



REGULATIONS

OF

ILLAWARRA

ZONE 16

BOWLS ASSOCIATION

ILLAWARRA ZONE 16 BOWLS ASSOCIATION Inc
REGULATIONS

Effective 9th December 2022

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The Regulations of the Illawarra Zone 16 Bowls Association Incorporated

1. Definitions and Interpretation

In these Regulations unless the contrary intention appears:

“Annual General Meeting” means a general meeting of the Association held in accordance with the Constitution.

“Annual Membership Fee” means the annual fee for Members determined by the Executive Committee from time to time in accordance with the Constitution.

“Association” means Illawarra Zone 16 Bowls Association Incorporated.

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

“Bowls Organiser” means the person elected to the position of Bowls Organiser on the Executive Committee who shall perform such roles and duties as outlined in these Regulations.

“Club” means any club which is recognised by the Association and admitted as a Member or is otherwise affiliated with the Association. Zone 16.

“Constitution” means the Constitution of the Association.

“Committee Member” means a member of the Executive Committee and includes any person acting in that capacity as an Office-Bearer or Ordinary Committee Member from time to time in accordance with the Constitution but does not include the Sports Administrator, if any.

“Delegate” means the person(s) appointed from time to time to act for and on behalf of a Club (or District, if any) and to represent the Club (or District) at General Meetings.

“Executive Committee” means the body consisting of the Committee Members elected in accordance with the Constitution.

“Executive Committee Meeting” means a meeting of Committee Members held in accordance with the Constitution and at a frequency mentioned in these Regulations.

“Life Member” means an individual appointed as a Life Member of the Association in accordance with the Constitution.

“Management Committee” means the body consisting of persons identified by the Constitution and the Regulations as required attendees of the Management Meeting

“Management Meeting” means a management meeting convened in accordance with the Constitution.

“Publicity Officer” means the Publicity Officer of the Association elected in accordance with the Constitution.

“President” means the president of the Association elected in accordance with the Constitution.

“Registrar/Assistant Secretary” means the Registrar/Assistant Secretary of the Association elected in accordance with the Constitution.

“Bowls NSW” means the State Sporting Organisation being the Bowls NSW Limited.

“Secretary” means the person holding office under this Constitution as Secretary of the Association or, if no such person holds that office, shall mean the Public Officer.

“Sports Administrator” means a person who may be employed or otherwise appointed by the Executive Committee to the role of Sports Administrator of the Association.

“State Councilor” means the Committee Member elected to act for and on behalf of the Association and to represent the Association at state council and general meetings of the Bowls NSW.

“Treasurer” means the Treasurer of the Association elected in accordance with the Constitution.

“Vice President” means a vice president of the Association elected in accordance with the Constitution.

“Zone” means an area including Clubs and Districts if any, with boundaries as approved by the Bowls NSW Board from time to time and defined in the Bowls NSW regulations, for which the Association is responsible. A reference to “Zone” also includes the Executive Committee or other body appointed to administer the Zone.

2. Annual Membership Fees

Every affiliated Club shall pay to the Association an Annual Membership Fee.

The Fee enables all Clubs to be part of the Association and to compete in Association competitions.

The Fee shall increase with CPI each year.

The Fee shall be due on the first day of July each year and must be paid to the Association within thirty (30) days. Such payment shall make the Club financial until 30th July the following year.

3. Affiliated Clubs

| | | | |
|----------------------|--------------------------------|---------------|----------------|
| Albion Park | Bellambi | Berkeley | Bomaderry |
| Corrimal | Dapto Citizens | Fairy Meadow | Figtree Sports |
| Gerringong | Jamberoo | Kiama | Oak Flats |
| Scarborough/Wombarra | Thirrourl | Towradgi Park | Warilla |
| Windang | Wiseman's Park/Wollongong City | Woonona | |

4. Responsibilities of the Executive Committee

In addition to the powers of the Executive Committee described in the Constitution, the Executive Committee shall:

- (a) advise on matters relating to the control and management of Clubs within Zone 16
- (b) deal with all disciplinary matters via a committee consisting of the President, Vice Presidents and Secretary, one of which shall have Member Protection Information Officer (MPIO) training and will ensure all hearings adhere to BNSW Member Protection Policy.
- (c) arrange for such course of instructions as may be required.
- (d) deal with such matters as may be referred to it by the Management Committee.
- (e) initiate and direct such forms of activity as may come within the scope of the Executive Committee.
- (f) prepare such material as may be considered necessary to assist in the management of Clubs within Zone 16.
- (g) carry out such other similar functions as the Management Committee may from time to time decide.
- (h) prepare a report on the Executive Committee's activities for publication in the Annual Report.
- (i) provide monetary assistance to Zone 16 sides participating in the Bowls NSW pennant playoffs. The Executive Committee shall decide the amount to be given each year. Money from the Annual Membership Fees shall be used.
- (j) Shall call for nominations and appoint positions on Zone 16 Sub Committees (refer clause 15.1 Zone 16 Constitution).
- (k) appoint a Junior Bowls Co-coordinator each year.

5. Officers Bearers, Registrar/Assistant Secretary, the Publicity Officer, the Public Officer, the Sports Administrator, and their duties

All nominees for the above stated positions shall be computer literate.

5.1. The President

The President shall:

- (a) preside at the Executive Committee Meetings and the Management Meetings of the Association,
- (b) submit a report of all Association activities since the last Management Meeting.
- (c) ensure that a Zone Executive Committee representative attends all events that have been requested on the official "Application for Official Representation" form.
- (d) ensure that a representative of Zone 16 attends both Interzone events (senior and open) and the Junior 7-a-Side state event.
- (e) attend the opening and closing ceremonies if a State event is held in Zone 16.

The President may accompany the Zone 16 State Councilor to State Council meetings.

If a State meeting is planned at any other event, an Association representative may be sent with the permission of Executive Committee.

