



SYDNEY NORTH WEST ZONE 10 BOWLING ASSOCIATION INC.

BYLAWS

30th June 2007

BY-LAWS OF THE SYDNEY NORTH WEST ZONE 10 BOWLING ASSOCIATION INC

Effective 30th June 2007

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**NOTE: Zone 10 Constitution references are “Clauses”.
Zone 10 By-Law references are “Articles”.**

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ARTICLES

1. BY-LAWS

- 1.1. In pursuance of the powers conferred on it by *Clause 26* of the Sydney North West Zone 10 Bowling Association Inc. Constitution, the Executive Committee hereby makes the following By-Laws (Articles) and Standing Orders for the regulation of the business and affairs of the Association.
- 1.2. Interpretation in these By-Laws unless the content or subject matter of the By-Law Article otherwise indicates or requires, has the same meaning as contained in the Zone Constitution *Clause 2*.

2. COMPOSITION OF THE ZONE

2.1. Affiliated Clubs

2.1.1. The Association consists of the following Affiliated Clubs:

2.1.2. Beecroft Bowling Club (Men's Section), Brush Park Bowling Club Limited, Carlingford Bowling Club, Castle Hill Bowling Club Ltd, Cheltenham Bowling Club, Denistone Sports Club Limited, Denistone East Bowling & Recreation Club, Dundas Sports Bowling Club, Dural Country Club Men's Bowling Club, Gladesville Bowling & Sports Club, Hunters Hill Bowling Club, Merrylands Bowling Sporting & Recreation Club Ltd, North Epping Bowling And Community Club Limited, Northmead Bowling Recreation & Sporting Club Ltd, North Ryde RSL Bowling Club, Parramatta RSL Bowling Club, Pennant Hills Bowling Club, Putney Tennyson Bowling & Community Club, Rosehill Bowling & Recreation Limited, Rydalmere Central Bowling Club, Ryde City Bowling Club Co-Operative Limited, Ryde Eastwood Bowling Club, Ryde X Phoenix Bowling Club, The Hills District Bowling Club Limited, Toongabbie Bowling & Recreation Club Limited, Wentworthville Leagues Bowling Club, Wentworthville RSL Memorial Bowling Club, West Epping Panthers Bowling Club, West Pennant Hills Sports Club Limited.

2.2. Zone Representative

- 2.2.1. The Zone 10 representative on the RNSWBA Board shall be known as the Zone 10 State Councillor.
- 2.2.2. The Zone Secretary shall, in writing, notify the Executive Secretary of the RNSWBA, by no later than twenty-eight (28) days prior to the holding of the RNSWBA Annual General Meeting each year, of the full name, date of birth, place of birth, address and telephone number of the Zone's representative on the RNSWBA Board.

3. ANNUAL GENERAL MEETING

3.1. General

- 3.1.1. All reports and or Notices of Motion for the Annual General Meeting shall be submitted to the Zone Secretary at least forty five (45) days beforehand.
- 3.1.2. All positions at an Annual General Meeting shall be declared vacant and the meeting shall be chaired by a Zone Life member or a person nominated by the Executive Committee, who is not a nominee for an appointment, until the President Elect shall chair the meeting.
- 3.1.3. All other elected positions become effective on the conclusion of the Annual General Meeting.
- 3.1.4. If insufficient nominations to fill all positions for elections, the Executive shall appoint.

3.2. Zone Order of business (*Clause 6.4*)

- 3.2.1. the roll shall be signed by those attending the meeting;
- 3.2.2. bereavements;
- 3.2.3. confirmation of the minutes of the previous Annual General Meeting;

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- 3.2.4. consideration of the Zone's annual report, balance sheet and income and expenditure account and draft budget for the forthcoming year;
- 3.2.5. determination of annual club affiliation fees payable;
- 3.2.6. election of Executive Committee;
- 3.2.7. election of members of the Match/Greens and Selection Sub-committees;
- 3.2.8. confirm management of Umpire and Coaches Sub-committees;
- 3.2.9. confirmation of an Honorary Auditor;
- 3.2.10. confirmation of a Publicity Officer;
- 3.2.11. business of which notice has been included in the notice of meeting;
- 3.2.12. discussion on any other matters without notice which the meeting, by a majority, agrees to deal with as general business;

4. ORDINARY GENERAL MEETINGS

4.1. General

- 4.1.1 The business of such meetings shall include the receipt of reports from the Executive Committee and other Sub-Committees, and making determinations in respect of any Association matter.

4.2. Notice of Meeting

- 4.2.1. Notice of any Management Committee meeting shall be given by the Zone Secretary to each Club Delegate, Life Member and Management Committee member at least seven (7) days prior to such meeting, and such notice shall specify –
 - 4.2.1.1. The day, date and hour and place of such meeting.
 - 4.2.1.2. The nature of such meeting, i.e. whether ordinary or special.
 - 4.2.1.3. The business to be dealt with at such meeting.
- 4.2.2. Items additional to those included on the meeting notice paper may be placed on the agenda by the Executive at the meeting.

4.3. Order of Business (Clause 8.1)

- 4.3.1. At Management Committee meetings the order of business shall be as follows:
 - 4.3.1.1. Opening of the Meeting by the President/Chairman.
 - 4.3.1.2. Life members in attendance.
 - 4.3.1.3. Bereavements and Hospitalised members.
 - 4.3.1.4. New Delegates/ Alternative Delegates/ Resignation of Delegates.
 - 4.3.1.5. Confirmation of Minutes of previous Meeting.
 - 4.3.1.6. Business arising from the minutes.
 - 4.3.1.7. Correspondence Inwards and Outwards
 - 4.3.1.8. Reports.
 - 4.3.1.8.1. Sub- Executive Committee members
 - 4.3.1.8.2. Committees
 - 4.3.1.9. Motions of which due notice has been given.
 - 4.3.1.10. General Business
 - 4.3.1.11. Date and time of next meeting.

