



NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC

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Newcastle District Bowling Association (Zone 2) Inc. Regulations

1. Management Committee

- (i) The management of the association shall be vested in the Management Committee which shall comprise the Executive and Delegates.
- (ii) Any expenditure in excess of \$50,000 requires the consent and approval of three quarters of those present and entitled to vote at any meeting of the Management Committee.
- (iii) The Management Committee will control, pay and protect any wage entitlements of any employee as well as approved out of pocket expenses of Committee Members.
- (iv) The Management Committee shall meet Bi-Monthly, unless otherwise decided, at Association Headquarters at a date and time to be decided upon by the Management Committee. Special General Meetings shall be advised by the Secretary/Sports Administrator when directed by a resolution of the Management Committee or Executive Committee or on written request from 30 or more delegates. Notice of the motion together with the business to be transacted at the meeting shall be forwarded to each Club at least 28 days prior to such meeting.
- (v) Notice of the date and time of the next regular meeting of the Management committee shall be included in the minutes of the previous meeting and be forwarded to every Club Secretary and Delegate at least seven days prior to such meeting. Notice of special meetings may be given likewise, or if time does not permit, by notice sent to every Club secretary at least seven days prior to the date of such special meeting.
- (vi) In the event of a Delegate unable to attend any meeting of the Management Committee, their Club should appoint a member of the Club with similar qualifications to act as a proxy.
- (vii) At all meetings of the management Committee, Annual or otherwise, each Club shall have one vote.

2. Permanent Sub-Committees - Duties & Responsibilities

The current elected Executive will appoint the members of the following Sub-Committees (Ballot NOT required)

Permanent Sub-Committees are:

1. Advisory Committee (5 members)
 2. Greens Committee (3 members)
 3. Junior Committee (6 members)
 4. Match Committee (6 members)
 5. Selection Committee (5 members)
 6. Umpires Committee (6 members)
 7. Coaching Committee (Zone Secretary/Sports Administrator)
 8. Membership Committee (State Councillor)
 9. Finance Committee (President, Treasurer, Secretary/Sorts Administrator)
- (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 ensure that all financial matters related to the business of the Newcastle District Bowling Association are carried out following the Policies and Procedures in place from Government agencies.
 - (ii) Generally, to deal with such matters as may be referred to by the Zone 2 Executive or Management Committee.
- (c) Greens –
- (i) (a) To inspect affiliated Clubs greens twice per annum for compliance to the Rules of the Game and quality of playing surface.
 - (b) If requested, a copy of reports to be forwarded to Clubs and/or Executive/Match Committee.
- (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 that all coaches, assistant coaches and helpers have a current working with children check number.
 - (viii) To ensure organised training sessions have a specific skill development and purpose.
 - (ix) To arrange for the Junior Chairman or representative to report to and act under the Zone Association guidelines.
 - (x) 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'.
 - (xi) 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.
 - (xii) 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 all Association events, including Draws allocation of venues, and to be responsible for the recording of Pennant and Association Competition results.
 - (ii) To draw up both Rules and Regulations and a proposed program for the ensuing season and to present them at a nominated 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) Approve, produce and distribute forms, letters and similar documents for the conduct of Association Events.
 - (vii) To ensure that the relevant pennant records relating to players pennant grading are current and archived.
- (f) Selection –
- (i) To select sides to play in all inter-Association and similar representative matches.
 - (ii) The Chairperson to submit a report to the NDBA Secretary of such selections.
 - (iii) Selection Committee Shall meet monthly and also at the conclusion of each match for those in attendance.
 - (iv) Selectors shall not be entitled to be selected in the ANY Representative side. A Selector(s) shall only play in a Representative side in cases of emergency.
 - (v) A minimum of two (2) Selectors shall:
 - a. Attend all representative games.
 - b. **Attend to the Master Score Board as per a roster.** Note the Chairman may appoint a responsible person to attend to the Master Board.
 - (vi) A member(s) of the Selection Committee shall be rostered to attend all Final stages of Open and Senior Major Championships / No.1 Grade Pennant play-off and where possible Senior Finals. The Chairman to prepare a roster to ensure a Selector is in attendance.
 - (vii) The Junior Chairperson shall liaise with the Selection Committee, to review performance for Junior pathways into the Open Representative sides.