5.2. Vice Presidents

The Vice-Presidents shall:

- (a) assist the President at all functions and events that occur during the bowls season. This will include attendance at:
 - Unfurling of Pennant flags
 - Club Annual General Meetings
 - Club Presentation nights
 - Bowls events – Zone and others
 - State Pennant play-offs
 - Other bowls events during the season that require Association Executive Committee representation such as the South Pacific Carnival and Inter-Zone Championships.
- (b) submit a report of all activities at each Management Meeting.

5.3. The Treasurer

The Treasurer shall:

- (a) receive and pay all monies on account of the Association
- (b) keep a current account to be titled the Illawarra Zone 16 Bowls Association Inc at such financial institution as the Management Committee shall direct,
- (c) furnish a statement of receipts and disbursements as required to each Executive Committee and Management Meeting, and
- (d) provide an audited statement to accompany the Zone Annual Report.

5.4. The Secretary

The Secretary shall:

- (a) keep a true record of the business transacted at all meetings,
- (b) keep a record of all Officers and Life Members with their addresses.
- (c) call all meetings in accordance with the Constitution and Regulations,
- (d) attend all meetings of the Association and ensure that the minutes of all proceedings are properly entered in the records.
- (e) be responsible for all correspondence, both in and out,
- (f) keep a record of all real and personal property of the Association,
- (g) carry out duties as set by the Executive and Management Committees from time to time,
- (h) call for nominations of candidates for election as an Office Bearer prior to the Annual General Meeting,
- (i) be responsible for the maintenance/update of the Zone 16 web site,
- (j) A preliminary notice of the Annual General Meeting shall be issued by the Secretary, setting forth the usual business and the fact that nominations for the positions together with any notices of special business, must be in the hands of the secretary at least 28 days before such Annual meeting. Such preliminary notice shall be issued at least six (6) weeks prior to the Annual General Meeting

5.5. The Registrar/ Assistant Secretary

The Registrar/Assistant Secretary shall:

- (a) assist the Secretary when required.
- (b) keep a record of all affiliated players for Zone 16
- (c) maintain the pennant grading records.
- (d) scrutinise all pennant results for infringements and report any infringement of conditions governing eligibility of players to the Match Sub-Committee for any necessary action to be taken.
- (e) maintain the Zone result records and ensure the results are posted on the Zone website.
- (f) be responsible for the purchasing and distribution of Zone clothing and purchasing of Pennant Flags
- (g) submit a written report to the Secretary for each Executive Committee and Management Meeting

5.6. The State Councilor

The Zone 16 State Councilor shall:

- (a) attend and represent the Association at all meetings of the Bowls NSW and the Association.
- (b) submit reports on Bowls NSW activities to the Association
- (c) attend State Interzone games if a State Councilors' meeting is being held.
- (d) submit a written report to the Secretary for each Executive Committee and Management Meeting on the proceedings of all State Council meetings.

5.7. The Publicity Officer

The Publicity Officer shall:

- (a) ensure that Zone 16 bowling results are communicated to the media and ensure they are added to the Zone 16 web site.

- (b) ensure the results of games played in Pennants, Zone Games, Zone Championships will be obtained from the Chairperson of the Match Committee.
- (c) ensure adequate coverage of Zone 16 events is sent to Bowls NSW.
- (d) submit a written report to the Secretary for each Executive Committee and Management Meeting

5.8. The Bowls Organiser

The Bowls Organiser shall act as the Chairperson of the Match Sub-Committee & perform such roles and duties as outlined in Clause 7.2

5.9. The Public Officer

- (a) The Public Officer is the official point of contact for the Association and is one of the authorized signatories.
- (b) The Public Officer shall be appointed by the Executive Committee, and when a vacancy occurs, the vacancy must be filled, and the Department of Fair Trading notified within 28 days by the new Public Officer.
- (c) The public officer is responsible for the collection and custody of all Association official documents.
- (d) The full list of legal duties and responsibilities of the Public Officer is detailed on the NSW Fair Trading website.

5.10. The Sports Administrator

The Sports Administrator shall be a person who may be employed or otherwise appointed by the Executive Committee to the role of Sports Administrator of the Association. The Sports Administrator shall submit a written report to the Secretary for each Executive Committee and Management Meeting.

6. Zone Sub-Committees

All nominees for Sub-Committee positions will be affiliated with a Zone 16 club and Chairperson positions of the Sub-Committees shall be computer literate.

The following Sub-Committees shall report to the Executive Committee:

1. Greens
2. Match
3. Selection
4. Umpires
5. Junior Bowls
6. Coaching

7. Roles & Responsibilities of the Sub-Committees

7.1. Greens Sub-committee

The Greens Sub-committee shall:

- (a) inspect and trial the greens of all affiliated clubs at regular intervals and to report to the Management Committee through the Executive Committee upon their fitness for use in connection with pennant and other Association fixtures, including compliance with the Laws of the Sport of Bowls on the condition of the playing area, banks, ditches, and equipment.
- (b) submit a report to the Zone 16 Secretary on the condition of the greens inspected for presentation to the Match Committee. If requested by a Club, a copy of the Greens Committee's report for that Club shall be forwarded to Club on the condition of their greens
- (c) Prepare a report on the Greens Committee's activities for the Annual Report.

7.2. Match Sub-committee.

The Match Sub-committee shall:

- (a) arrange all necessary details for, including allocation of venues including trial games, and to be responsible for the conducting of Pennant and Association Competition and Matches
- (b) draw up both Rules and Regulations and a proposed program for the ensuing season and to present them not later than the May meeting of the Management Committee. A copy of the Rules and Regulations and proposed program will be forwarded to all Clubs prior to such meeting.
- (c) settle all disputes in connection with pennant and other Association fixtures subject to appeal to the Executive Committee. ****Note:** disciplinary matters are dealt with under the Constitution and these Regulations by the Executive Committee.
- (d) deal with and report upon matters relevant to such duties that may be referred to it by the Executive or Management Committee
- (e) rule on the acceptability of entries for Association Events or Pennants
- (f) determine, in consultation with other members of the Match Sub-committee, the duties to be carried out including official representation at Association Events
- (g) approve, create and distribute forms, letters and similar documents for the conduct of Association Events. This includes entry sheets and result sheets.
- (h) provide a brief written report for review at each Executive Committee meeting.
- (i) prepare a report on the Match Sub-committee's activities for the Annual Report.

