Controlling Body.

This By-Law is included to let bowlers on wheelchairs "have a go" but they must realise that they should treat the greens with the utmost care.

## **21 GAMBLING ON LAWN BOWLS**

A competitor or team in a particular game, match or series is not permitted to bet or have any interest in a bet on an opponent in that game, match or series.

### **Penalty**

Refer: Constitution of RNSWBA

Clause 48 - Disciplining of Members of Affiliated Clubs.

## **22 SUSPENSION OR EXPULSION FROM AN AFFILIATED CLUB, DISTRICT OR ZONE**

- (a) A person who has been suspended from membership of any affiliated Club, District or Zone for an incident that is related to the game of bowls or that is deemed to bring the game of bowls into disrepute, will be ineligible to play or officiate at any level of bowls during his term of suspension, or for a maximum period of one year from the date of suspension, whichever is the earlier.
- (b) The affiliated Club, District or Zone referred to in paragraph (a) must advise, in writing, the Association (Chief Executive Officer), Zone and District Administration of the name of the person who has been suspended or expelled as per paragraph (a) within 14 days from the date of the suspension or expulsion and any subsequent appeals being resolved for recording purposes. Any notification received outside of this 14 day time period cannot be accepted.

- (c) A member who is under an order of suspension or expulsion, or has resigned his membership because of disciplinary proceedings as per paragraph (a) is not eligible for a Club Clearance.
- (d) If an affiliated member is suspended for an incident not related to bowls or which is deemed to bring the game into disrepute, it is at the affiliated Club's discretion to whether they allow the suspended member to play or officiate at bowls at their Club during the term of suspension.

**Note:** This is not retrospective

## **23 NSW DEPARTMENT OF SPORT AND RECREATION**

The Association endorses and complies with the following Policies as promulgated by the NSW Department of Sport and Recreation.

### **23.1 Drugs in Sport**

- (a) The association shall comply with the Drugs in Sport Policy as promulgated by the NSW Department of Sport and Recreation
- (b) The Association shall comply with policies relating to Drugs in Sport promulgated by Bowls Australia
- (c) The Association shall require competitors with the requirements of Bowls Australia and or NSWDSR drugs in sport policy
- (d) The Board shall impose sanctions as described in the NSWDSR Drugs in Sport policy, and as empowered under Article 48 of the RNSWBA constitution on those who fail or refuse to comply with the drugs in sport policy

### **23.2 Sport Rage**

The RNSWBA supports the initiatives and policies of the NSW Department of Tourism Sport & Recreation to manage and deal with sport rage.

Sport rage is violence, bad language, abuse and general bad behaviour by players, coaches, officials and spectators. While friendly rivalry on the sporting field is a healthy part of sport, when the line between competition and aggression is crossed, there are no winners.

### **23.3 Child Protection**

The RNSWBA supports and encourages the principles of child protection and recognises that protection of children from abuse and neglect is a moral and ethical imperative.

The RNSWBA shall at all times comply with and encourage affiliated Clubs, Districts and Zones to comply with the *Commission for Children and Young People Act 1998* and the *Child Protection (Prohibited Employment) Act 1998*

### **23.4 Member Protection Policy**

The Association shall comply with the Member Protection Policy as promulgated by the NSW Department of Sport and Recreation.

## **24 CHARITY**

The Executive shall oversee and delegate the following duties in respect of the Association's charity activities.

The Association will donate an amount to be decided annually by the Board. To be reviewed annually.

### **24.1 Association Charity of the Year**

- receive and process applications for assistance, and make recommendations to the Board no later than end of April for the following year in respect of which

Charity should be the Association's Charity of the Year, and names of other charities, that may receive support and assistance by way of donations;

Information required from applicants to include:

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

## **24.2 Other Charities & Club Donations**

- Advise the Office Supervisor no later than end of June in each year of clubs which in any year donate a thousand dollars or more to charity;
- Receive and assess applications & appeals from charitable organisations for donations and recommend to the Board if any should receive support.