- (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 Executive 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) The current State Councillor will liaise with Bowls NSW Limited to distribute any recruitment guidelines and principals to Clubs within the Zone.
 - (ii) The current State Councillor is to deal with and report upon matters relevant to such duties that may be referred to it by the Executive Committee.
- (i) Coaching –
 - (i) The Secretary or an appointed Executive shall liaise with Bowls NSW Limited to administer the Coaching Accreditation Scheme throughout Zone

NOTE:

1. The Chairperson of the Advisory, Junior, Match, Selection, Umpires and Coaching Permanent Sub-Committee shall be members of the Executive.
2. The Chairperson of each Sub Committee, or an appointed Executive, shall prepare a Committee Report for publication in the Annual Report.

Failure to meet the conditions of any Sub-Committee requirement by any member of the Committee, will result in it being referred to the Association Executive Committee for consideration for forfeiting their position on the Committee.

3. Nomination of Permanent Sub-Committee Members.

- (a) Nominations for Permanent Sub-Committee Members will be called from each Club, each nominee shall be a registered member of Bowls NSW Limited and the NDBA.
- (b) Nominations must be signed by the nominee and be proposed and seconded by members of the Board of Management of the Bowling club of which the nominee is a member.
- (c) Nominations must be in the hands of the Secretary/Sports Administrator of the Association no later than thirty-five (35) days prior to the Annual General meeting.

4. Appointment of Permanent Sub-Committee Members

- (a) On receipt of nominations the Executive shall appoint the Members of each Permanent Sub-Committee and its Chairperson.

5. Casual Vacancies on the Permanent Sub-Committees.

- (a) If a casual Vacancy occurs on any Permanent Sub-Committee the Executive shall appoint a replacement who shall hold office for the remainder of the term.

6. Leave of Absence.

- (a) Upon being satisfied with the bona fides of the case and provided that no undue inconvenience may ensue the Management Committee may grant leave of absence to members of the Permanent Sub-Committees

- (b) The position of any member of the Executive or Permanent Sub-Committee who absents themselves from three (3) consecutive meetings of the Executive or Permanent Sub-Committee of which they are a member without having been granted leave of absence, shall become vacant, The position of a delegate who absents themselves, or is represented by a proxy Delegate for three (3) consecutive meetings of the Management Committee shall become vacant and their Club notified of that by the Secretary/Sports Administrator within seven (7) days.
- (c) Any member whose position is declared vacant under this regulation shall not be eligible to be reappointed during that following two years

7. CONDUCT OF DELEGATES

Should the conduct of a delegate at a Management Committee meeting be such that they are asked to leave the meeting by the President/Chairperson, the following procedure shall apply:

- (i) The Delegate/s is to leave the premises on the night of the meeting.
- (ii) A letter is to be sent by the Secretary/Sports Administrator of the Association to the Club or Clubs concerned regarding the Delegate/s conduct at the meeting.
- (iii) The Club or clubs concerned are to inform the Association of any action taken against the Delegate/s in regards to this matter (i.e. warning, replacement, suspension or no action)
- (iv) Should any bowling member by their action be deemed to bring the game into disrepute the Zone Two Executive may take action the member in regard to the matter and may warn, suspend or expel such member. The member shall be given at least 14 days notice to appear before the Committee to answer the charge. The notice shall set out the reason for the citation and the possible penalty that the Committee may impose if the charge is proven.
- (v) Penalty – Suspension as per Bowls NSW Limited Regulations or a monetary penalty of up to Maximum \$5000. Penalties to be determined by the Zone Executive Committee for each individual case and issue. Bowls NSW Limited should be advised in writing of any action within fourteen (14) days.