The Bowls Organiser shall chair the Match Sub-committee and:

- (a) collate and distribute all pennant and Association event results, including the pennant point score,
- (b) ensure all results are passed on to the Publicity Officer and the Registrar, and
- (c) maintain the Zone website with all information and results pertaining to Zone, pennants and Association events.

7.3. Selection Sub-committee

The Selection Sub-committee shall:

- (a) select sides to play in all events requiring Zone representation in accordance with the Representative Selection Policy.
- (b) ensure each representative side includes one (1) reserve player.
- (c) attend events where Zone representative sides are playing. A maximum of three (3) non-playing Selection Sub-committee members including the Team Manager shall attend representative events outside the Zone 16 area Note: only chairperson may take wife/partner.

As well as the general duties and responsibilities identified above, the Chairperson of the Selection Sub-committee shall:

- (a) provide the Secretary with a written list of the selected sides including the selected players' full names. The Secretary shall notify all Zone Clubs and post the teams and all relevant information about the matches on the Zone website.
- (b) in conjunction with the Secretary, organize accommodation, meals, and travel requirements. (Skips to arrange for their team.) This includes names of drivers and players travelling in each car. (A minimum of 2 bowlers per car)
- (c) organize room allocations on a shared basis.
- (d) prepare a report on the performance of the representative teams at each of the events for the Annual Report
- (e) ensure all results for representative games are passed onto the Publicity Officer.
- (f) ensure that a Team Manager is assigned to a representative side to perform the duties and responsibilities as nominated below.

The Chairperson of the Selection Sub-committee may assume the role of Team Manager. Note: Team Managers for Junior representative sides are covered by the Junior Bowls Sub-committee.

The Team Manager shall:

- (a) organize room allocations in conjunction with the representative players for away events,
- (b) ensure all rooms are left in a tidy condition before leaving and ensure that all accounts are settled before leaving.

At the host Club, the Team Manager shall:

- (a) arrange practice times if applicable
- (b) attend Team Managers' briefing or meeting
- (c) organize meal arrangements and liaise with Zone 16 Executive Committee representative for payment of same.
- (d) prepare and distribute score cards prior to each game.
- (e) prepare result sheets and advise Chairperson of Match Sub-committee overall result of each game.
- (f) Ensure that Zone 16 name is attached to each rink scoreboard as well as larger one place on master scoreboard.
- (g) ensure that master scoreboard is manned by a Zone 16 Officer/Player/Reserve

- (h) ensure that all selected Zone 16 bowlers, including the reserve, have read and fully understand their individual and team roles and responsibilities relating to the Zone 16 “Code of Conduct”. Each selected bowler will then be required to acknowledge such by signing the Code of Conduct Form (please note that it is an annual requirement that the Code of Conduct is signed by a selected player). This form shall be retained by the Team Manager.
- (i) prior to the commencement of the game the Team Manager and Selector/s in conjunction with the Zone 16 Executive Committee representative in attendance shall ensure, to the best of their ability, that each bowler is “fit to play”. Should a bowler, in the opinion of these officers not be “fit” then the bowler will immediately be replaced by the “reserve” who has accompanied the team. The reserve may assist the Team Manager by assisting the master scoreboard, or other duties that could assist the Team Manager during the event.
- (j) at the completion of the event, and in conjunction with the Selection Sub-committee member(s) in attendance, prepare a written report to cover the event. This report should be forwarded to the Secretary prior to the next Executive Committee meeting for discussion.
- (k) approach the Controlling Body with respect to conceding matches.

7.4. Umpires Sub-committee

The Umpires Sub-committee shall:

- (a) maintain a register of holders of national umpires’ certificates
- (b) promote and encourage, as far as practicable, classes for aspiring national umpires
- (c) arrange examinations and re-examinations
- (d) conduct classes and to arrange examination on the Laws of the Game
- (e) carry out such other similar functions as the Management Committee may from time to time decide

As well as the general duties and responsibilities identified above, the Chairperson of the Umpires Sub-committee shall:

- (a) liaise with zone match committee chairperson in respect to the appointment and number of national umpires for all semifinals and finals of association and zone 16 events. Appointed umpires to be advised to Treasurer no later than (1) week prior to the event. All allowances to be paid by zone official in charge of the event on the day.
- (b) prepare a report on the Umpires Sub-committee’s activities for the Annual Report

7.5. Junior Bowls Sub-committee

The Junior Bowls Sub-committee shall:

- (a) promote and advance, in accordance with the policy of the Executive Committee, the development of junior bowls within the Association’s area
- (b) liaise with the Match Sub-committee for the purpose of a program for the ensuing season
- (c) run all Zone 16 junior bowls competitions as required. The Match Sub-committee shall provide assistance as required.
- (d) ensure that a successful “Working with Children” check is carried out as a prerequisite for all personnel involved in junior bowls related activities.
- (e) liaise with representatives of the Education Department, district schools and other bodies for the purpose of promoting junior bowls within the Association’s area

As well as the general duties and responsibilities identified above, the Chairperson of the Junior Bowls Sub-committee shall:

- (a) ensure all members, co-opted workers and coaching staff abide by Zone 16's official "drug free" policy when being involved, in any capacity, with juniors
- (b) prepare a report on the Junior Bowlers Sub-committee's activities for the Annual Report
- (c) be titled "Junior Bowls Co-ordinator" and be appointed by the Executive Committee and ratified by the Management Committee. The Junior Bowls Co-ordinator will also act as Chairperson of the Junior Committee.
- (d) Junior members and their parent/ guardian shall read and sign the code of conduct for juniors.
- (e) ensure junior representative players are accompanied by their parents or a responsible adult and are accountable for 50% of accommodation costs and the responsible adult shall be responsible for their own and the junior meals.
- (f) Zone 16 to invoice parents) for 50% of accommodation costs arranged for the event .
- (g) Junior committee to hold meeting to advise players & parents of all costs involved for representative game.