- 4.4. Under the item "Confirmation of Minutes", no discussion shall be allowed except as to the accuracy of the Minutes as a record of the proceedings, and when confirmed, such Minutes shall be signed by the Chairman of the Meeting.

- 4.5. The item "Business Arising from the Minutes" shall include the consideration of matters arising out of instructions, etc, at former Meetings, other than matters listed elsewhere on the Agenda.

- 4.6. Motions of which due notice has been given shall be taken in order in which the written notice was given.

- 4.7. The first matter for consideration under the item "Reports" shall be the President's Report.

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- 4.8.** All notices of motion for any meeting of the Management Committee shall be in writing, and shall be in the hands of the Zone Secretary in accordance with the *Clause 27*.
- 4.9.** Any Affiliated Club or club member dispute shall be processed in accordance with *Article 19*.

5. EXECUTIVE COMMITTEE

- 5.1.** The Executive Committee shall comprise the; President, Senior Vice President, Vice President, Secretary, Treasurer and State Councillor and shall meet as required.
- 5.2.** At the meeting of the Executive Committee the person presiding shall have a casting vote (if required) as well as a deliberate vote.
- 5.3.** The Executive Committee shall be responsible for the day-to-day administration and financial conduct of the Zone.
- 5.4.** Executive Committee shall within the objects of the Zone have the inherent power to enact By-Laws for the good and proper functioning thereof and may alter, amend or vary such By-Laws from time to time.
- 5.5.** The Executive Committee shall have the power to attend to any matter of an urgent nature, between Management Committee meetings.
- 5.6.** Members of the Executive shall represent the State/Zone at events as required.
- 5.7.** The Executive Committee shall coordinate through the Zone Secretary for Zone events where responsible for:
- 5.7.1.** team travel and accommodation;
 - 5.7.2.** meals;
 - 5.7.3.** outfitting of zone players;
 - 5.7.4.** any other incidental matters arising.
- 5.8.** The President, Senior Vice President, Secretary and Treasurer shall be authorised signatories for the following; (*Clause 39.3*)
- 5.8.1.** Association Bank Account(s),
 - 5.8.2.** Purchases by the Association,
 - 5.8.3.** Association Payments.
- 5.9.** All payments and cheques signed shall be signed by any two of the above authorised signatories. Documentary evidence shall be provided for all claims.
- 5.10.** Specific duties of the Executive Committee members are detailed in *Articles 6* below.

6. ZONE DUTIES

6.1. ZONE PRESIDENT

- 6.1.1.** The Zone President is the prime representative of the Association and shall carry out that role whenever and wherever possible.
- 6.1.2.** He is responsible to monitor the progress and performances of all Association activities to ensure that Association business are conducted in accordance with the Association Constitution, Association By-Laws and by best business practice.
- 6.1.3.** The duties of the Zone President duties shall include but not be limited to:
- 6.1.3.1.** Chairman of Zone 10 Management Committee meetings,
 - 6.1.3.2.** Chairman of Zone 10 Executive Committee and arrange Executive meetings,
 - 6.1.3.3.** Represent the RNSWBA if requested,
 - 6.1.3.4.** Ex Officio on all Zone Committees and Sub-Committees,
 - 6.1.3.5.** Side Leader for Inter Zone fixtures,
 - 6.1.3.6.** Represent Zone 10 as required at
 - 6.1.3.6.1.** RNSWBA Events;
 - 6.1.3.6.2.** Club President Days;
 - 6.1.3.6.3.** Inter Zone events;

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6.1.3.6.4. Other appropriate functions.

6.2. ZONE SENIOR VICE PRESIDENT AND VICE PRESIDENT

The specific duties of the Senior Vice President and Vice President shall be allocated as appointed by the President and shall include but not be limited to:

- 6.2.1.** Assist the Zone President to carry out his duties as requested;
- 6.2.2.** Acting Chairman of committee meetings in the absence of Zone President;
- 6.2.3.** Attend all meetings of Zone 10 Executive Committee;
- 6.2.4.** Zone 10 Membership Coordinator on behalf of the RNSWBA;
- 6.2.5.** Chairman of Zone 10 Junior Bowls Sub-committee;
- 6.2.6.** Represent Zone 10 as required at;
 - 6.2.6.1.** Club President Days;
 - 6.2.6.2.** Inter Zone events;
 - 6.2.6.3.** Other appropriate functions.

6.3. ZONE SECRETARY. The Secretary duties shall include but not be limited to:

- 6.3.1.** at the request of the President, organise all Executive and Management Committee meetings, attend and record all meeting minutes;
- 6.3.2.** keep a faithful record of all business transacted at all meetings of the Association;
- 6.3.3.** submit the agenda and minutes to all Management Committee members in accordance with Article 4 for confirmation at the next meeting;
- 6.3.4.** forward as necessary a précis of general information to the Publicity officer;
- 6.3.5.** process all correspondence in and out for all committee; (*Clause 6.6*)
- 6.3.6.** after the Annual General Meeting, the Zone Secretary is to advise clubs with a list of Management Meeting dates for the year; (*Clause 8.2*)
- 6.3.7.** in conjunction with the Chairmen of Sub-Committees formulate suitable policies and procedures to be approved by the Executive Committee and where necessary, ratified by the Management Committee;
- 6.3.8.** keep a list of names and particulars of all club members affiliated within the Zone which shall be confidential within the provisions of the Privacy Act; including specifically;
 - 6.3.8.1.** Maintain registers of Zone Umpires and Coaches.
- 6.3.9.** who shall be responsible for checking eligibility of players for release of information regarding the selections to the selected members and clubs;
- 6.3.10.** provide a copy of selected teams and sides to the Chairman of Match/Green Sub Committee;
- 6.3.11.** arrange accommodation for all Zone events as applicable;
- 6.3.12.** notify clubs/individuals of penalties applied relative to breaches of Conditions of Play or conduct; (*Clauses 29, 36, 43 and 48*)
- 6.3.13.** before the end of December of each year, through the Executive Committee, order all badges, trophies, plaques and pennants required for Association events;
- 6.3.14.** in each year, when required to do so by the Executive, submit a draft annual report of the Zone for presentation to the next Annual General Meeting;
- 6.3.15.** keep records and statistics of all committees as required;
- 6.3.16.** keep records of all property of the Association;
- 6.3.17.** act as Returning Officer for Zone Sub Committee elections;
- 6.3.18.** other duties as required by the President.