8. Representation of Executives at State Playoffs.

Should a Club request a representative from Zone 2 to attend a State Final Series, then that Club shall be responsible for the travel and accommodation expenses of that representative. Should the Zone be hosting a State Final Series a nominated Zone 2 Executive shall be in attendance.

9. Affiliation of Clubs

- (a) A Club should have at least one (1) green on land of which it is the owner or has some other secure tenure and of which the Club either has the control and management or has some agreement or arrangement with the person or body having control and management; and which will have at least three (3) rinks laid down in conformity with the Laws of the Sport of Bowls.
- (b) A Club may decide to disaffiliate from the Association. In such cases the disaffiliated Club shall have no claim on the finances or resources of the Association

10. BOWLING GROUPS

The Association may grant recognition to such other Bowling groups formed by members of one or more clubs through a common interest.

11. Suspension of Clubs.

- (a) The Executive Committee shall have the power to reprimand, suspend or withdraw the affiliation of a Club which shall infringe any rule of the Constitution or Regulations, or against which a complaint in writing has been lodged with the Secretary/Sports Administrator of the Association, or which knowingly permits conduct amongst its members, which in the opinion of the Executive Committee shall render it unfit to retain its affiliation.
- (b) Provided that before such action is taken a notice of the infringement or complaint shall be sent by certified mail or electronically, by the Secretary/Sports Administrator to the Club concerned giving at least twenty eight (28) days notice of a meeting with the Executive Committee at which the infringement of complaint will be dealt with.
- (c) Any Club called to such meeting shall be entitled to have three (3) of its officials present to give evidence, but should such officials fail to attend at the time and place mentioned, the infringement or complaint will be

heard and dealt with by the Executive Committee on the evidence before it, their absence notwithstanding, and the decision of the Executive Committee shall be reported to the Management Committee for confirmation.

- (d) At all hearings of matters relating to Clubs the Executive Committee may request the attendance of any person or persons who may be able to assist in the matter.
- (e) Any decision of the Management Committee in relation to such infringement or complaint shall be final. An appeal may be lodged with Bowls NSW Limited within fourteen (14) days of the club concerned being notified of the decision of the Management Committee.

12. Appointment of Sports Administrator

- (a) In accordance with the Constitution the Executive may appoint a Sports Administrator to carry out the duties of the Secretary of the Association together with any other duties as directed by the Executive.
- (b) The Conditions of Appointment and salary of the Sports Administrator shall be determined and reviewed as necessary by a committee comprising of the President, Treasurer and a Senior Vice President.
- (c) The Sports Administrator shall be the Association's Public Officer
- (d) The Sports Administrator shall attend all meetings of the Executive and Management Committee and if required meetings of the Permanent Sub-Committees and shall keep an accurate record of all such meetings.
- (e) The Sports Administrator shall keep a record of details of all members of all the Committees and call meetings as required and carry out the normal day to day duties required of an Administrator of the Association.
- (f) The Sports Administrator shall provide each member of a Committee or Permanent Sub-Committee with a copy of the minutes of the previous meeting, such minutes to show the time and date of the next meeting and, at the request of the Chairperson of any Committee, notify those concerned of the time and date of any special meetings.
- (g) The Sports Administrator shall establish and maintain a register of Clubs, specifying the address and contact details of each Club and the date it became affiliated. Such register to be open for inspection free of charge by any Club representative.
- (h) All records, books and other documents relating to the Association are to be kept in good order and condition and safely stored at Association headquarters.
- (i) The roll of attendance shall be recorded for all Annual General Meetings and Management Committee meetings by the Secretary/Sports Administrator.

13. 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.

14. 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*.

15. Transfer Procedure from Club to Club –

Players who are transferring to a new club are ineligible to play in an Association Event until a Clearance Form has been received and the fee paid to Bowls NSW and player has been added to their new Club's members list. Once transfer is approved, the players are ineligible to compete in the same event they contested at their previous club in that bowling season.