7.6. Coaching Sub-committee

The Coaching Sub-committee shall:

- (a) establish and maintain records regarding Coaching Accreditation and Re-accreditation.
- (b) liaise directly with the Executive Committee in respect to Coaching matters
- (c) develop Coaching Programs for all levels
- (d) in association with Bowls NSW, be responsible for the promotion and maintenance of all matters connected with coaching within Zone 16
- (e) prepare a report on the Coaching Sub-committee's activities for the Annual Report.

8. Duties and Responsibilities of the Sub-committees' Chairperson

The Chairperson of the respective sub-committees shall preside at all meetings and ensure that minutes are taken of all items discussed at such meeting.

A written report shall be prepared by the Chairperson of each sub-committee and submitted to the Secretary for each Executive Committee and Management Meeting.

The Chairperson of each sub-committee, or their delegate, is required to attend the Management Committee meetings if unable to attend a management Meeting will ensure that a member of such Sub-Committee attend in their place.

The Chairperson of each sub-committee shall ensure all relevant information to be included on the Zone 16 web site is passed on to the Secretary.

9. Schedule of Meetings

9.1. Executive Committee Meeting

The Executive Committee Meeting shall be attended by the Office Bearers of the Association in accordance with the Constitution.

Executive Committee Zoom Meetings (excluding face to face) shall be scheduled for the first Wednesday of the month to start at 10:00am to be confirmed on a yearly basis.

Face to Face executive meetings shall be scheduled to commence at 4.00pm or a time to be decided prior to management meetings at the Board Room of Warilla Bowls and Recreation Club to be confirmed on a yearly basis.

9.2. Management Meetings

The Management Meetings shall be attended by:

- a) The Executive Committee
- b) Two (2) representatives of each Club, these Club representatives shall be the Delegates
- c) Life Members
- d) Chairpersons of the Sub-committees

The objects of the Management Meeting are defined in the Constitution and reproduced below:

- i) to operate as a strategic advisory forum to assist the Executive Committee with planning and operational matters and to make recommendations to the Executive Committee; and
- ii) subject to the Regulations, operate as a forum for attendees to report, disseminate, discuss, and share information relating to the Association and its Objects.

In accordance with the Constitution, the voting rights at General Meetings is given to:

- a) Each Club is entitled to two (2) votes which shall be cast in person by a Delegate; and
- b) Each elected and appointed Executive Committee Member and Life Member is entitled to one (1) vote

The Management Meetings are scheduled at three (3) monthly intervals on Monday to start at 5:30pm in a Conference Room at Warilla Bowls and Recreation Club. Should a quorum not be present within thirty (30) minutes of the appointed time, the meeting shall lapse, or may be adjourned to such time, place and date as may be determined by those present, club delegates to confirm room allocation at reception on arrival.

Notice in writing of every Management Meeting and the nature of the business to be transacted shall be delivered to each officer, Life Member, and affiliated club at least seven (7) days before the date of a Management Meeting.

9.3. General Meetings

A General Meeting of the Association shall be attended by:

- a) The Executive Committee
- b) Two (2) representatives of each Club, these Club representatives shall be the Delegates
- c) Sports Administrator (if any)
- d) Auditor

The notice of General Meeting and proceedings protocols at General Meetings are detailed in the Constitution.

In accordance with the Constitution, the voting rights at General Meetings are given to:

- i) Each Club is entitled to two (2) votes which shall be cast in person by a Delegate; and
- ii) Each elected and appointed Executive Committee Member is entitled to one (1) vote

Notices of any business before a General Meeting shall be given, in writing, to the Secretary fourteen (14) days before the date of the General Meeting.

A Special General Meeting may be convened by the Executive Committee at the request of Members in accordance with the Constitution.

9.4. Annual General Meeting

In accordance with the Constitution, a General Meeting of the Association called the Annual General Meeting shall be held at least once every calendar year at such time and place as may be determined by the Executive Committee but within six (6) months of the close of the financial year. The number of votes obtained by a candidate will not be declared publicly but will be available on request to the Secretary. Ballot papers will not be destroyed until the mandatory time frame i.e. 3 months.

10. Disciplining of Member Clubs or Bowling Members

10.1. General

In accordance with the Constitution, the following procedures, penalties, and mechanisms are set out where it is necessary for the Executive Committee to commence or cause to be commenced, disciplinary proceedings against a Member Club or a Bowling Member of that Club.

BNSW Member Protection Policy is to be adhered to for all disciplinary hearings.

The Executive Committee may, in accordance with the Constitution, appoint a Hearings Committee to deal with the disciplinary matter. The Hearings Committee determination shall be presented to the Executive Committee for ratification.

If, in the opinion of the Executive Committee, a Member Club or Bowling Member of that Club allegedly satisfies the conditions expressed in the Constitution, the Executive Committee shall advise the Member Club and/or the Bowling Member of that Club in writing:

- (a) of the allegations against them,
- (b) at least seven (7) days prior to an Executive Committee meeting or a Hearing Committee meeting,
- (c) that at that meeting they shall be given the opportunity to orally or in writing provide any explanation or defence that they think relevant to the case.

The decision of the Executive Committee shall be final.

10.2. Appeals Process

- (a) A Member Club may appeal to the Association against a disciplinary resolution of the Executive Committee within 7 days after a Notice of the Resolution is served on the Member Club by lodging with the Secretary a Notice of Appeal, in writing.
- (b) A Bowling Member of a Club may appeal to the Association against a resolution of the Executive Committee within 7 days after a Notice of the Resolution is served on the Bowling Member of a Club by lodging with the Secretary a Notice of Appeal, in writing.
- (c) Upon receipt of a Notice of Appeal from a Member Club or a Bowling Member of a Club, the Secretary shall notify the Executive Committee which shall convene a Special General Meeting to be held within 21 days after the date on which the Secretary received the Notice of Appeal.
- (d) At a Special General Meeting convened to deal with the matter:
 - i. no business other than the question of the appeal shall be transacted,
 - ii. the Executive Committee and the Member Club or Bowling Member of a Club shall be given the opportunity to state their respective cases orally, in writing or both,
 - iii. the Members present shall vote on the question of whether the resolution should be confirmed, revoked, or varied, and
 - iv. Voting shall be conducted on a show of hands unless the meeting resolves, by ordinary majority, that a secret ballot is appropriate.

