



# NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC

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## Newcastle District Bowling Association (Zone 2) Inc. By-Laws

### 1. Representation of Executives at State Play-Offs -

The NDBA President or his representative shall attend the State No.1 Grade Pennant Play-Off. All other grades in the State play-offs will be represented by the NDBA only if requested by the Club concerned. If a Club requests a representative from the NDBA, then that Club shall be responsible for the travel and accommodation expenses of that representative.

### 2. Duties & Responsibilities of Permanent Sub-Committees

#### (a) Advisory –

- (i) To advise on various matters relating to the control and management of Bowling Clubs.
- (i) To arrange for such course of instructions as may be required.
- (ii) Generally to deal with such matters as may be referred to it by the Executive or Management Committees.
- (iii) To initiate and direct such forms of activity as may come within the scope of this Committee.
- (iv) To prepare such material as may be considered necessary to assist in the management of Clubs.
- (v) To carry out such other similar functions as the Executive or Management Committee may from time to time decide.
- (vi) Prepare a draft report on the Committee's activities for publication in the Annual Report.

#### (b) Finance –

- (i) To control and if possible grow through Financial Institutions all Association Funds. Also to expend with due diligence Association Funds with regards to business matters that fall outside budget forecasts.
- (ii) Generally to deal with such matters as may be referred to it by the Zone President, Secretary, Executive or Management Committee.
- (iii) To initiate and direct such forms of activity as may come within the scope of this Committee.
- (iv) To report all matters of relevant duties to the Executive Committee for distribution to the Management Committee except for the matter of salary/wages of all employees that will remain strictly confidential and set annually via review of State Award or Agreement.

#### (c) Greens –

- (i) (a) To inspect and trial the greens of all affiliated clubs, if possible at regular intervals and to report to the Management Committee through the Executive Committee upon their fitness for use in connection with pennant and other Association fixtures, including compliance with the Laws of the Sport of Bowls on the condition of the playing area, banks, ditches, equipment, etc.

- (b) To submit a report to the President and Secretary on the condition of the greens inspected for presentation to the Match Committee. If requested a copy of this report to be forwarded to clubs on the condition of their greens.

- (ii) Determine in consultation with the Committee Members the duties to be carried out including a list of greens to be inspected by each Committee Member.
  - (iii) Generally, to deal with and report upon matters relevant to such duties that may be referred to it by the Executive or Management Committees.
  - (iv) Prepare a draft report on the Committee's activities for publication in the Annual Report.
- (d) Junior –
- (i) To promote and advance, in accordance with the policy of the Executive Committee, the development of Junior Bowls within the Association's area.
  - (ii) To liaise with the Match Committee for the purpose of a programme for the ensuing season.
  - (iii) To liaise with representatives of the Education Department, District Schools and other bodies for the purpose of promoting junior bowls within the Association's area.
  - (iv) To establish a junior squad to provide opportunities for junior bowlers (both male and female) to:
    - Improve their bowling ability
    - Interact with other junior bowlers
    - Experience higher levels of competition
    - Receive quality coaching
    - Receive instruction to assist them in their 'off green life'.
  - (v) To establish the squad under the control of the Zone Junior Committee.
  - (vi) To ensure that coaching personnel organise activities for members of the squad on a regular basis.
  - (vii) To ensure organised training sessions have a specific skill development and purpose.
  - (viii) To arrange for the Junior Chairman or representative to report to and act under the Zone Association guidelines.
  - (ix) To require all squad members to:
    - (a) Make application for the squad, via the NDBA application form, for the ensuing year.
    - (b) Apply through application to the NDBA before acceptance into the squad.
    - (c) Have read and signed (and endorsed by Parent(s)/Guardian) the Junior Guidelines.
    - (d) Have read and signed the State Junior 'Code of Conduct'.
  - (x) To ensure all members, co-opted workers and coaching staff abide by the NDBA's official 'drug free' policy when being involved, in any capacity, with juniors.
  - (xi) Prepare a draft report on the Committee's activities for publication in the Annual Report.
- (e) Match –
- (i) To arrange all the necessary details for, including allocation of venues, and to be responsible for the conduct of Pennant and Association Competitions and Matches.
  - (ii) To draw up both Rules and Regulations and a proposed program for the ensuing season and to present them not later than the September meeting of the Management Committee. A copy of the Rules and Regulations and proposed programme will be forwarded to all Clubs prior to such meeting.

