



NORTH WEST BOWLS

REGION REGULATIONS

10th August 2024



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INTRODUCTION

These Regulations are:

- formulated under clause 36 of the Constitution of NORTH WEST BOWLS Region Association
- subject to the Constitution; and
- are binding on the Region Association and all Members.

1. Definitions

1.1 Definitions

In these Regulations unless the contrary intention appears any reference to a Definition as set out in clause 2.1 of the Constitution shall be a reference to how that term is defined in clause 2.1 of the Constitution and the following definitions shall apply unless the contrary intention appears.

Annual Membership Fee means the annual fee payable by Member Clubs.

Bowls-Related Incident means any adverse act or undisciplined behaviour which contravenes policy, rules and/or regulations and which is directly related to the game of bowls, or which brings the game, Bowls NSW or this Region into disrepute.

Championship Event means any bowls event under the control of Bowls NSW and under the Bowls NSW Conditions of Play.

Constitution means the Constitution of this Region Association.

ID Number means the National Identification Number allocated to an Individual Member upon registration with Bowls NSW.

Junior Member means an Individual Member under the age of 18 years.

Nominated Member Club mean the Member Club at which an Individual Member declares their eligibility for the purposes of playing Championship events.

Non-Bowls Related Incident means an adverse act or undisciplined behavior which contravenes policy, rules and/or regulations but is not directly related to the game of bowls and does not bring the game into disrepute.

1.2 Clarification of Financial Member

- (a) For the avoidance of any doubt, a Financial Member under the Constitution and Regulations is defined as any person that pays an annual subscription or



membership fee to join a Member Club in any category of membership which specifically entitles that person to play Bowls at that Member Club on a regular basis.

- (b) All Member Clubs recognised by the Region as a Member Club under the Constitution and these Regulations are required to register all Financial Members regardless of whether that person participates in Championship Events or not.

2. Member Clubs – Membership

Membership or re-affiliation of membership is not automatic. All applications must be referred to Bowls NSW for approval.

Member Clubs - Financial Responsibilities

- (a) All Member Clubs must pay all monies due and payable to the Region.
- (b) Any Member Club that has not paid all amounts payable within one (1) month of receiving the Annual Membership Fee invoice shall be considered an Unfinancial Member with the Region and all Individual and Affiliate Members of that Member Club shall be ineligible to enter or play or officiate in Championship Events until the outstanding dues are paid. Membership of any Member Club failing to make such payment may be revoked by Bowls NSW.

3. Annual Membership Fees – Membership

3.1 Annual Membership Fees

- (a) Annual Membership Fees shall be determined by the Region Management Committee in March each year and shall be notified to all Member Clubs.
- (b) In determining the Annual Membership Fees, the Region Management Committee must consider their Budget and Strategic Plan whilst adhering to Bowls NSW policies.
- (c) The Annual Membership Fees shall be due and payable on 1 July each year and if such payment is not made within thirty (30) days of that date, the Member Club shall be considered an unfinancial member with the Association and all Individual Members of that Member Club shall be ineligible to enter or play or officiate in Championship Events until the outstanding dues are paid.
- (d) If any sum of money remains due owing and payable by any Member Club,



- the matter may be referred to Bowls NSW.
- (e) The Annual Membership Fees shall be a fixed amount for all Member Clubs except as outlined in Regulation 3.1 or may be set based on Individual Members' capitation.

4. Region Management Committee

4.1 Composition of the Management Committee

The Management Committee shall comprise:

- (a) the Chair or President;
- (b) the Secretary;
- (c) the Treasurer;
- (d) the Chair of the Match Committee; and
- (e) any other positions as determined within the bounds of the Region Constitution.

4.2 Appointment of Chair by the Management Committee

- (a) In accordance with clause 14.1 of the Constitution, the Management Committee shall elect from its number a Chair who is appointed President.
- (b) The procedure of appointment of the Chair shall be as below;
 - (i) The Management Committee shall meet immediately following the AGM of the Association (same day).
 - (ii) The Public Officer or other nominated Management Committee Member shall temporarily take control of the Meeting and the position of Chair shall be declared vacant.
 - (iii) There shall be a call for nominations from the Management Committee Members present.
 - (iv) Committee Members may nominate another Committee Member. That Committee Member can accept or refuse this nomination.
 - (v) If there is only one (1) nomination for the position, then that Committee Member shall be appointed as the Chair of the Management Committee.
 - (vi) If there are two (2) or more nominations received for the position, all candidates shall be provided the opportunity to speak on their nomination, after which a Secret Ballot shall be taken.
 - (vii) The Public Officer or other nominated Management Committee Member shall act as the returning officer and count ballots once



returned.