11. Resolution of Internal Disputes

Disputes between Members in their capacity as Members of the Association shall be referred to the Executive Committee for resolution.

Disputes between Member Clubs or Bowling Members of Clubs and the Association shall be referred to the Bowls NSW for determination.

12. Drugs in sport

The Association shall comply with the Drugs in Sport Policy as promulgated by the NSW Department of Sport and Recreation

The Association shall comply with policies relating to Drugs in Sport as promulgated by Bowls Australia

The Association shall require competitors to comply with the requirements of Bowls Australia and/or NSWDSR drugs in sport policy.

13. Child Protection

The Zone 16 supports and encourages the principles of child protection and recognizes that protection of children from abuse and neglect is a moral and ethical imperative. The Zone 16 shall always comply with and encourage affiliated Clubs to comply with, the child protection (working with children) Act 2012 and the Child Protection (Prohibited Employment) Act 1998 (See Bowls NSW list of positions required to have the working with children check)

14. Transfer Procedure from Club to Club.

Refer to Bowls NSW Conditions of Play.

15. Assistance Schemes and Subsidies

15.1. Pennant Assistance Scheme

Assistance will be given to Zone Pennant winners to compete in State Pennant playoffs.

The Executive Committee shall set the amounts for each pennant grade, every year.

15.2. Subsidies, Payments and Allowances

- (a) \$150 per player will be paid for Zone Champions at State playoffs
- (b) Zone umpires to receive \$30 per half day when umpiring Zone events ratified by the Executive Committee.
- (c) The Zone shall pay petrol money for Zone representative games when they are played out of Zone 16. There must be more than one player per car and the Executive Committee shall decide the amount to be paid.
- (d) Zone shall pay for accommodation, breakfast and lunch for representative teams when playing out of Zone 16. Clubs to be invoiced \$150 per player when accommodation must be provided. Lunch to be provided when playing in Zone 16.
- (e) Chairperson of selectors and zone representative may take their wife or partner to representative game, zone shall be responsible for costs involved.
- (f) Junior representative players shall be accompanied by their parents or a responsible adult and are accountable for 50% of accommodation costs and the responsible adult shall be responsible for meals excluding junior lunch meals (if provided by the venue).
- (g) Representative players requiring accommodation external to arrangements made by Zone 16, shall request permission from Zone 16 their committee chairperson & executive and be responsible for the arrangement and all costs associated with the additional arrangement including meals.
- (h) Zone representative players will be able to purchase Zone uniforms at a subsidized rate of \$80 For a playing shirt-traveling shirt, jacket, and headwear.

Additional clothing as follows – Shirt = \$30 – Jacket = \$50 – Headwear = \$15.

NOTE*** Juniors to be given uniforms free of charge. Shorts/skirts are to be blue and provided by the player.

Zone to supply a travelling shirt to Open and Senior team players.

Players or Clubs to purchase blue trousers or shorts.

16. Entry Fees

\$15 per person entry fee to enter Zone Championships

\$100 per side to enter Zone pennant competition.

\$20 per person per event to enter South Pacific Carnival

Zone 16 Clubs will be invoiced for entry fees all other clubs and players shall pay entry fees with their nominations to play.

17. Zone Officials Expenses

Any member of the Executive Committee may incur expenses up to the value of \$250 in the normal pursuit of their portfolio. Such expenses are to be verified and authorized at the next Executive Committee meeting.

The Executive Committee may incur an expense up to the value of \$10,000 to allow normal functioning of the various facets of business pertaining to the Association. Such expenses shall be authorized prior to the expense being incurred and be supported by the relevant documentation.

All Zone Officials as detailed in the Regulations are entitled to claim expenses incurred while carrying out their respective duties required by their portfolios. All expenses including accommodation, travel and general expenses are claimable. Zone Officials who receive monthly out of pocket expenses as set out in the Constitution, can only claim for extraordinary expenses or expenses incurred outside of the Zone. All such claims must be made using the appropriate forms with receipts attached.

A maximum of \$80 per day is allowed for meals.

All expenses will be shown on the Treasurer's monthly expenditure report and must be approved by the Executive Committee.

Zone 16 selectors and officials travelling to events and business sessions shall submit expenses for all meals not pre-arranged and any other expense incurred (excluding refreshments).

18. Gambling on Lawn Bowls

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

19. Sport Rage

Zone 16 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 behavior by players, coaches, officials, and spectators. While friendly rivalry on the field is a healthy part of sport, when the line between competition and aggression is crossed, there are no winners.

Extra Zone Events

In addition to the State events.

The Reg Evans Memorial Shield in conjunction with Fairy Meadow's Kerry Neave night fours competition and the Phil Bushby shield game will be played annually. Format as decided by Management Committee

20. Tournaments

The Zone will run a Senior and Junior South Pacific Carnival. Sponsorship of \$3,500 to \$4,000 minimum is required from the host Club to run the senior event. Nominations shall be called for each year and be voted on by the Management Committee at the May meeting.

Warilla Bowls and Recreation Club may have first option on running the Junior South Pacific Carnival.

21. Pennants

The Zone shall supply pennant flags for all winning sides, and plaques for the runner-up's sides.

22. Pennant Regulations

- (a) The start time for all Zone 16 pennant games is 1:00pm (including rescheduled games)
- (b) All unfinished games and games not started will be rescheduled for play at a later date and every attempt will be made to play those games. Extra dates to be included in the Zone program for those catch-up games.
- (c) The No1 Pennant Grade is run by the State Match Committee. The Zone Match Sub-committee shall arrange lower grades as evenly as possible and as approved by the SMC.
- (d) A four-team playoff system will be used in all grades as much as possible.
- (e) For Pennant Side Manager's Protocol - refer to Appendix 4

23. Sponsorship

Sponsorship is to be sought for all Zone events.