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6.4. ZONE TREASURER

- 6.4.1.** The Treasurer should ideally have had previous financial experience.
- 6.4.2.** The Treasurer shall undertake the following duties but not be limited to:
 - 6.4.2.1.** Keep in good order correct and accurate accounts and books of the financial affairs of the Zone;
 - 6.4.2.2.** Attend all meetings of the Zone 10 Executive, Management Committee and other meetings as called by the President;
 - 6.4.2.3.** Prepare and submit the financial Annual Budget including all allowances and reimbursements of the Association for approval by the Executive Committee before presentation to the Zone Annual General Meeting;
 - 6.4.2.4.** Place funds into an investment account as approved by the Management Committee;
 - 6.4.2.5.** Keep records of all assets of the Association and their value;
 - 6.4.2.6.** Ensure that the assets of the Association is adequately insured and arrange such other insurance as may be directed by the Management Committee;
 - 6.4.2.7.** In conjunction with the Executive Committee and the auditor, establish suitable financial policy and accounting procedures for the Association;
 - 6.4.2.8.** Make available to Affiliated Clubs of the Association copies of financial accounts, if requested;
 - 6.4.2.9.** Collect and deposit all monies received on behalf of the Association into such Bank as the Executive Committee may direct and give receipts for such money;
 - 6.4.2.10.** Payment of approved allowances shall be made every three (3) months;
 - 6.4.2.11.** Payment of reimbursements shall be made no more than one (1) month after the receipt of a claim (by the Zone Treasurer.);
 - 6.4.2.12.** Pay all such accounts due and payable by the Zone of approved expenditure with all payments by cheque as authorised by *Article 5*;
 - 6.4.2.13.** Submit a Statement of Financial Income and Expenditure of the Association, complete to acceptable accounting standards, as required to each of the following:
 - 6.4.2.13.1.** Executive Committee meetings,
 - 6.4.2.13.2.** Management Committee meetings,
 - 6.4.2.13.3.** Annual General Meeting with a financial accounts having been previously examined and certified correct by the Auditor;
 - 6.4.2.14.** Provide to Executive Committee and Management Committee meetings a report of expenses to date against approved budgets;
 - 6.4.2.15.** Prepare audited income and expenditure statements together with the balance sheet for each financial year for presentation to the Annual General Meeting next following the end of that financial year;
 - 6.4.2.16.** Prior to submission to the Auditor, the financial accounts shall be presented to the Executive Committee for approval;
 - 6.4.2.17.** Present to the Association Auditor, all financial records of the Association for examination and certification in adequate time to ensure that the Auditors report is returned to the Zone Secretary not less than forty five (45) days before the date of the Annual General Meeting;
 - 6.4.2.18.** Undertake financial responsibility as required by the following Articles:
 - 6.4.2.18.1.** Finances (*Article 20*);
 - 6.4.2.18.2.** Budget, (*Article 21*);
 - 6.4.2.18.3.** Allowances, (*Article 22*), and
 - 6.4.2.18.4.** Sub-Committee Budgets and Expenditure, (*Article 7*).

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6.5. STATE COUNCILLOR

The State Councillor shall:

- 6.5.1.** Represent the State and or the Zone at events as required;
- 6.5.2.** Carry out those duties shown at *Clause 15. 7*

6.6. MISCELLANEOUS APPOINTMENTS

At the first meeting of the Executive Committee, following the Annual General Meeting, the Executive Committee shall select and appoint suitable persons to fill the undermentioned positions as required but not limited to :

- 6.6.1.** Membership Co-coordinator,
- 6.6.2.** Welfare Officer;
- 6.6.3.** Junior Sub-Committee

7. PERMANENT SUB-COMMITTEES

7.1. General Policy.

7.1.1. In accordance with Clause 16.1 the following Permanent Sub-Committees shall include but not be limited to:

- 7.1.1.1.** Match/Green Sub-Committee,
- 7.1.1.2.** Selection Sub-Committee,
- 7.1.1.3.** Umpires Sub-Committee,
- 7.1.1.4.** Coaching Sub-Committee,
- 7.1.1.5.** Junior Sub-Committee.

7.1.2. Any registered member of an affiliated and financial Club within the Association may, when nominations are called for, submit a nomination form setting out details of the experience and any qualifications for the position applied for subject to Specific Qualifications.

7.1.3. The Umpires and Coaches Sub-committees shall elect a Chairman, Deputy Chairman and appoint a Minute Secretary and report that election to the Zone Secretary for inclusion in the Annual General Meeting agenda papers.

7.1.4. In the absence of Chairman of a Sub-Committee, the Sub-Committee Deputy Chairman shall attend the Association Management Committee meetings.

7.1.5. If at any time there is a vacancy (*Clause 30.1*) in a Permanent Sub-Committee, the Executive Committee may appoint another suitable person to act in their place for so long as the vacancy remains unfilled or, in any case, for so long as the Executive Committee determines.

7.2. Specific qualifications are required as follows:

7.2.1. Match/Green Sub-Committee:

- 7.2.1.1.** Member of a Match Committee with at least three (3) years experience at Zone or club level,
- 7.2.1.2.** Nomination to include a resume of experience.

