

# East Gippsland Bowls Division Inc.



**2018 – 2019**

**Operating Policies**

**&**

**Procedures**

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## **1. Object of the Operating Policies & Procedures: -**

To provide guidelines for the day-to-day administration of the Division within the boundaries defined in the Constitution of the East Gippsland Bowls Division Inc.

## **2. Responsibilities: -**

2.1 (a) through their Delegates, Member Clubs are encouraged to contribute proposals that may be implemented to advance the interests of the Division.

Such proposals may relate to any matter to do with the administration and functions of the Division, provided that they do not conflict with existing Operating Policies & Procedures.

All proposals must be submitted in writing to the Board via the Secretary.

2.2 (b) Information requested by the Division must be submitted in writing by the appropriate deadline. Late submissions or verbal statements may not be considered.

2.3(a) The E.G.B.D. and any Committee formed to fulfil a specific function shall give due consideration to the requests of Member Clubs and their Delegates attending a General Meeting.

2.4. (b) The President, or a Nominated Representative, may attend and Chair any Committee Meeting at his/her discretion and if deemed necessary refer any matter from such meeting to the Board for resolution.

## **3. Competition: -**

3.1 Pennant Rules shall be published on the East Gippsland Bowls Division Website and be progressively updated during the season.

3.2 Clubs should notify the Division of intended Pennant Sides for the coming season.

No later than 3 weeks after the Pennant Grand Finals.

Clubs withdrawing any sides after 31<sup>st</sup> July may incur a fine of up to \$200.

Furthermore, a Club that is unable to meet its commitments during the season can be fined \$25 per round forfeited.

3.3 The Division may introduce additional Competitions subject to receiving sufficient expressions of interest. Likewise Competitions may be withdrawn should entries fail to justify their administration. (e.g.: Champion of Champion Pairs etc.)

## **4. Standards of Behaviour:**

The use of foul and offensive language and/or conduct on bowling green is unacceptable. Should such behaviour occur then the offended party should first refer the matter to the Umpire, an Elected Officer of the home Club or the Senior Side Manager with the request that such behaviour cease.

Failure to comply with the request may result in the matter being referred to the relevant Governing Body of the Sport of Bowls.

## **5. Division Assets and Finances:-**

5.1 Acquisition of Assets: - Beyond the day to day running of the Division, including repair and replacement when required, no assets are to be acquired without first obtaining approval at a general meeting.

The Board may approve replacement to the value of \$800 without referral to a General Meeting subject to funds being available after the provisioning of monies for confirmed activities.

**5.2 Disposal of Assets:** - No Division asset shall be disposed of without first obtaining approval at a General Meeting.

**6. Affiliated Bowlers:** -

**6.1** Each Club is required to enter its Membership on Bowls Victoria IMG Website. This list of Affiliated Members will be used by the Division to determine player eligibility and to strike Capitation Fees.

**6.2** The Division Secretary must be notified of all New Members joining a Club.

**7. Fees:** -

**7.1** EGBD will issue invoices for Capitation Fees applicable to each Club.  
The Division must receive payment no later than 30 days prior to the first round of Pennant.  
Late payment will incur a levy equal to 10% of the amount outstanding.

**7.2** An entrance fee of \$100 shall apply to a new Club upon their joining the Division being approved

**8. Expenses:** -

**8.1** Officers of the Division who incur travel and accommodation expenses in the performance of their duties may claim an allowance.

**8.2** Only one car will be considered in any one journey.

**8.3** Any journey shall have prior approval of the Board.

**8.4** Honorariums will be recommended by the Board and presented for approval at the AGM.

**9. Infringements:** - Refer:-

**9.1.** Bowls Victoria Rules for Competition in Victoria:

**1.3.1. to 1.3.22.3:** i.e. State Events:

i.e.: Failing to appear at the appropriate time and location without prior advice to the Controlling Body at least 24 hours prior without good cause.

**1.3. to 1.3.2.2.3.** The Use of Personal Electronic and Communication Devices:

**1.3.6:** Mobile phones.

**10. Delegated Powers and Duties:** -

**10.1. Part IV 21 of the Constitution provides:**

Specific duties may be assigned by the Board alone to an individual to utilise expertise that may exist within the Division.

At the discretion of the Board, such individuals may attend Board Meetings on an ex-officio basis.

Depending upon the expertise being sought, such individuals need not be an affiliated member.

10.2. The Board shall appoint a Sponsorship Officer.

The position may be filled by a member of the Board or by any affiliated member.

**11. The E.G.B.D Calendar and Website: -**

**11.1. The E.G.B.D Calendar:**

Clubs shall provide the Division with details of their next Season's Major Events no later than 1<sup>st</sup> March for presentation at the Delegates' Meeting in April.

11.2 In the true spirit of the Sport of Bowls and the recognition of the right of each Club to generate income to further promote the sport, the Division shall:

- ❖ Make every effort to ensure that Events do not clash with those of another Club within the Division.
- ❖ Expect Member Clubs to communicate with each other when clashes may be anticipated, especially where public holidays are involved.
- ❖ Whilst every effort will be made to avoid clashes, the Division cannot guarantee that none will occur.

**11.3. The E.G.B.D. Website:-**

Included shall be: -

- ❖ Names of Member Clubs, Office Bearers and Delegates together with relevant contact details.
- ❖ Details of Division Office Bearers, Sub- Committees and other appointees.
- ❖ Dates of State, Divisional and Regional Events.
- ❖ Member Clubs' Major Events. (Total of 2)
- ❖ Competition Rules for Pennant and the Pennant draw.