16. Voting Paper Retention Period –

Voting papers for NDBA Executive elections are to be retained for a period of three (3) months following the declaration of the ballot (s) by the Returning Officer.

17. NDBA Officers & Sub-Committee Members Expenses –

All Members of the Executive Committee, plus the Chairperson & 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.

18. 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.

19. Code of Conduct

All players / officials chosen to represent the NDBA / Zone 2 will sign and abide by the NDBA / Zone 2 Representative Players/Officials Code of Conduct.

20. Fair Play and Behaviour –

NDBA / Zone 2 endorses the policies set by NSW Office of Sport, Bowls Australia & Bowls NSW so everyone has the right to take part in sport, free from harassment, abuse and poor behaviour. Club Committees should work hard to make this happen, for the benefit and safety of members, as well as your club's reputation.

Club committees should lead a fair play culture – one that embraces diversity, transparency, sporting spirit, integrity and respect.

21. Attire.

- (a) In all Pennant and other Association matches, players shall conform to the attire as laid down by Bowls NSW Limited Regulations. Non-compliance with this rule shall render the Club or player liable to disqualification by the Match Committee, subject to appeal to the Executive Committee.
- (b) Players in Inter-Association and similar matches shall appear in the uniform of the Association. Players and Officials representing the Association at these matches may wear like attire.

22. Suspension of Members -

This is in accordance with Royal NSW Bowling Association regulation Number 9 which states:

“9 DISCIPLINARY ACTION BY A CLUB, DISTRICT OR ZONE

9.1 Disputes, Grievances, Complaints and Discipline

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

9.2 Disciplinary Action by a Club, District or Zone

(a) For a Bowls Related Incident

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

(A) directly relates to the game of bowls; and/or

(B) occurs during the course of a Championship Event; and/or

(C) is deemed by the proceedings to have brought the game of bowls into disrepute; that Individual Member shall be ineligible to play or officiate at any level of bowls at any 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.

(ii) An Individual Member who is under an order of suspension or expulsion, or who has resigned their membership of a Club because of an impending disciplinary hearing or citation for a Bowls-Related Incident shall not be eligible to apply for or receive a Club Clearance/Transfer to another Club or Interstate Clearance to another STA.

(b) Notification of Bowls Related Incident

(i) A Disciplinary Notification Form must be completed and signed by the Club, District or Zone imposing the disciplinary penalty and sent to the Company Office (C/- the Chief Executive Officer) within fourteen (14) days from the date of the disciplinary hearing, or otherwise from the date of any subsequent appeals being resolved.

(ii) Any notification received outside of a fourteen (14) day period shall not be accepted and no sanction under 9.2.1 shall be imposed unless otherwise determined by the Board.

(iii) Details which must be notified to the Company 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 Club, District or Zone Constitution and/or the Company Disciplinary Policy;
- (D) Name of Club, District or Zone that conducted the Hearing;
- (E) Confirmation that the incident or misconduct was Bowls related in accordance with Regulation 9.2(a); and
- (F) Any other documentation deemed relevant.

(iv) The Company shall confirm the term of suspension or expulsion in writing with the Club and relevant District or Zone Association of the Individual Member. It shall be the responsibility of the Club to notify the Individual Member of any sanction imposed under 9.2(a).

(c) Disciplinary Action for Non-Bowls Related Incident

If an Individual Member is:

- (i) suspended or expelled by a 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 Club as to whether the Individual Member is permitted to play or officiate at their Club during the term of suspension; or
- (ii) under a term of suspension at their Nominated 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 Club regardless of the venue.

9.3 Appeals

- (a) Any appeal shall only be based on the denial of procedural fairness by the Club, District or Zone responsible for the disciplinary hearing.
- (b) The Appeal process shall be set out in accordance with the Member Protection Policy.

Note: The above Regulations were adopted at the NDBA Executive Committee Meeting held on the October 10. 2022.