Executive to negotiate with clubs for sponsorship amount.

24. Official Representation

Any Club requiring Zone officials to attend events or meetings at their Club must use the official representation form which is available on the Zone 16 website.

Appendix 1 - Code of Conduct

This Code of Conduct shall apply to all players and officials when representing Zone 16 in bowling events.

1. Objectives:

- (a) To state plainly the way in which all players & officials who represent Zone 16 in bowls events are expected to conduct themselves, and the consequences of any Breach of the expected Standards of behavior.
- (b) To ensure that all players & officials are fully aware of the Standards expected and the consequences of breaching those Standards.

2. General:

This Code of Conduct is to be followed on all occasions and in all places where the player & officials can be seen to be a member of Clubs under the jurisdiction of the Association and includes the venue of play which means the green, surrounds and clubhouse of the place where the player is about to, or is competing, or has competed.

3. Player's Obligations:

3.1. The Competition

To always maintain a high standard of sportsmanship and fair play. This will of necessity include:

- (a) Always playing to the best of their ability and where appropriate to perform as part of a team
- (b) Abiding by the Laws of the Game, its Regulations and Conditions of Play as specified by the Controlling Body
- (c) Respecting and accepting without question any ruling given by the Umpire (Subject to the right of appeal given by the Laws)
- (d) Not to take any general illicit substances and to comply with any Regulations adopted by Illawarra Zone 16 Bowls Association Inc in regard thereto
- (e) Present themselves for competition in an acceptable physical and mental condition and standard of appearance
- (f) Maintain towards opponents an attitude of respect and politeness
- (g) Not to consume alcohol or food on the greens during play. Understand the consumption of alcohol is a matter of personnel choice, but ensure that such does not adversely affect team performance
- (h) Abiding by the dress codes as in Conditions of Play
- (i) Be aware of the itinerary, the event and arrive on time for all games, practice session and other commitments
- (j) Be responsible for all expenses other than those covered by Zone 16.

3.2. Travel

Comply with travel arrangements made any request for variation requires Zone 16 approval from Chairperson of the Selection Sub-committee who will advise the Secretary accordingly.

3.3 Accommodation

- (a) Comply with the accommodation and travel arrangements made. Note: a request for variation requires Executive Committee approval.
- (b) Accommodation in addition to official requirements including all costs is the responsibility of the requesting party to arrange.

3.3. Attire

- (a) The Bowls NSW Dress Regulations apply
- (b) Zone Representative Bowlers will wear the approved Zone 16 Uniform
- (c) To be strictly enforced by Zone 16 Officials

NB: Only Zone 16 headwear is to be worn during play.

This Code of Conduct has been adopted by the Association and requires every Zone 16 selected player & official who wishes to play or attend in any bowls event to accept these conditions as a means of entry to that event.

Any breach of this Code of Conduct may result in Disciplinary Action and could result in the offending player or official being withdrawn from the event and if deemed necessary may result in further action taken by the Association.

Please refer to Appendix 5 of these Regulations for the Code of Conduct Form

Appendix 2 – Representative Selection Policy

1. Objective

The Objective of this Representative Selection Policy is to ensure the best possible sides, teams and players are selected to achieve maximum success when representing Illawarra Zone 16 Bowling Association.

2. Philosophy

- The Policy applies to all Bowling Members (inclusive of juniors and seniors), selectors (including junior selectors), coaches, team managers and Zone 16 officials.
- All Bowling Members registered with Zone 16 with strong claims for selection will be considered by the Zone 16 Selection Committee & Junior Selection Committee for selection in accordance with this policy.
- Upon selection to a squad, side, or team in order to be eligible for competition all participants must sign the Zone 16 Players' Code of Conduct.
- This Policy remains in force until any alterations are approved by the Zone 16 Executive and Management Committee.

3. Interpretation

- Unless the context otherwise requires, the terms used in this Policy shall have the same meaning as in the Zone 16 Constitution and/or Regulations.
- No selection criteria shall be weighted more or less significantly by reason only of the order in which that criterion appears in this Policy.
- Unless otherwise stated, this Policy shall apply equally to all Zone 16 Sides/Teams selected by both the Junior Selection Committee as well as the open Zone Selections Committee. Both Committees together shall be referred to as 'Zone 16 Selection Committees' or the 'Zone 16 Selectors'.

4. Selection

4.1. Player Eligibility

In order to be eligible for selection in any Zone 16 side/team which is selected by the Zone 16 Selection Committee, a player must:

- Be a registered Bowling Member of Club affiliated with Zone 16.
- Be a registered Bowling Member of Bowls NSW.
- In the case of selecting Under 18 and Under 25 representative sides/teams
- Player and their respective club shall have no outstanding financial liabilities with Zone 16.
- Participate in their respective club's championships
- Play (or have played) in the Zone 16 Pennant competition during the current season.
- Play (or have played) in the Zone 16 Championship events during the current season.

- Be available to attend all Zone 16 selection trials and fixtures as scheduled unless a leave of absence is granted by the Zone 16 Selection Committee upon application.
- At all times comply with the Zone 16 Players Code of Conduct.
- Comply with any eligibility criteria requirements of the event to be played (i.e., Age – Under 18, Under 25 or Over 60's).

4.2. Player Selection Criteria

Selections made by the Zone 16 Selection Committees may be based on the following:

- Performance in relevant Zone events;
- Performance in relevant Zone Representative Fixtures;
- Demonstrated and/or potential ability and attitude to work with Zone 16 Selectors, team officials and other competitors;
- Current and previous state, national and international performances in events and over such periods as determined by the Selectors;
- Demonstrated positive attitude and commitment to Zone 16 and, but not only, regarding Zone representation;
- Demonstrated and/or potential ability to adapt to the format of play and environmental conditions for selected event;
- The player's current level of skill and physical fitness;
- Any current or potential injury or condition which will impair, inhibit, or prevent the potential of the player to successfully achieve or further the objectives of this Policy and of Zone 16 under its Constitution;
- Behavior standards on and off the bowling green and a total commitment to maintain expected standards whilst representing Zone 16;
- Eligibility to represent the Zone in fixtures played under the Bowls NSW Conditions of Play.
- Availability and commitment to participate in Zone Representative fixtures or other events such as trials or camps.
- Commitment to any Zone training requirements (drills, monthly report etc.) and agreed values which may be adopted from time to time.