7.2.2. Selection Sub-Committee:

- 7.2.2.1.** Member of a Selection Committee with at least three (3) years experience at Zone or Club level.
- 7.2.2.2.** Nomination to include a resume of experience.

7.2.3. Umpires Sub-Committee:

- 7.2.3.1.** Member to hold a current accredited National Umpires Certificate,

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7.2.3.2. Nomination to include a resume of experience.

7.2.3.3. Umpire Assessors and Umpire Presenters preferably an accredited Level 2 Umpires.

7.2.4. Coaching Sub-Committee:

7.2.4.1. Member to hold a current accredited Coaching Certificate,

7.2.4.2. Nomination to include a resume of experience.

7.2.4.3. Coach Tutors shall be required to

7.2.4.3.1. provide a resume of experience, and

7.2.4.3.2. desirably be a Level 2 Coach.

7.2.5. Junior Sub-Committee:

7.2.5.1. Involvement in any junior sporting organisation;

7.2.5.2. Nomination to include a resume of experience.

7.3. Budgets of Sub-Committees

7.3.1. See *Articles 7.6.2.8, 21 and 22*

7.3.2. Once a Sub-Committee plan and budget has been approved by the Management Committee, each Sub-Committee Chairman shall be responsible for the implementation and budget control. (*See Articles 20-22*).

7.4. Sub-Committee Reports

7.4.1. Each Sub-Committee shall submit a written monthly report to the Zone Secretary through its Chairman seven (7) days before each meeting of the Executive Committee.

7.4.2. An annual Sub-Committee report for the Annual General Meeting shall be submitted to the Zone Secretary as required by *Article 3.1.1*.

7.5. Sub-Committee Meetings

7.5.1. The Chairman of each Sub-Committee shall be elected as required by *Clause 16.3* of the Association Constitution.

7.5.2. The Zone President and Zone Secretary shall be ex-officio member of all Committees.

7.5.3. At any meeting of any Sub-Committee the person presiding shall have a casting vote (if required) as well as a deliberative vote.

7.5.4. Each Sub-Committee shall meet at least one (1) week before each Executive Committee meeting and minutes of all such meetings shall be sent to the Zone Secretary as contained in *Clause 16.6*.

7.5.5. Date of Meeting. At the conclusion of a sub-committee meeting, the next meeting date shall be set and advised by the Sub-Committee Chairman to the Zone Secretary.

7.5.6. Quorum. See *Clause 9.3* of the Association Constitution.

7.5.7. Order of Business. Order of business shall follow a format similar to an Ordinary General Meeting. (*See Article 4.3*)

7.6. Sub-Committee Duties And Responsibilities

7.6.1. Duties and responsibilities of Sub-Committees are contained in Articles as listed.

7.6.1.1. Chairmen of Sub-Committees (*Article 7.6.2*)

7.6.1.2. Match/Green Sub-Committee (*Article 8*)

7.6.1.3. Selection Sub-Committee (*Article 9*)

7.6.1.4. Umpires Sub-Committee (*Article 10*)

7.6.1.5. Coaching Sub-Committee (*Article 11*)

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7.6.1.6. Junior Sub-Committee *(Article 12)*

7.6.2. Chairmen of Sub-Committees Generally shall be Responsible to:

- 7.6.2.1.** preside at all meetings of the Sub-Committee;
- 7.6.2.2.** ensure one (1) committee member acts as a Sub-Committee Minute Secretary;
- 7.6.2.3.** ensure all correspondence to and from the Zone shall be conveyed through the Zone Secretary;
- 7.6.2.4.** notify members of the Sub-Committee and Zone Secretary at least seven (7) days prior to the meeting, of the time, date and location of meetings of the Sub-Committee;

- 7.6.2.5.** ensure that accurate minutes of the meeting are compiled, and that a copy of the minutes is provided to each Sub-Committee members and the Zone Secretary;

- 7.6.2.6.** attend meetings of the Management Committee;

- 7.6.2.7.** meet quarterly each year with the Executive Committee to review the performance of the Sub-Committee;
- 7.6.2.8.** prepare a budget for the Sub-Committee's activities for approval by the Executive *(Article 21)*,
- 7.6.2.9.** ensure financial planning, control and supervision of the Sub-Committee budget and expenses is implemented;
- 7.6.2.10.** provide a monthly report to the Zone Secretary for inclusion into the Management Committee business paper at least two (2) weeks before each Management Committee meeting;
- 7.6.2.11.** prepare and submit a report on the Sub-Committee's activities to the Zone Secretary for approval by the Executive before publication in the Zone Annual Report *(Article 3)*,
- 7.6.2.12.** generally to deal and report upon matters relevant to such duties as may be referred to that Sub-Committee by the Executive Committee.

8. MATCH/GREEN SUB-COMMITTEE

Chairman of the Match/Green Sub-Committee, in addition to *Article 7.6.2*, shall ensure that the Match/Green Sub-Committee carries out the duties as specified below.

- 8.1.** Within one (1) month of receipt of the annual State events program, prepare a Zone calendar of all events and submit a draft program for approval by the Executive Committee;
 - 8.1.1.** For all State/Zone events, the Match/Green Sub-Committee shall be the Controlling Body unless otherwise delegated.
 - 8.1.2.** Venues for State/Zone events shall be allocated by the Match/Green Sub-Committee in consultation with the club involved.
- 8.2.** Draw up supplementary Conditions of Play applicable to State/Zone competitions and be responsible for the conduct of all such events;
- 8.3.** Inspect proposed venues for State/Zone events for approval by the Executive;
- 8.4.** Ensure compliance with the Conditions of Play and supplementary Conditions of Play, and settle all disputes in connection with State/Zone fixtures, subject to appeal to the Executive Committee;
- 8.5.** Submit any proposal for amendments to the State Conditions and Schedule of Play to the Executive no later than *mid-March* in the year preceding the bowling season to which the

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Conditions and Zone Schedule will apply;

8.6. Establish a register and maintain records relating to all State/Zone events;

8.6.1. Pennant/Mid-Week Triples

8.6.1.1. Meet within three (3) days on completion of the previous round.

8.6.1.1.1. Check all result sheets and publish Results Tables on either; Zone web site, e-mail or mail.

8.6.1.1.2. Maintain a record of all players' game grading for each round.

8.6.1.1.3. Where a grading infringes Conditions of Play, notify the Zone Secretary who shall notify clubs. (*Article 6.3.11*)

8.6.1.2. Post Sectional Play

8.6.1.2.1. Receive club Player Grading Verification Form for players involved in Post Sectional games and check players eligibility (including reserves) as per State/Zone Conditions of Play.