**12. Sub-Committees and Responsibilities: -**

- ❖ There shall be a Competitions Committee comprising of one member from each Club (and a substitute from each Club to attend meeting when Club member selected cannot attend meetings)
- ❖ There shall be a Selection Committee for both Ladies and Men comprising of three (3) members in each elected by the Clubs through their Delegates.
- ❖ There shall be an Umpires' Coordinator appointed by the Board.
- ❖ There shall be a Coaching Liaison Officer appointed by the Board.
- ❖ There shall be a Publicity Officer appointed by the Board.
- ❖ There shall be a Web-Manager and Pennant Recorder appointed by the Board.

- ❖ There shall be a Bowls Victoria Regional Representative (B.V.R.R.) nominated by their Club via nomination form and selected by the Board.
- ❖ Prior to the Annual General Meeting each Member Club shall present to the Secretary names of affiliated members who are prepared to act on one of the Sub-Committees. Clubs must ensure that potential Candidates for the Umpires and Coaching Committees are suitably qualified.
- ❖ At the Annual General Meeting members shall be selected from Nominations received. If insufficient Nominations are received, the President may call for Nominations from the floor.  
Member Clubs may only have one Representative on any Committee.
- ❖ Each Committee shall elect a Chairman and Secretary.  
If considered beneficial, a Member of the Board may be elected as Chairman.  
(Refer Constitution rules 19 & 21).

**12.1 The Competition Committee shall: -**

The Region/ Division Pennant Committee reserves the right to alter or amend the Conditions of Play as it considers necessary, so long as any alteration is not in conflict with the Laws of the Sport of Bowls or Domestic Operating Policies & Procedures

- a) The Competitions Committee shall be responsible for the formulation and conduct of all Pennant and State Events.
  - b) The Competitions Committee shall consist of at least 10 members with representation from each club. (See Rule 12)
  - c) The Committee may co-opt members of affiliated Clubs of the Division to assist in the conduct of any Tournament or competition
  - d) Inspect Club greens and recommend Greens that are available and suitable for the playing of Pennant Finals and Championship Events
  - e) Conduct all Division Events according to Bowls Victoria Rules for Competition
  - f) There will be only one vote per club.
  - g) The Competitions Committee shall be chaired by either the President or the Vice President of EGBD, or a Nominated Representative.
- ❖ Meet and jointly prepare a Fixture Program for the coming Season for consideration at the AGM, arrange Venues and seek agreement from the selected Clubs.
  - ❖ Manage all Fixtures and Competitions held and controlled by the Division for which they have responsibility.
  - ❖ Have Pennant/Competition meetings as required.
  - ❖ Prepare draft Pennant fixtures for the following Season in readiness for the May Delegates' Meeting.
  - ❖ Prepare dates for E.G.B.D. Pennant and B.V. State Events.  
When possible for May Delegates' Meeting  
(Depends on receiving Bowls Vic. Calendar)

- ❖ At the earliest opportunity after closing dates for Events prepare the draw and notify in writing all players via Club Secretaries confirming Venue, date and time. For any Sectional play and prepare KO draw.
- ❖ Prior to the Event provide dates and Venues to the Chairman of the Umpires' Committee with the name of the Umpire in attendance.
- ❖ For each Event arrange the presence of at least one Committee Member, one Umpire from the Host Club and Markers where required.
- ❖ Display the Conditions of Play at each Venue and issue Scorecards.
- ❖ The Host Club may strike green fees of \$5.00 per player. Where fees apply, they will be collected and retained by the Host Club.
- ❖ The Host Club President or Representative should be suitably attired and present to hand the facilities over to the E.G.B.D. and ensure that essential equipment and provisions are in place. E.g. mats, jacks, scoreboards, tea and coffee etc.
- ❖ Results must be returned to the relevant E.G.B.D. Committee Secretary at the conclusion of the Event/Round.
- ❖ Inspect greens, select Venues for Pennant Finals and to notify Clubs involved.

**12.2 The Ladies' and Men's Selection Committees shall: -**

- ❖ Meet as required.
- ❖ Be responsible for selecting players, Teams and/or Sides that may be required to Represent the Division.

**12.3 The Umpires' Coordinator shall: -**

- ❖ Carry out training and examination of Umpires and Measurers in accordance with the requirements of Bowls Australia.
- ❖ Nominate Umpires and Markers for State and Division Events as required, Clubs to find Markers and Umpires.
- ❖ Keep a record of all E.G.B.D Umpires, and liaise with Bowls Victoria.
- ❖ Have the authority to co-opt two qualified persons from within the Division to assist with these duties.

**12.4 The Coaching Liaison Officer shall: -**

- ❖ Keep a record of all E.G.B.D Coaches, and liaise with Bowls Victoria.

**12.5 Election of Sub-Committees:-**

The Board shall call for Nominations at an appropriate time by sending notice to all Clubs.

Nominees must:

- ❖ Be Affiliated Members from EGBD Member Clubs.
- ❖ Be made in writing on the form provided by EGBD.
- ❖ Specify the office the candidate is being nominated for.

- ❖ **Be Nominated and Seconded by Affiliated Members from EGBD Member Clubs.**
- ❖ **Be accompanied by the signed consent of the Nominee.**
- ❖ **Be endorsed by the Nominee's own club.**
- ❖ **Be delivered to the person Nominated by the Board by the date specified in the call for Nominations.**
- ❖ **If no more than the required Nominations are received, the persons Nominated shall be declared elected.**
- ❖ **If there is still a shortfall in Nominations then the Board shall have the power to appoint.**
- ❖ **If the number of Nominations exceeds the required number, voting papers shall be prepared containing the names of the candidates in alphabetical order Nominated for each vacant position.**  
**Voting shall be conducted at the Annual General Meeting in such a manner and by such a method as determined by the Executive from time to time.**