- (c) The candidate with the highest number of votes shall be appointed as the Chair of the Management Committee.
- (d) If there are only two candidates and those candidates receive an equal number of votes, a further ballot will be held to break the tie. If after the further ballot those candidates still have an equal number of votes then the Management Committee will draw a successful candidate by lot.
- (e) The Chair will then take control of the meeting.
- (f) Term of Chair
The term of the Chair shall be one (1) year until the following AGM.
- (g) Voting
All six (6) Management Committee Members are eligible to vote for the position of Chair – equally, Management Committee Members may abstain from voting.

4.3 Eligibility and Criteria

- (a) A person who is an employee or director of Bowls NSW or employee of the Region may not hold office on any Committee.
- (b) The Region Coordinator is ineligible to be elected or appointed as a member of the Management Committee for a period of three (3) years after concluding their position.
- (c) In order to be eligible as a Management Committee Member a person must demonstrate the following:
 - (i) experience or sound knowledge and understanding of the role of a Management Committee Member; and
 - (ii) business experience at management level or above; or
 - (iii) bowls administration experience.

4.4 Elected Management Committee Members

- (a) Core Competencies
Competencies to be an elected Management Committee Member shall be developed to identify a well-rounded Management Committee that can best achieve and advance the Objects of the Region; The Management Committee shall include members who:
 - (i) are individual members of the Region;
 - (ii) have demonstrated sport administration experience;
 - (iii) have a commitment to strong governance principles; and



- (iv) are team players.
- (b) Eligibility

A nomination for an Elected Management Committee position will not be considered if the prospective candidate:

 - (i) has previously been an employee of Bowls NSW;
 - (ii) does not meet the criteria as set out in Regulation 4.3;
 - (iii) has ever been suspended or expelled from a Member Club;
 - (iv) is now or has been in the previous seven years, declared bankrupt; or
 - (v) is not an Australian citizen or permanent resident of Australia;

4.5 Items for Management Committee Consideration – proposals and submission

Any member wishing to Propose or and / or submit items for consideration to the Management Committee for consideration shall be in writing (either paper or digital form) addressed to the Secretary.

5. Sub Committees

5.1 Sub Committees

- (a) Committees
 - (i) The Committees of the Region shall be:
 - Match Committee;
 - Junior Bowls Committee;
 - Selection Committee; and
 - Umpires Committee.
 - (ii) Each Committee outlined in Regulation 5.1(a)(i) shall be appointed by the Management Committee through submitting an Expression of Interest and report through the Secretary or Region Coordinator.
 - (iii) Each of the Committee Chairs shall attend any Management Committee Meetings and any other meetings as required and provide a report on activities.
- (b) A coaching representative may also be appointed.

5.2 Appointment of Sub Committees

- (a) Each Committee shall comprise the number of members as determined by

the Management Committee from time to time.

- (b) Any Individual Member may, when Expressions of Interest are called for (as per constitution Clause 15, 48 days prior to AGM), submit an Expression of Interest setting out details of their experience and, if required, any qualifications they may have to fill a position.
- (c) The Management Committee shall consider Expressions of Interest received and shall appoint the required number of members to each Committee at a Management Committee meeting held prior to the AGM.
- (d) No more than two (2) individual members of the same Invoiced Member Club may serve at the same time on any one (1) committee.
- (e) The committee shall elect a chair from amongst themselves at their first meeting following the AGM. If the Committee does not appoint a Chair within fourteen (14) days, the Management Committee will appoint the Chair.
- (f) The Management Committee may, if a casual vacancy arises on a Committee or otherwise at their discretion:
 - (i) amend or alter the function of any Committee; and/or
 - (ii) appoint additional committee members, or make redundant existing Committee members.

5.3 Qualification Requirements for Committees

Qualifications for Committee Members are as set out in *Regulation Table 1*

Regulation Table 1

	Committee	Qualifications
(i)	Match	Match Committee experience at Region or Member Club level for a minimum of twelve (12) months. Sound knowledge in working with and using the Match module of Bowlslink. Have a sound knowledge and understanding of the implementation of the current BNSW Conditions of Play.
(ii)	Selection	Selection Committee experience at Member Club or Region level. Completion of relevant, current training. Ability to be objective.
(iii)	Umpires	Hold a current National Umpires Accreditation or Higher. Have extensive experience officiating at Member Club and Region level.