8.6.1.2.2. Prepare for each venue a listing of eligible players in their teams for the use of the Controlling Body of the venue.

8.6.1.2.3. Report results to Zone Recorder/Secretary on game day before 6:00pm.

8.6.2. Other Association Events

8.6.2.1. Collect club entries from Zone secretary;

8.6.2.2. Sub-Committee meet to arrange draws and venues;

8.6.2.3. Provide the Zone Secretary the draw schedule for publication either on Zone web site, e-mail or mail.

8.6.2.4. Report results to Zone Recorder/Secretary on game day before 6:30pm.

8.7. Provide a side manager for Zone representative events;

8.8. Be responsible for the provision, collection and laundry of all Zone uniform attire;

8.9. Organise representation at Zone events as required;

8.10. Obtain reports from the Event Manager and Side Managers on the event as detailed in *Article 15.2* and he shall submit the reports to the next the Executive Committee meeting;

8.11. Advise members of the Sub-Committee they must be available to travel to events as rostered by the Chairman. This may preclude members of the Match Sub-Committee from participating in Zone or club competitions. (Refer to State Conditions of Play)

9. SELECTION SUB-COMMITTEE

9.1. Chairman of the Selection Sub-Committee, in addition to *Article 7.6.2* shall:

9.1.1. be responsible to recommend inter-zone fixtures, including Juniors, to the Zone Executive who shall obtain agreement in principle and where obtained, the Chairman of Selectors shall be responsible to finalise arrangements with all formal correspondence through the Zone Secretary.

9.1.2. organise attendance of Sub-Committee members at Zone and Club events for assessment of performance of individual bowlers;

9.1.3. provide a monthly Sub-Committee report to the Executive Committee including:

9.1.3.1. Clubs being visited for potential Zone representation and the name of the visiting Selector(s);

9.1.4. establish and maintain records relating to the conduct of Selectors and performance of representative players;

9.1.5. advise details of all sides selected to the Zone Secretary who shall confirm availability or eligibility;

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9.1.6. as required, have members assist him to carry out the duties of Chairman of the Selection Sub-Committee.

9.2. Members of the Selection Sub-Committee

9.2.1. be available to travel to events as rostered by the Chairman or Zone Executive.

9.2.1.1. This may preclude members of the Selection Sub-Committee from playing in Zone or club competitions. (Refer to State Conditions of Play)

9.2.2. assist the Chairman on the selection of Zone sides,

9.2.3. attend regular meetings of the Selection Sub-Committee at the time and place advised by the Chairman.

10. UMPIRES' SUB-COMMITTEE

10.1. Membership

The Umpires Panel shall consist of accredited Umpies.

10.2. Chairman of the Umpires' Sub-Committee, in addition to *Article 7.6.2*, shall:

10.2.1. Present in each year a proposed program, to accompanied with their budget, to the Executive Committee for approval for the ensuing year in respect of such program;

10.2.2. Submit to the Zone Executive the names of Presenters and Assessors for approval;

10.2.3. Monitor the Umpires' Accreditation Scheme throughout Zone 10 within the guidelines of Bowls Australia which includes:

10.2.3.1. notifying the Zone Secretary of newly accredited and re-accredited Umpires for notification to appropriate authorities;

10.2.3.2. maintain a record of Rulings and Interpretations regarding same;

10.2.3.3. identify potential Level 2 Umpires;

10.2.3.4. develop educational programs regarding the laws of the game for Umpires and bowlers,

10.2.4. liaise directly with zone clubs in respect of umpiring matters.

10.3. Presenters and Assessors

10.3.1. shall submit for approval to the Chairman Umpire Sub-Committee details of umpire curriculum and umpire course program for new Umpires and reaccreditation.

10.4. Members of Umpires' Sub-Committee shall:

10.4.1. assist the Chairman to carry out the duties Chairman of the Umpires' Sub-Committee, specified above, as required and delegated by the Chairman.

10.5. Umpire Panel Meetings

10.5.1. Ordinary panel meetings shall be held bi-monthly at a bowling club approved by the Sub-Committee management.

10.5.2. Meetings shall be conducted at a time and evening approved by the Sub-Committee management.

10.5.3. The panel shall meet at least sixty (60) days before the Zone Annual General Meeting to elect their management officers.

10.5.4. Umpires are required to attend regular meetings of the Umpires' Sub-Committee at the time and place advised by the Chairman.

11. COACHING SUB-COMMITTEE

11.1. Membership

11.1.1. The Coaching Panel shall consist of accredited Coaches providing they are also a financial member of Bowling Clubs registered with the RNSWBA.