The following may also be taken into account by the Selection Committee;

- In considering the Criteria under this Policy, the Zone 16 Selections Committee may, in its discretion, give weight to extenuating factors which may arise.
- The competitive ability of players will be of importance for selections. Any player who fails consistently to perform in major competitions at a level appropriate to their ability may at the discretion of the Zone 16 Selection Committee, not be selected, even if the players have complied with all other criteria.

4.3. **Player Selection Procedure**

- The Zone 16 Selection Committee shall have total discretion in selecting and may have in regard to any one or more of the Selection Criteria in any selection process.
- If consensus cannot be reached during the selection process, a simple majority vote of all Selection Committee Members present a minimum of three committee members is required to resolve a decision.
- The decision of Zone 16 Selection Committee on any side/team selection shall be final at the conclusion of the Committee Meeting.
- No reason need be given for any selection or other decision of the Zone 16 Selection Committee. This shall not prevent, limit, or restrict the Zone 16 Selection Committee from changing the selection of any squad, side, team, individual or official at any time in their sole discretion, having regard to all the circumstances.

5. **Player removal from Selected Side/Team**

Any Player who;

- Breaches or fails to observe this Policy, the Zone 16 Constitution or Regulations;
- By means of illness or injury is unable to perform to the required standard in the opinion of the Selectors (after having received advice from a medical practitioner);
- Brings Zone 16, a Zone 16 Side/Team, or the sport of bowls into disrepute or acts in a manner unbecoming of a member or prejudicial to the interest of Zone 16 and the sport of bowls.
- Breaches or fails to fulfill a requirement of ASADA or the Bowls Australia Anti-Doping Policy;
- Breaches or fails to comply, fulfill, and observe the requirements of the Zone 16 Players Code of Conduct;

shall be deemed ineligible for selection to, or continued inclusion in any Zone 16 side/team selected by the Zone 16 Selection Committee as the case may be.

- Any selected player may be removed from a selected side/team by the Zone 16 Selection Committee in consultation with the Zone 16 Executive as the circumstances may require including where the participant has failed to sustain their performance and attitude to a satisfactory level, provided that the required performance levels had first been discussed with the participant and the participant has been given the opportunity to attain those performance levels.
- A Zone 16 Selection Member or Team Manager may be removed from office by resolution of the Zone 16 Executive Committee.

6. **Notification**

6.1. **Notification of this Policy**

- This Selection Policy shall be available to all Zone 16 Bowling Members and Clubs and available for download on the Zone 16 website.
- Zone 16 shall have no general responsibility to give notice of this Policy to individual persons, other than in accordance with this Policy.

6.2. Notification of Player Selection

- Any Sides/Teams selected by the Zone 16 Selection Committee shall be announced on the Zone 16 website immediately following ratification. Selectors shall provide given name, Surname, and Club.
- Selected Representative Players shall be notified of their selection by email to their club by the Zone Secretary as soon as practicable after their individual selection or finalization of the relevant squad or team or individual or official position(s).
- Incumbent Players who are not re-selected in a Zone 16 side or who have otherwise been removed from the previous side/team that represented Zone 16 shall be personally notified of this decision by the Zone 16 Chairperson of Selectors.

7. Selection & Junior Committee

7.1. Selection Committee

- The Zone 16 Executive Committee shall appoint annually, the Zone Sub-committees and Junior Committee. The Selectors shall meet any requirements which may be set out in the Regulations from time to time.
- Where any of the Selectors becomes or is unable to meet their responsibilities under this Policy, the Zone 16 Executive Committee will appoint a replacement Selector.
- All persons wishing to nominate for the Zone Selection Committee must:
 - Meet the eligibility criteria as may be prescribed from time to time by the Executive Committee and set out in this Policy or Regulations.
 - Be willing to comply with Zone 16 policies and directives.
 - Submit a nomination form to the Zone 16 Secretary at the appropriate time.
- If selected, the position is effective for one year or as otherwise determined by the Executive Committee.

7.2. Eligibility Criteria

- To be eligible to nominate and be elected to the Zone 16 Junior Selection Committee, a candidate shall have a current Working with Children Check as determined by NSW legislation.
- Preferred qualities and skills desirable for the position on the Zone 16 Selection Committees includes:
 - The ability to make impartial judgments.
 - Prior playing, coaching and/or selection experience at Zone, State or higher level.
 - Knowledge of the sport.
 - Communication skills
 - Leadership skills.
 - An open-minded attitude.
 - Honesty and integrity.
 - Contemporary awareness of elite sport.
 - To be able to work as a team member.

7.3. Compliance

All Zone 16 Selectors must comply with the following:

- Comply with all Zone 16 policies and directives of the Executive Committee.
- Select sides/teams to represent Zone 16 at Inter-zone and other fixtures as required.
- Attend and evaluate player performance at tournaments and events as specified by the Committee and retain records for future use.
- Attend and evaluate player performance at Inter-zone Matches, Zone Championships, Pennant, and other Zone Event Fixtures.
- Always set examples on decorum, dress standards and shall wear attire as prescribed by Zone 16 code of conduct.
- Always represent Zone 16 in a professional manner.
- Be accountable to the Zone 16 Executive Committee through the Zone President.
- Maintain the integrity of the Committee and respect confidentiality.
- The Zone 16 Chairperson of Selectors shall be the spokesperson for the Committee.

8. Appeal Procedure

8.1. Ground of Appeal

An aggrieved Member may appeal against a decision of the Zone 16 Selection Committee on the grounds that decision of Zone 16 Selection Committee was not made in accordance with this Policy.