		Have a sound knowledge and understanding of the implementation of the current Laws of the Sport and current BNSW Conditions of Play.
(iv)	Junior Bowls	Current Working With Children Check / Office of the Children’s Guardian (nsw.gov.au). Current BA Coaching Accreditation. Proven experience in developing programs for juniors.

5.4 Sub Committee Terms of Reference

- (a) An Individual Member including the Chair of Match, may hold one (1) position on a maximum of two (2) committees. Exceptions to this are the remaining Management Committee Members who may hold only one (1) position.
- (b) All Committees shall come under the authority and direction of the Management Committee.
- (c) The duties, responsibilities and scope of each Committee are as set out in the Terms of Reference which the Management Committee shall determine from time to time.
- (d) All committee members are required to sign a Confidentiality agreement and Code of Conduct, which includes any perceived or real conflict of interest.
- (e) All expenditure for sub committee refer to 8.2.2 and 8.2.3.

5.5 Sub Committee Meetings

- (a) At any meeting of a Committee, a quorum is constituted by:
 - (i) one-half of the total Committee Members, plus one being present; or
 - (ii) the whole number next above one-half of the total Committee Members being present.
- (b) Each Committee shall meet as often as required and minutes of all such meetings kept shall be circulated to all members of the Committee.
- (c) Decisions of all Committees will be made by majority vote. If the vote is even the motion is lost. The Chair does not have a casting vote.
- (d) Meetings can be held face to face or via technology as deemed appropriate and agreed upon by Committee members.
- (e) At the conclusion of a meeting, the next meeting date shall be set.

6. Employees

The specific duties of any employee must be outlined in a legal employment contract between



the Region and the employee and must adhere to any standard relevant state award, with a copy of the fully executed contract submitted to Bowls NSW.

7. Disciplinary Proceedings

7.1 Disputes, Grievances, Complaints and Discipline

Where a dispute, grievance, complaint, or other disciplinary matter falls within the authority of the Bowls NSW Member Protection Policy (MPP) it shall be dealt with in accordance with the procedures provided in the MPP.

7.2 Disciplinary Action by a Member Club or Region

For a Bowls Related Incident:

- (a) If an Individual Member, through the due process of a disciplinary hearing conducted by any Member Club, or Region, is found guilty of an incident or misconduct which:

- (i) directly relates to the game of bowls; and/or,
- (ii) occurs during the course of a Bowls NSW Event; and/or,
- (iii) is deemed by the proceedings to have brought the game of bowls, Bowls NSW or this Region into disrepute;

that Individual Member shall be ineligible to play or officiate at any level of bowls at any Member Club for a period which shall be equal to the term of suspension imposed by the hearing up to a maximum period of one (1) year from the date of the disciplinary hearing, whichever is the earlier.

- (a) An Individual Member who is under an order of suspension or expulsion, or who has resigned their membership of a Member Club because of an impending disciplinary hearing or citation for a Bowls-Related Incident shall not be eligible to apply for or receive a Member Club Clearance/Transfer to another Member Club or Interstate Clearance.
- (b) Notification of Bowls Related Incident
 - (a) A Disciplinary Notification Form must be completed and signed by the Member Club, or Region imposing the disciplinary penalty and sent to the Region within fourteen (14) days from the date of the disciplinary hearing, or otherwise from the date of any subsequent appeals being resolved.
 - (b) Any notification received outside of a fourteen (14) day period shall not be accepted and no sanction under 7.2(a)(i) shall be imposed unless otherwise determined by the Management Committee.



- (c) Details which must be notified to the Region on the Disciplinary Notification Form are:
 - (A) Full Name and ID Number of the disciplined Bowling Member/s;
 - (B) Date and venue of Disciplinary Hearing and/or Appeal Hearing if any;
 - (C) Confirmation that the Disciplinary Hearing was conducted in compliance with any relevant clauses of the Member Club, Region Constitution and/or the Bowls NSW Disciplinary Policy;
 - (D) Name of Member Club, or Region that conducted the Hearing;
 - (E) Confirmation that the incident or misconduct was Bowls related in accordance with 7.2(a) and
 - (F) Any other documentation deemed relevant.
- (d) The Region shall confirm the term of suspension or expulsion in writing with the Member Club and relevant Region of the Individual Member. It shall be the responsibility of the Member Club to notify the Individual Member of any sanction imposed under 7.2(a).
- (c) Disciplinary Action for Non-Bowls Related Incident If an Individual Member is:
 - (a) suspended or expelled by a Member Club for an incident, which is deemed by a disciplinary hearing, not to be directly related to the game of bowls and/or not to bring the game of bowls into disrepute, it is at the discretion of that Member Club as to whether the Individual Member is permitted to play or officiate at their Member Club during the term of suspension; or
 - (b) under a term of suspension at their Nominated Member Club for a Non-Bowls Related Incident, the Individual Member may be eligible to enter and play in Championships Events at the absolute discretion of their Nominated Member Club regardless of the venue.

