



# NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC

PHONES: 4929 3441 – 4929 1307  
FAX: 4929 1699  
EMAIL ADDRESS: [ndba@pacific.net.au](mailto:ndba@pacific.net.au)  
WEBSITE: [www.ndba.com.au](http://www.ndba.com.au)

ADDRESS ALL CORRESPONDENCE TO:  
PO BOX 2199, DANGAR 2309

## **NDBA ADVISORY COMMITTEE PAMPHLET NO.8**

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### **DO'S AND DON'TS FOR CLUB SECRETARIES IN THEIR RELATIONSHIP WITH THE ASSOCIATION.**

#### **DO**

Forward all correspondence to PO Box 2199, DANGAR 2309. This will ensure a quicker delivery than if addressed to Cnr National Park and Parry Streets, Newcastle West. 2302.

OR

Email to - [ndba@pacific.net.au](mailto:ndba@pacific.net.au)

OR

Fax to – 4929 1699

#### **DO**

Read all circulars promptly and attend to them where possible, or immediately after the meeting of your Management Committee or Board of Directors which deals with them.

#### **DO**

Remember that your affiliation and other similar fees are due and payable within 30 days of the close of your Financial or Membership year, otherwise your club is unfinancial and your members are not entitled to play in any Association fixture.

#### **DO**

Screen all applications for membership very carefully. If in doubt about any person, check with NDBA Headquarters.

#### **DO**

Register your new members each month. There are three (3) copies of the Registration Form. The white copy is forwarded to the RNSWBA; pink copy to the NDBA & the yellow copy is retained by the Club. This applies also to deletions, changes of address and status changes.

#### **DO**

Advise NDBA Headquarters of your Club Officials as soon as possible after your Annual General Meeting.

#### **DO**

Check with NDBA Headquarters before you finally set a date for your Pennant Unfurling so as to avoid clashing with other clubs.

#### **DO**

Answer all invitations promptly and, if accepted, ensure that there is representation from your club.

#### **DO**

Remember every Club shall notify the Secretary of the Association in writing, on or before the 10<sup>th</sup> of July in each year or as soon as possible there after, the names and addresses of the two Delegates who will attend the NDBA Management Committee Meetings. One of these Delegates must be a member of the Management Committee of the Bowling Club and be delegated to advise the Committee of the business conducted at the NDBA Management Committee Meetings. The

position of a Delegate who absents himself, or is represented by a proxy Delegate, for three consecutive meetings of the Management Committee, shall become vacant and his club notified of that fact by the Secretary within 7 days. Any member whose position is declared vacant under this rule shall not be eligible to be re-appointed during that year.

**DO**

Notify NDBA Headquarters when your greens are out of play, if possible giving plenty of notice when they are to go down.

**DO**

Pay all 'bob-in' days amounts promptly upon receipt of the Association invoice.

**DO**

Ensure that all Saturday & Mid-Week Pennant Results are phoned to Association Headquarters and that Result Forms for both Saturday & Mid-Week Pennants are forwarded by the specific time (see Current Rules and Regulations for detailed instructions).

**DO**

Make yourself fully conversant with the requirements of the Association's Constitution.

**DO**

Obtain a copy of the Clubs NSW Directors Guide – have a copy available for your Club President & Directors.

**DO**

Maintain a complete register of all club members, both male and female as required by Law and your Articles, Rules or Constitution.

**DO**

Forward two copies of your annual report to NDBA headquarters, if possible before your annual meeting, so that one copy can be given to the Executive Representative attending the meeting.

**DO**

Make use of the Advisory Committee Pamphlets which are available from Association Headquarters and are on the Association Website.

**DO**

Ensure that when submitting a change of category or deletion of a member, to include his previous status on the Change Form.

**DO**

Include a Deletion Form for all members deleted from your Annual Return. (These should be listed in numerical order from the RNSWBA Print-out of Members).

**DO**

Ensure that all invitations to the Association to attend official functions are forwarded well in advance and provide complete details of the function, e.g. Mixed – Time – Type of function etc.

**DO**

Be aware of a suspended or expelled member etc.

**DON'T**

On any account communicate directly with the RNSWBA. All Correspondence for the State Association must go through NDBA Headquarters.

**DON'T**

Forget to have the Certificate of Registration changed immediately there is a change of Club Secretary. The Licensing Court requires a letter signed by the President or Chairman to the effect that Mr ..... was elected Secretary at a properly convened meeting held on .....(date).

**DON'T**

Accept a member of another club as a member of your club unless you receive a NSW Club Players Clearance Application Form.

**DON'T**

Forget to advise NDBA Headquarters when a member is suspended or deleted.

**DON'T**

Forget the correct procedure to be adopted on official occasions. Information on this matter can be obtained from NDBA Headquarters.

**DON'T**

Hesitate to contact NDBA Headquarters if you are in doubt about anything, need assistance or advice on **any** matter.