11.2. The Chairman of the Coaching Sub-Committee in addition to *Article 7.6.2*, shall:

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- 11.2.1.** Present each year a proposed program to the Executive Committee by *1st October* for approval covering the ensuing year in respect of such programs;
 - 11.2.1.1.** Cost of courses shall be approved by the Zone Executive before promulgation.
- 11.2.2.** Monitor the Coaching Accreditation Scheme throughout Zone 10 within the guidelines of Bowls Australia and NCIS;
 - 11.2.2.1.** at all levels, monitor the accreditation/re-accreditation process;
 - 11.2.2.2.** notifying the Zone Secretary of newly accredited and re-accredited Coaches for notification to appropriate authorities;
 - 11.2.2.3.** maintain coaching programs for all levels; basic; advanced and elite;
 - 11.2.2.4.** develop educational program for the improvement of coaching techniques;
 - 11.2.2.5.** identify potential Tutors.
- 11.2.3.** Provide a resume and references of proposed Coach Tutors to the Executive Committee for approval before they undertaking the function of instruction on a Zone Coaching course.
- 11.2.4.** Visit zones and clubs for the promotion and maintenance of all matters connected with coaching;
- 11.2.5.** Arrange distribution of coaching material and updates of same to accredited coaches.

11.3. Tutors

- 11.3.1.** shall submit for approval to the Chairman Coaches Sub-Committee details of coaching curriculum and course program for new Coaches and reaccreditation.

11.4. Coaching Panel Meetings

- 11.4.1.** Ordinary panel meetings shall be held bi-monthly at a bowling club approved by the Sub-Committee management.
- 11.4.2.** Meetings shall be conducted at a time and evening approved by the Sub-Committee management.
- 11.4.3.** The panel shall meet at least 60 days before the Zone Annual General Meeting to elect their management officers.
- 11.4.4.** Coaches are required to attend regular meetings of the Coaches' Sub-Committee at the time and place advised by the Chairman.

12. JUNIOR SUB-COMMITTEE

12.1. The Junior Sub-Committee Chairman, in addition to *Article 7.6.2*, shall:

- 12.1.1.** carry out the committee task(s) as authorised by the Executive Committee;
- 12.1.2.** submit reports as required to the Executive Committee
- 12.1.3.** communicate all necessary information to the State Junior Committee.

12.2. Junior Selection Sub-Committee

- 12.2.1.** Duties as per *Article 9*.

12.3. Duties of the Junior Sub-Committee:

- 12.3.1.** oversee Zone junior trials and Zone and State junior games;
- 12.3.2.** develop elite coaching programs for the Zone junior team including;
- 12.3.3.** improving the performance and etiquette of players;
- 12.3.4.** factors influencing the development of the junior program;
- 12.3.5.** liaise with the State Junior Committee;
- 12.3.6.** liaise with junior zone and club coaches in relation to potential junior Zone players;
- 12.3.7.** submit to the Zone Executive Committee budget estimates for planned or proposed activities for the coming financial year;
- 12.3.8.** attend monthly meetings as called by the Chairman; and
- 12.3.9.** submit a monthly report to the Zone Secretary.

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13. OTHER SUB-COMMITTEES

13.1. The Executive Committee may appoint other Sub Committees to assist with the management of Association affairs and business as it thinks fit. (*Clause 16.5*)

13.2. A Sub-Committee Chairman, in addition to *Article 7.6.2*, shall:

13.2.1. carry out the committee task(s) as contained in the ‘Sub-Committee Terms of Reference’ authorised by the Executive Committee or Management Committee.

13.2.2. submit reports as required to the Executive Committee or Management Committee,

14. BOWLING SEASON AND ANNUAL PROGRAM

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

14.2. The Zone annual program shall be formulated by the Match/Green Sub-Committee, approved by the Executive and issued to clubs as early as possible in the preceding year.

14.3. Affiliated clubs must not have any events scheduled on the weekends of the State Singles rounds 1-4, and State Pairs rounds 1-4, without an application to the Zone”

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15. ZONE EVENTS AND INTER-ZONE ACTIVITIES

15.1. General

15.1.1. The planning and organisation of Zone events and inter-Zone activities are the responsibility of the Match/Green Sub-Committee and Selection Sub-Committee as contained in their duties. (*Articles 8 and 9*)

15.1.2. Zone officials shall not play or be used as side reserves for Inter-Zone competitions **UNLESS** all selected Reserves are playing or are not present.

15.1.3. Accommodation and transport (if applicable) for all Zone events shall be arranged by the Zone Secretary.

15.1.4. The Executive Committee shall determine authorized personnel to attend RNSWBA and Zone events and shall appoint an Event Manager where necessary. Unauthorised personnel may attend Zone events at no cost to the Zone

15.2. Side Leader

15.2.1. The Side Leader shall be a member of and appointed by the Executive Committee.

15.3. Side Manager

15.3.1. A Side Manager shall be appointed by the Match/Green Sub-Committee for each event.

15.3.2. The Side Manager shall be responsible to the Match/Green Sub-Committee for

15.3.2.1. administration of the side and conduct of Zone players and the event, and

15.3.2.2. submit a report on the event to the Executive through the Chairman Match/Greens Sub-Committee.

15.4. Players and Officials

15.4.1. Players and Officials, when representing the Zone, shall be required to sign and comply with a Zone Code of Conduct as shown at Annex 'A'. (*Clause 36.2*)

15.4.2. Officials when managing junior events shall also be required to sign a Junior Code of Conduct and Indemnity Form.

15.4.3. All members are subject to penalties by *Clause 36* and for bringing the game into disrepute.

16. AWARDS

16.1. RNSWBA Merit Badges and Tie Bars

16.1.1. RNSWBA Merit Badges or RNSWBA Tie Bars shall only be awarded to registered members of the RNSWBA for services rendered to their club or Zone.