7.3 Appeals

- (d) Any appeal shall only be based on the denial of procedural fairness by the Member Club, or Region responsible for the disciplinary hearing.
- (e) The Appeal process shall be set out in accordance with the Bowls NSW Member Protection Policy.



8.0 Finance

8.1 Honorariums

Honorariums will be considered by the Management committee of North West Bowls at the first meeting after the AGM. These will be paid as determined by the committee as minuted from this meeting within the financial year when services were rendered but no later than 30th June of each year, subject to each Management Member completing a full term of office.

8.2 Expenses

8.2.1 Objects of the Association incurred expenses.

Any North West Bowls Management and or Committee Member, whilst carrying out a function or functions, on behalf of the President, being authorised by the Management Committee, and that such function be at a Bowling Club facility within the boundaries of North West Bowls, shall be reimbursed for the following:

- Entry fees applicable to such function
- Travel expenses as per Regulations

8.2.2 Management Committee Travel and Expenses

Motor vehicle travelling expenses incurred by any member of the Management Committee while performing and or carrying out functions and or duties duly authorised by the Management Committee shall be paid at the rate of forty (40c) cents per kilometre with a maximum payment of \$500 for any one trip, any additional expenses are to be approved by the management committee.

That any Management Committee Member, while performing or carrying out functions and or duties authorised by the Management Committee, which necessitates overnight accommodation, shall be entitled reimbursement for such expenses on behalf of themselves.

Further, that such accommodation to be of a standard no greater than Star 4 and that breakfast be Included in the costs to the value of twenty (\$20) dollars per person.

Where however, such functions and or duties are carried outside the boundaries of Bowls NW, which necessitates overnight accommodation and breakfast for themselves and partner, such expenses shall be entitled to be reimbursed. Sharing of rooms is encouraged where practicable.

8.2.3 Sub Committee Expenses

Any Chairperson/Representative of elected Sub Committees that are required to attend General Meetings shall be entitled to travelling costs of forty (40c) cents per kilometer with a maximum payment of \$500 for any one trip. If there are more than one required representative living in the same area a carpool is required to be arranged.

A person appointed to a sub-committee for North West Bowling Association shall be entitled to where approved by the committee chair and in principal agreement by the management committee:



- travelling costs of forty (40c) cents per kilometre with a maximum payment of \$500 for any one trip
- Accommodation expenses. The standard of accommodation shall be no less than 3 1/2 star and no more than 4 star, and that breakfast to the value of twenty (\$20) dollars shall be included

(NOTE: This also applies to Umpires P&A that may be required to travel to complete umpires accreditation course and may not be a member of the Committee)

8.3 Representative Bowling – Players and Support Staff

Conditions below refer to representative players representing North West Bowls in Junior, Open or Senior representative events players and two additional support staff (typically a side manager and a selector, one of which must be eligible to play if required).

8.3.1. Uniforms

Uniform will be comprised of:

- Shirt (Issued and returned / or purchased)
- Pants / Skort (players to provide)
- Jackets and or Vests (will be available for purchase)
- Cap and/or Bucket hats – issued to players.

8.3.2 Accommodation

Where it is necessary to provide accommodation for North West Bowls, such accommodation to be a standard of at least 3 ½ star but no greater than a standard of 4 star. Players will be required to share accommodation as available at the venue. Players who do not wish to share will be required to pay for the additional value of accommodation.

Where Junior bowlers are selected to represent North West Region in Inter-Region Bowling Competitions and are accompanied by two parents the noncarer person will be responsible for payment of one third (1/3rd) of any required accommodation and such payment shall be made to the manager of the Team before the end of the competition concerned. Special cases will be evaluated by the management committee on a case-by-case basis.

8.3.3 Expenses

Players will be provided Breakfast with accommodation to a value of twenty (\$20) dollars and lunch at the playing club on playing days. Players will be responsible for all other expenses.

9.0 Meetings

9.1 General Delegates Meetings to be held

General Delegates Meetings shall be held at least three (3) times per year. One of the meetings to be held prior to the Annual General Meeting on the same day and at the same venue.