- (iii) To settle all disputes in connection with Pennant and other Association Fixtures subject to appeal to the Executive Committee.
  - (iv) Generally, to deal with and report upon matters relevant to such duties that may be referred to it by the Executive or Management Committees.
  - (v) To decline or accept entries for Association Events or Pennants.
  - (vi) Determine in consultation with Committee Members the duties to be carried out including official representation at Association Events.
  - (vii) Approve, produce and distribute forms, letters and similar documents for the conduct of Association Events.
  - (viii) Prepare a draft report on the Committee's activities for publication in the Annual Report.
  - (ix) To maintain the relevant pennant records relating to players pennant grading.
- (f) Selection –
- (i) To select sides to play in all inter-Association and similar representative matches.
  - (ii) To submit a report to the NDBA Secretary of such selections.
  - (iii) Selectors shall not be entitled to be selected in a representative side. A Selector(s) shall only play in a representative side in cases of emergency.
  - (iv) A member(s) of the Selection Committee shall attend all the Quarter-Finals to the Final stage in all District games.
  - (v) Prepare a draft report on the Representative games for publication in the Annual Report.
- (g) Umpires –
- (i) To conduct classes and to arrange examinations on the Laws of the Game.
  - (ii) To adjudicate on disputes and appeals on the Laws of the Game.
  - (iii) To carry out such other similar functions as the Management Committee may from time to time decide.
  - (iv) Prepare a draft report on the Committee's activities for publication in the Annual Report.
- (h) Zone Membership –
- (i) To liaise with the RNSWBA Development Officers in the distribution of recruitment guidelines to Clubs within the Zone.
  - (ii) To develop and make recommendations regarding membership policy at Zone level.
  - (iii) To provide guidance and consultation regarding the application of sound recruitment principles within the Zone.
  - (iv) To deal with and report upon matters relevant to such duties that may be referred to it by the Executive or Management Committees.
  - (v) Prepare a draft report on the Committee's activities for publication in the annual Report.

- (i) Coaching –
  - (i) Administer the Coaching Accreditation Scheme throughout the Newcastle/Zone 2 District.
  - (ii) Develop a strategic Management 3 year plan.
  - (iii) Establish and maintain records regarding Accreditations and Re-Accreditations.
  - (iv) Assist in establishing Coaching Committees within Zone 2 Clubs.
  - (v) Oversee of the Accreditation/Re-Accreditation process for all levels.
  - (vi) Liaise directly with the Executive Committee in respect to Coaching matters.
  - (vii) Develop Coaching Programs for all levels.
  - (viii) In association with the State Coaching Committee, be responsible for the promotion and maintenance of all matters connected with coaching within Zone 2.
  - (ix) Conduct Quarterly Meetings and ensure all correspondence is passed through to the NDBA Secretary.
  - (x) Implement coaching documentation and administration procedures.
  - (xi) Assist in facilitating the duties of club coaching Development Officers.
  - (xii) Visit Clubs within Zone 2 for the promotion and maintenance of all matters connected with coaching.
  - (xiii) Prepare and plan for all conducted courses and seminars.
  - (xiv) Prepare a draft report on the Committee's activities for Management Meetings and the Annual Report.

**3. Drugs in Sport –**

- (a) The Association shall comply with the Drugs in Sport Policy as promulgated by the NSW Department of Sport and Recreation.
- (b) The Association shall comply with policies relating to Drugs in Sport as promulgated by Bowls Australia.
- (c) The Association shall require competitors to comply with the requirements of Bowls Australia and or NSWDSR drugs in sport policy.

**4. Child Protection –**

The NDBA supports and encourages the principles of child protection and recognises that protection of children from abuse and neglect is a moral and ethical imperative. The NDBA shall at all times comply with and encourage affiliated Clubs, to comply with the *Commission for Children and Young People Act 1998* and the *Child Protection (Prohibited Employment) Act 1998*.

**5. Transfer Procedure from Club to Club –**

A player who is a registered member of a Club affiliated with the RNSWBA and who changes Clubs or wishes to change his declared Club during the Season, may NOT participate in Association Events at his new Club (or declared Club) until that Club has received a signed NSW Club Player Clearance Application Form from the Club he is transferring from.

**6. Voting Paper Retention Period –**

Voting papers for all NDBA elections, viz NDBA Officers & Sub-Committees, are to be retained for a period of three (3) months following the declaration of the ballot (s) by the Returning Officer.

- 7. NDBA Insurance –**  
(a) The Association shall effect and maintain insurance pursuant to Section 44 of the Act.  
(b) In addition to the insurance required under (a) the Association may effect and maintain other insurance.
- 8. NDBA Officers & Sub-Committee Members Expenses –**  
All Members of the Executive Committee, plus the Chairman & Members of Sub-Committees shall be entitled to submit claims for travel and accommodation expenses incurred while carrying out their duties representing the NDBA.  
  
All such claims shall be submitted to the Treasurer for approval. Any disputed claims will be referred to the Finance Committee, whose decision on the matter shall be final.
- 9. District President Role as a Member of a Sub-Committee –**  
Refer to NDBA Constitution Rule 20.
- 10. Gambling on Lawn Bowls –**  
A competitor or team in a particular game, match or series is not permitted to bet or have any interest in a bet on an opponent in that game, match or series.  
Reference NDBA Constitution Article 34.
- 11. Sports Rage –**  
The NDBA supports the initiatives and policies of the NSW Department of Tourism Sport & Recreation to manage and deal with sport rage.  
  
Sport rage is violence, bad language, abuse and general bad behaviour by players, coaches, officials and spectators. While friendly rivalry on the sporting field is a healthy part of sport, when the line between competition and aggression is crossed, there are no winners.

**Note:** The above By-Laws were adopted at the NDBA Executive Committee Meeting held on the 16<sup>th</sup> April, 2007.