16.1.2. These awards shall not be duplicated in respect of any nominee.

16.1.3. These awards shall only be presented on official days by the RNSWBA representative.

16.1.4. Awards shall be limited to a maximum of two (2) Merit Badges and two (2) Tie Bars. Up to two (2) Ladies Broaches may also be presented

16.2. Zone Pennant & Mid-Week Triples Competitions

16.2.1. Pennants shall be presented to winners of each grade at Zone level of the State Pennants.

16.2.2. Runners-up in Pennants may order and purchase a Pennant at their own cost through the Zone Secretary.

16.2.3. Plaques shall be presented to winners of all grades in Zone Mid-week Triples competition.

17. PRESIDENT'S DAYS

17.1. Zone Presidents Day

17.1.1. An annual Zone Presidents Day shall be held, to which all clubs will be invited.

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- 17.1.2. Clubs who have not made or will not have their own RNSWBA award presentation in any calendar year may apply through the Zone Secretary for RNSWBA Awards to be presented to club member nominees at the annual Zone presidents Day.
- 17.1.3. Presentation can be made in absentia for eligible club members unable to attend the Zone Presidents Day.
- 17.1.4. Applications for awards to be presented are to be made to the Zone Secretary at least three (3) months before the Zone Presidents Day.

17.2. Club Presidents Day

- 17.2.1. All clubs shall apply for State/Zone representatives and stipulate a proposed date no later than three (3) months beforehand.
- 17.2.2. Should more than one club apply for the same date the Zone Executive may require clubs to propose an alternative date.

18. SUSPENSION OR EXPULSION FROM MEMBERSHIP

- 18.1. A person who has been suspended from membership of any affiliated club shall be **ineligible to play at any other affiliated club and any level of bowls** during their term of suspension. (Clause 37)
- 18.2. The affiliated club referred to in *Article 18.1* above, must advise, in writing, the RNSWBA and Zone Secretary of the name of the person who has been suspended or expelled within 14 days from the date of the suspended or expelled person for recording purposes.
- 18.3. Suspension or expelled person by the Zone shall follow a similar course and procedure as shown in *Article 18.2* above.

19. DISPUTES & APPEALS

19.1. General

- 19.1.1. This Article details the procedure for disputes and appeals that may arise as a result specifically of:
 - 19.1.1.1. *Clause 48* – Disciplining of Affiliated Clubs,
 - 19.1.1.2. *Clause 36* – Control of Players and
 - 19.1.1.3. *Clause 37* - Disqualification of Players.
- 19.1.2. No person who is an interested party shall participate in the determination of an appeal in any way.

19.2. Appeal Process

- 19.2.1. The appeal must be notified to the Zone Secretary for determination by the Executive Committee. The appeal must specify the grounds of appeal relied upon.
- 19.2.2. The appeal must be lodged with the Zone Secretary within thirty (30) days of receipt of notice by a party or entity who/which has received a penalty or is the subject of an adverse decision from the Association.
- 19.2.3. Upon receipt of an appeal the Zone Secretary shall, in conjunction with the members of the Executive Committee, determine an appropriate date, time and place for any hearing should a hearing be sought.
 - 19.2.3.1. The meeting or hearing shall be no less than fourteen (14) days and not more than twenty one (21) days from the receipt of the appeal, unless the matter is deemed to require urgent attention, in which case the Executive Committee may agree on a variation of the time frame set out in this policy having regard to such matters as the availability of key witnesses (if any) and timing of relevant competitions, amongst other things.
- 19.2.4. The Zone Secretary shall notify the appellant and/or his representative and any complainant or relevant party to the proceedings that he has the right:

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19.2.4.1. To make written statements not less than five (5) days prior to the date of the hearing, and

19.2.4.2. To appear at the hearing and/or be represented.

19.2.5. Should the Appellant(s) be dissatisfied with the decision of the Executive Committee they may apply through the Zone for arbitration by the RNSWBA for a determination by the RNSWBA Appeals Committee subject to *Article 19.2.6.*

19.2.6. The RNSWBA participation shall be at the discretion of the Zone. (*Clause 38*)

19.2.7. The decision by the RNSWBA (if applicable) shall be final.

20. FINANCE MATTERS

20.1. Items of Zone expenditure over and above the approved budget to a value not exceeding \$5,000 per transaction may be incurred by the Executive Committee. Expenditure on any transaction of a value in excess of this amount requires approval in advance at a General Meeting of the Management Committee.

20.2. Sub-Committees shall **NOT commit** the Association to any financial income or expenditure beyond their approved budget limit without the prior approval of the Executive subject to *Article 20.1 above.*

21. BUDGET

21.1. All information required for the preparation of the Association budget shall be submitted to the Treasurer through the Secretary at least 90 days before the Association Annual General Meeting.

21.2. Each Sub-Committee Chairman shall submit details of proposed income and expenditure of proposed activities to the Zone Secretary at least 90 days before the Annual General Meeting. [*See Articles 7.6.2.8, and 22.3*]

21.3. The Executive in association with the Treasurer shall formulate the Zone budget for the ensuring year for approval by the Management Committee at the Annual General Meeting.

22. ALLOWANCES & REIMBURSEMENT OF EXPENSES

22.1. The Association budget shall include an annual allowance amount for Executive members and Chairman of Permanent Sub-committees.

22.2. Reimbursement shall be made for travel, meals, accommodation and sundry expenses properly incurred in the course of their duties, or otherwise in the business and affairs of the Association while carrying out or acting as a member of the Executive in the position of:

22.2.1. Zone President,

22.2.2. Zone Senior Vice President,

22.2.3. Zone Vice President,

22.2.4. Zone Secretary,

22.2.5. Zone Treasurer, or

22.2.6. State Councillor

22.2.7. Reimbursement of expenses for Executive Committee positions as applicable shall be made monthly as approved by the Executive Committee.

22.3. Sub-Committees

22.3.1. General

22.3.1.1. Sub-Committees requiring Zone authorised reimbursement of expenditure shall submit a budget. [*See Article 21*]

22.3.1.2. Reimbursement for travelling, meals, accommodation and sundry expenses incurred by them in the course of their duties, or otherwise in the business

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and affairs of the Association while carrying out or acting as an official of the Zone.