The Secretary shall give notice to all eligible members and member clubs twenty-one (21) days in advance of the next General Meeting, including the Place, Date and Time.

9.2 Management Meetings to be held

Management Meetings shall be held as often as deemed necessary and if required may be conducted using electronic communication as per Constitution Item 25.7.

9.3 Club Delegate attendance General Meetings

Clubs shall appoint Club Delegates who will be authorised to attend General Meetings, speak and act on behalf of their Club, vote on any resolutions and motions on behalf of their Club as per Constitution Item 26.1.

9.4 Sub Committee member attendance general meetings

The Chairperson, or representative, of each of the delegated Sub-committees may attend all general meetings of the Association.

9.6 General Meeting Reports

Reports shall be presented by the President, Secretary, Treasurer, and from the delegated Match, Selection, Umpires, Juniors sub-committees and Coach representative.

9.7 Reports from Various Committees

All reports from such Committees be a matter for General Meetings consideration and not be included in the agenda of the Annual General Meeting.

9.8 General Meetings attendance by electronic communication

A member not physically present at a General Meeting may participate as per Constitution Item 25.7.



Appendix 1 – Terms of Reference

Match Committee

The match committee shall be elected in accordance with North West Bowls constitution and regulations.

The match committee objective is to complete regional championships in line with the Bowls NSW Conditions of play, policies and procedures.

The match committee shall:

- responsible for the planning, organising and appointing venues for all regional championship events and other events as per request of the state match committee
- ensure that Regional Championship Events are conducted in accordance with the Conditions of Play.
- Communicating details of regional championships with regional members.
- Utilise bowls link for all regional championships and encourage all member clubs to also utilize bowls link where possible.
- conduct of all Championship Events under its control.
- in the case of special or exceptional circumstances, may change the number of ends to be played, change the days and times of play, change greens or venues for play or make other changes as are deemed necessary to conduct and complete an event.
- inquire into and settle disputes concerning Championship Events in accordance with agreed procedures set out in these Conditions of Play or otherwise.
- Follow state protocols for the actioning of appeals and disputes arising from the application of these Conditions of Play with the State Match Committee.
- Any Match Committee member who is a party to a dispute must not take part in any discussion/resolution of the dispute.
- All expenses incurred by the committee will be in line with the requirements of the North West Region's regulations.

Umpires

The umpires committee shall be elected in accordance with North West Bowls constitution and regulations.

The umpires committee objective is to ensure the region retains sufficient trained officials to complete regional championships in line with the Bowls NSW Conditions of play, policies and procedures.

The umpires committee shall:

- Liaise with the Umpires of the region to ensure umpire coverage of regional championships
- Liaise with regional Presenter and Assessors to complete new umpire courses and re-accreditation of umpires as due for the region in line with the national framework for officiating through a combination of online and face-to-face learning and assessment.
- Assist with provision of information or clarification of issues where required within the



region.

- All expenses incurred by the committee will be in line with the requirements of the North West Region's regulations.

Selection Committee

The selection committee shall be elected in accordance with North West Bowls constitution and regulations.

The selection committee objective is to select teams from within the North West region to represent North West Bowls at Inter-regional and state events in line with the Bowls NSW Conditions of play, policies and procedures.

The selection committee shall:

- Select teams to select the region for Open and Senior events in accordance with the region's selection policy.
- Assist the junior committee to select regional teams for under 18 regional and state events in accordance with the region's selection policy.
- It is desirable that all members of the selection committee complete the bowls Australia selection module via bowls learn. Expenses to be reimbursed by North West.
- All expenses incurred by the committee will be in line with the requirements of the North West Region's regulations

Junior Committee

The Junior committee shall be elected in accordance with North West Bowls constitution and regulations.

The Junior committee objective is to Foster and encourage junior members to participate in lawn bowls events within the North West Region and to in conjunction with the selection committee select teams from within the North West region to represent North West Bowls at Inter-regional and state events in line with the Bowls NSW Conditions of play, policies and procedures.

The Junior committee shall:

- Select regional teams for under 18 regional and state events with the selection committee events in accordance with the region's selection policy.
- Foster and encourage junior members to participate in lawn bowls events within the North West Region.
- All expenses incurred by the committee will be in line with the requirements of the North West Region's regulations

Coaching Representative

The coaching representative shall:

- Liaise with the coaches of the region with bowls NSW to disseminate information
- Assist to develop new coaches within the region
- Encourage coaches within the region to further develop their skills and knowledge.