## **25 GENERAL**

### **25.1 Employees**

#### **(a) Ineligibility**

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

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

A former employee of the Association is ineligible to hold a position on a Permanent Committee of the Association for a period of ten (10) years following the cessation of employment with the Association.

#### **(b) Interviews**

The CEO shall, whenever a change in Staff is necessary, appoint a suitable interviewer.

#### **(c) Appointment**

The CEO shall have the authority to make the final appointment of all Staff and advise the President and Executive.

#### **(d) Contract And Job Specification**

Staff members will be provided with a copy of their contract of employment, which may be varied from time to time by the CEO.

#### **(e) Amendment Of Job Specification**

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

#### **(f) Duties**

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

- i. to keep a faithful record of all business transacted at meetings of the Board and the Association.

- ii. to keep a list of the names and addresses of all Officers.
- iii. to call meetings of the Board and the Association in accordance with the Constitution.
- iv. to attend any or all meetings of the Board and the Association and to cause Minutes of all proceedings at those meetings to be kept and properly entered in books provided for that purpose.
- v. to submit the Minutes of any such Meetings for confirmation at the next appropriate Meeting.
- vi. to coordinate and liaise with all Permanent Committees.
- vii. to perform statutory Public Officer duties.
- viii. to liaise with the Editor of the Association Magazine to pass on all necessary information relevant to the Sport of Bowls and the promotion thereof.
- ix. to obtain sponsorship, and to market and promote Bowls in New South Wales.
- x. to coordinate sponsorship and promotion of Bowls in New South Wales.
- xi. to advise the Board of all approaches and proposals for the development of the game of Bowls.
- xii. to attend at and report to the Board at Meetings of the Board on various matters associated with the game of Bowls.
- xiii. to convey all relevant matters to the Chairman of the Committee concerned, but the Board reserves the right to request attendance of the Chairman, whenever required.
- xiv. to observe the usual courtesy of making contact with Clubs through the normal course of going through the area concerned.
- xv. to issue Press Releases from time to time and otherwise provide information concerning Association Events to the media.
- xvi. to establish and maintain a register of affiliated Clubs and Zone / District Associations specifying the address of such affiliated Club or Association together with the date on which the affiliated Clubs or Association became affiliated. The register shall be kept at the principal place of administration of the Association.
- xvii. to keep custody and control; of all records, books and other documents relating to the Association and;
- xviii. to perform such duties and have other such responsibilities as may be specified by the Board or the Executive from time to time.

**(g) Termination Of Staff**

The CEO and / or Board may from time to time terminate Staff.

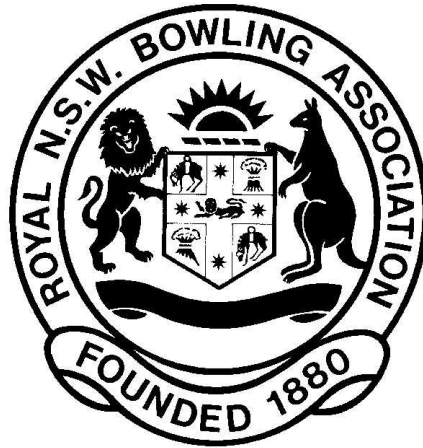
## **26 FINANCIAL RESPONSIBILITIES OF CLUBS**

All Clubs affiliated with the RNSWBA have an obligation to pay all monies due and payable to the Association.

Annual subscriptions (renewal of registration of all members of the affiliated club) are due and payable within one (1) month from the date of end of the club's financial year. Clubs that have not settled the annual subscription account within one (1) month from the date of end of the club's financial year are unfinancial with the Association and all members of that club shall be ineligible to enter or play in Association Events until the Annual subscription account is paid.

Clubs failing to settle any account other than annual subscriptions with the RNSWBA within three (3) months from the date of invoice shall have their affiliation suspended and the members of that club shall be ineligible to enter or play in Association Events during the period of suspension.

Clubs experiencing financial difficulty in settling accounts may enter a payment arrangement with the Association. Whilst the clubs remains within the terms of the arrangement, the clubs shall be deemed to financial and fully affiliated with the Association.



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