8.2. Procedure for Appeals

- Any appeal against a decision of a Zone Selection Committee must be made within five (5) working days of any notification set out in Clause 6.2.
- The appeal must be lodged in writing with the Zone 16 Secretary setting out:
 - the decision of the Zone 16 Selection Committee in question;
 - the grounds on which the appeal is made, and
 - the reason or circumstances supporting the alleged ground of appeal.
- Nothing in this Policy prevents the withdrawal of an appeal by the aggrieved at any time in writing.
- On receipt of a written appeal in accordance with this Policy, the Zone 16 Secretary must forthwith forward the appeal documents to the Executive Committee, who shall establish a Selection Review Panel within five (5) working days, who shall organize a meeting with the player making the appeal (within 5 days) if the player is not satisfied with the result of the meeting with the executive, the player can appeal to the Management Committee. For State Events if the player is still not satisfied, can then appeal to the Bowls NSW.

Appendix 3 - Protocol for Association Bowling Events & Zone 16 Trials

1. Zone 16 Trials

Trials for selection in Zone 16 Teams conducted at club within our Zone

- ❖ Such events will be controlled by a member of the Zone 16 Executive Committee.
- ❖ This person will be responsible for the use of the microphone during proceedings for such events.
- ❖ The person will request the Host Club President or Representative of the Host Club to welcome all involved.
- ❖ Should the Host Club have no one available to welcome all involved the Zone 16 Executive Committee Member will do so.
- ❖ The microphone will then be handed to the Chairperson of Selectors or their Representative for this event who will call the cards and all other matters relating to the game.
- ❖ At the end of the event the Executive Committee Member will request the Selector to advise the results of the games played.
- ❖ The Zone 16 Executive Officer will then thank all involved and if Trophies are to be presented will do so. e.g. Phil Bushby Shield.

2. Championships

- ❖ The Zone 16 Executive Committee Member will liaise with the Host Club President or Bowls Organiser and request that one or the other introduce the Zone 16 member to those present.
- ❖ The Executive Committee Member will welcome all involved then hand the microphone to the Bowls Organiser who will call the cards and advise of all other matters relating to the game.
- ❖ At the conclusion of the event the Bowls Organiser will advise the results and ask the Zone 16 Executive Member to present Prize money & Trophies.
- ❖ The Zone 16 Executive Committee Member will thank all involved.

Appendix 4 - Pennant Side Managers' Protocol

Refer to Bowls NSW Conditions of Play.

Appendix 5 - Code of Conduct Forms

**THIS DECLARATION IS TO BE COMPLETED BY ALL ILLAWARRA ZONE 16
REPRESENTATIVE PLAYERS AND OFFICIALS**

I, _____ (PRINT NAME)

**I DO HEARBY DECLARE THAT I HAVE READ AND UNDERSAND THE CODE OF CONDUCT
APPLICABLE TO ALL REPRESENTATIVE PLAYERS AND OFFICIALS.**

SIGNATURE: _____

DATE: _____

EVENT: _____

VENUE: _____

THIS PAGE ONCE COMPLETED IS TO BE HANDED TO THE RELEVANT ZONE 16 OFFICIAL.
THE COPY OF CODE OF CONDUCT REGULATION IS TO BE RETAINED BY PLAYER /
OFFICIAL.

THE CODE OF CONDUCT HAS BEEN ADOPTED BY ILLAWARRA ZONE 16 BOWLS ASSOCIATION
INC WHICH REQUIRES EVERY ZONE SELECTED PLAYER & OFFICIAL WHO WISHES TO PLAY
OR ATTEND IN ANY BOWLS EVENT TO ACCEPT THESE CONDITIONS.

ANY BREACH OF THE CODE OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION AND COULD
RESULT IN THE OFFENDING PLAYER / OFFICIAL BEING WITHDRAWN FROM THE EVENT AND
IF DEEMED NECESSARY MAY RESULT IN FURTHER ACTION TAKEN BY ZONE 16 EXECUTIVE
COMMITTEE.

ILLAWARRA ZONE 16 BOWLS ASSOCIATION INC.
JUNIOR SQUAD
CODE of CONDUCT

Players U/18 years of age participating in events conducted by the Junior Development Program of the Illawarra Zone 16 Bowls Association Inc, or in which the participant is a member of a team/side selected by or is nominated by the Zone, are expected to behave in an appropriate manner whilst playing in or in attendance at a club or venue.

Disciplinary action may be taken against any player who behaves in an inappropriate manner. This may include immediate removal from the club or event and/or further disciplinary action as provided for in the Zone 16 Constitution.

Players are expected to:

- Dress appropriately, both on and off the green.
- Show respect to all players, parents, and officials.
- Be punctual – be where you need to be on time.
- Play as a team – be supportive and encouraging to your teammates.
- Co-operate with your Coaches, Manager, and teammates.
- Play by the rules and conditions of the competition.
- Be a 'good sport'.
- Comply with the requests of the Coach and Manager.
- Comply with the entry requirements and rules of the Club at which the event is held.
- Be friendly to all participants.
- Present a good image of themselves and their Club and Zone.
- Behave appropriately when representing the Zone and Club at all venues outside the Club.
- Stay with the team under the supervision of the Manager when not playing.
- Meet all costs not normally incurred by the Zone.
- The parent/ guardian of the player to allow photos to be taken by an approved Zone 16 photographer whilst engaged in activities associated with the Zone 16 junior development activities.

Players must not:

- Enter a license premises unless under the supervision of parent(s)/guardian or officials.
- Take any drugs that have not been prescribed for them.
- Take and use any mobile device onto a green without permission by the Zone coach or manager.
- Argue with an umpire's decision.
- Not engage in the use of any illegal or banned substances during the event.
- Engage in any harassment, discrimination, vilification, or other conduct liable to bring the ZONE and or the sport of lawn bowls into disrepute.
- Engage in any violent or threatening behavior.
- Use foul or abusive language.

.....
Signature of Participant

.....
Date

.....
Name of Participant

.....
Signature of Parent / Guardian

.....
Date

.....
Name of Parent / Guardian