- 22.3.1.3.** During a financial year reimbursement for travel, accommodation and meals for the collective Sub-Committee shall be limited to the approved budget of that Sub-Committee unless authorised in excess by the Executive Committee.
- 22.3.1.4.** All claims from members of Sub-Committees shall be submitted through the Chairman, who must attest to the correctness of the claim within the approved overall Sub-Committee budget.
- 22.3.1.5.** All claims for reimbursement of expenses must be accompanied by relevant receipts, otherwise claims may be rejected. Where receipts are not available, full written details of item/s making up the claim must be provided.
- 22.3.1.6.** The Executive Committee reserves the right at all times to reject claims for unauthorized expenses. These are subject to appeal to the Executive Committee.

22.3.2. Travel

- 22.3.2.1.** Travel by individuals own (comprehensively and third party insured) vehicle shall be reimbursed at the kilometre rate approved within the budget by the Management Committee from time to time.
 - 22.3.2.1.1.** Current approved rate is 30 cents per kilometre within the metropolitan area.
 - 22.3.2.1.2.** Reimbursement incurred beyond the metropolitan area shall be as determined by the Executive.
- 22.3.2.2.** Regardless of whose vehicle is used when travelling together, only one claim for the kilometre allowance shall be permitted for a vehicle and this shall be lodged by the vehicle owner to the Sub-Committee Chairman.
- 22.3.2.3.** All forms of public transport travel shall be reimbursed at economy rates or the lowest rate available to the person travelling.
- 22.3.2.4.** Bridge/expressway tolls are approved expenses.

22.3.3. Accommodation

- 22.3.3.1.** Accommodation booking for all Zone events as applicable, shall be made by the Zone Secretary.
- 22.3.3.2.** Reimbursement for accommodation shall be made at the room nightly rate, as determined by the Executive Committee from time to time, regardless of whether it is single or shared accommodation.
- 22.3.3.3.** Where more than one member of the Executive Committee/a Sub-Committee is involved it is expected they may avail themselves of twin share accommodation.

22.3.4. Meals

- 22.3.4.1.** Reimbursement of meals (i.e. breakfast, lunch, dinner) shall be paid when officially representing the Zone in accordance with the rates determined by the Executive Committee from time to time.
- 22.3.4.2.** Receipts **must be provided**.
- 22.3.4.3.** These expenses shall be paid with respect to food and non-alcoholic drinks only.

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23. ATTIRE

23.1. General

23.1.1. All bowlers are subject to RNSWBA By-Law Section 8 and Zone 10 Conditions of Play.

23.1.2. All players in the same side in a side event or in the same team in a team event must be similarly attired.

23.2. Zone Attire

23.2.1. Zone Official Attire

23.2.1.1. Blazers, approved jackets and grey trousers shall be the optional attire for Association Officials not on duty and not being involved in the actual conduct of the event.

23.2.1.2. All Association Officials on duty and involved in the conduct of the event shall wear approved blazers and tailored white or cream trousers, together with white/cream shirt and the RNSWBA tie.

23.2.1.3. All Umpires and Coaches when officiating at any State/Zone event shall wear the Zone approved shirt. Approved colours are:

23.2.1.3.1. Umpires – Blue;

23.2.1.3.2. Coaches – Gold;

23.2.2. Club Uniforms

23.2.2.1. New designs must be submitted to the RNSWBA through the Zone Secretary and will be assessed before formal approval. They must incorporate the Bowls Australia Logo and conform to the RNSWBA Dress Guidelines.

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Annex 'A' To Article 15.3

CODE OF CONDUCT

In being selected, I agree to abide by the following conditions as set out below:

1. **THAT** I am, first and foremost, an ambassador of *Sydney North West Zone 10 Bowling Association Inc* ("the Association") and will at all times conduct myself in an exemplary manner whilst participating, representing or supporting the Association.
2. **THAT** I will always abide by any lawful direction or request made by the Side Manager or other Association Official
3. **THAT** the Association team uniform will always be clean and well presented and will only be worn for the purposes of approved Zone 10 Events or as otherwise directed or sanctioned by the Side Manager or other Association Official.
4. **THAT** the conduct of play will always be governed by the Rules and Laws of the Game as set down by the RNSWBA or relevant Controlling Body and that I will acquaint myself with and abide by those Rules and Laws
5. **THAT** I will observe and abide by the Rules and Regulations and Licensing requirements of any Host Club and will conduct myself at all times in a fit and proper manner whilst on the premises or any such Host Club or licensed premises.
6. **THAT** I will, at all times, present myself at the time appointed or nominated by Association Officials for all requirements of practice and play and will not unduly prevent or hinder any other player from meeting his obligations in that regard.
7. **THAT**, when travelling to match venues other than by official Association organised transportation, I will notify the Side Manager of my desire so to do and will obtain his permission prior to travelling.
8. **THAT** I will, when travelling by Association organised transportation, present myself at the appointed place and time nominated by the Side Manager or Association Official and at least one half hour prior to the nominated departure time
9. **THAT** I will, when travelling, conduct myself in an exemplary manner and will, at all times, abide by the relevant RTA Regulations and/or the lawful directions of the driver of the Coach.
10. **THAT** I will not smoke, eat food or consume alcoholic beverages or prohibited drugs while on Association organised forms of transportation.
11. **THAT**, when staying in accommodation arranged by the Association, I will always conduct myself in an exemplary manner and not cause any complaints to be filed against the Association.
12. **THAT** I will treat the property of third parties with care and respect and I ACKNOWLEDGE that, should I be in breach of this undertaking, I will be liable to pay any damages arising there from.
13. **THAT**, unless otherwise permitted by the Side Manager or other Association Official, I will not consume alcohol on accommodation premises.
14. **THAT** I will not possess, take or use prohibited drugs at any time while a member of the Association Side.
15. **THAT** the use of loud and/or offensive language, aggressive or offensive behaviour will not be tolerated at any time.
16. **THAT** any serious or wilful infringements of this *Code of Conduct* shall be deemed to bring the Association into disrepute irrespective of the circumstances or location and accordingly may incur disciplinary action to be taken by the Association.

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