



REGULATIONS

OF

ZONE 1

BOWLING ASSOCIATION INC

July 2021.

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The Regulations of the Zone 1 Bowling Association Incorporated

1. Definitions and Interpretation

In these Regulations unless the contrary intention appears:

“Annual General Meeting” means a general meeting of the Association held annually in accordance with the Constitution.

“Annual Membership Fee” means the annual fee for Members determined by the Executive Committee from time to time in accordance with the Constitution.

“Association” means Zone 1 Bowling Association Incorporated.

“Bowling Member” means a natural person who has paid the appropriate membership fees, if any, to a Club for the current financial year and who is entitled to play bowls at that Club by virtue of that person’s membership thereof.

“Club” means any club which is recognised by the Association and admitted as a Member Club of Zone 1 in accordance with the constitution

“Constitution” means the Constitution of the Association.

“Delegate” means the person(s) appointed from time to time to act for and on behalf of a Club and to represent the Club at General Meetings.

“Director” means a member of the Executive Committee and includes any person acting in that capacity as an Office-Bearer or Ordinary Committee Member from time to time in accordance with the Constitution but does not include the Sports Administrator, if any.

“Executive Committee” means the body consisting of the Directors elected or appointed in accordance with the Constitution.

“Executive Committee Meeting” means a meeting of elected and appointed Directors held in accordance with the Constitution and at a frequency mentioned in these Regulations.

“Life Member” means an individual appointed as a Life Member of the Association in accordance with the Constitution and these Regulations.

“Member Management Meeting” means a Directors, Delegates, and other invited members convened in accordance with the Constitution and these Regulations

“Publicity Officer” means the Publicity Officer of the Association appointed by the Executive Committee, if no such person holds that office, shall mean the Secretary

“President” means the president of the Association elected in accordance with the Constitution.

“Registrar” means the Registrar of the Association appointed by the Executive Committee

“RNSWBA” means the State Sporting Organisation being the Royal NSW Bowling Association Limited.

“Secretary” means the person holding office under this Constitution as Secretary of the Association

“State Councillor” means the Committee Member elected to act for and on behalf of the Association and to represent the Association at state council and general meetings of the RNSWBA.

“Treasurer” means the Finance Director of the Association elected in accordance with the Constitution.

“Vice President” means a vice president of the Association elected in accordance with the Constitution.

“Zone” means an area including Clubs, with boundaries as approved by the RNSWBA Board from time to time and defined in the RNSWBA regulations, for which the Association is responsible. A reference to “Zone” also includes the Executive Committee or other body appointed to administer the Zone.

“Defined Area’s” means the sections for play as defined by the Executive Committee from time to time, initially:

Section NORTH: Brunswick Heads, Burringbar, Cabarita Beach, Condong, Cudgen Leagues, Kingscliff, Mullumbimby RSL, Ocean Shores, Pottsville

Section EAST: Alstonville, Ballina, Bangalow, Byron Bay, Coraki, Evans Head, Lennox Head,

Section WEST: Bonalbo, Casino RSM, East Lismore, Kyogle, Lismore City, Lismore Heights, Lismore Workers Sports, Nimbin, South Lismore

Section SOUTH: Brooms Head, Grafton District Services, Iluka, Maclean, Red Rock, South, Grafton Ex Services, Woolli, Yamba

2. Annual Membership Fees

Every affiliated Club shall pay to the Association an Annual Membership Fee.

The Fee enables all Clubs to be part of the Association and to compete in Association competitions.

The Fee shall be determined by the Executive Committee annually.

The Fee shall be due on the first day of July each year and must be paid to the Association within thirty (30) days. Such payment shall make the Club financial until 31 July the following year.

3. Categories of Members

The Members of the Association shall be divided into the following categories:

- (A.1) **Clubs**, which subject to the Constitution and being financial, shall all have voting rights for the election of Directors/Committee Members, and which shall have the right to elect and be represented by Delegates who shall have the right to receive notice of General Meetings and to be present, debate and vote on behalf of the Club at General Meetings;
- (A.2) **Life Members**, who shall have the right to be present at General Meetings, and subject to the discretion of the chair of the meeting shall have the right to debate, but do not have voting rights at General Meetings; and
- (A.3) **Members of Clubs** being persons who, are Bowling Members of a Member Club and who are registered and financial with the RNSWBA shall be recognised as registered by the Association. (A.4)
- (A.4) **Sub Clubs of Clubs** being unincorporated bowling sub-club of an incorporated entity, such as a licensed club, which is a current Member of, or otherwise affiliated with the RNSWBA, with such rights as set out in the Constitution
- (A.5) Such other category or categories of Members as may be determined by the RNSWBA Board from time to time and listed here in these Regulations
- (A.6) Such other category or categories of Members as may be determined by the Executive Committee from time to time and set out here in these Regulations, but who shall not be granted voting rights at General Meetings.

4. Responsibilities of the Executive Committee

In addition to the powers of the Executive Committee described in the Constitution, the Executive Committee shall:

- a) advise on matters relating to the control and management of Clubs within Zone 1
- b) deal with all disciplinary matters via a Hearing Tribunal consisting of three members of the Executive. Wherever possible one of Tribunal shall have Member Protection Information Officer (MPIO) training and will ensure all

- hearings adhere to BNSW Member Protection Policy.
- c) deal with such matters as may be referred to it from Management Meetings.
 - d) initiate and direct such forms of activity as may come within the scope of the Executive Committee.
 - e) prepare such material as may be considered necessary to assist in the management of Clubs within Zone 1.
 - f) prepare a report on the Executive Committee's activities for publication in the Annual Report.
 - g) appoint a Junior Bowls Co-coordinator each year
 - h) appoint a Registrar and/or Sports Administrator
 - i) appoint zone representative team selectors and managers
 - j) establish sub-committees to manage activities but not limited to Coaching and Umpiring
 - k) appoint up to two (2) additional Directors as per the Constitution
 - l) any other responsibilities agreed by the Executive Committee

5. Officers Bearers and their duties

The Executive Committee shall at any given time, have no more than two (2) Directors who are registered Bowling Members of, and eligible to play Association events at the same Member Club

A Director may hold up to two (2) Office-Bearer positions on the Executive Committee simultaneously, except for holding both office of President and **Vice President** at one time.

Subject to rule 12 of the Constitution each Director, shall hold office until the **second** Annual General Meeting following the declaration of their election at an Annual General Meeting, but is eligible for re-election subject to not exceeding 5 consecutive terms.

No Director may serve for more than five (5) consecutive terms of two years. However, that Director shall be eligible to return to the Executive Committee following an absence of not less than twelve (12) months.

All nominations for Office Bearers shall be financial members of the Association.

Computer literacy is desirable

5.1. The President

The President shall:

- a) preside at the Executive Committee Meeting and the Management Meeting of the Association,
- b) submit a report of all Association activities since the last Management Meeting.
- c) ensure that a Zone Executive Committee representative attends all events that have been officially requested by Clubs
- d) ensure that a representative of Zone 1 attends both Interzone events (senior and open) and the Junior 7-a-Side state event.
- e) attend the opening and closing ceremonies if a State event is held in Zone 1.

The President may accompany the Zone 1 State Councillor to State Council meetings.

If a State meeting is planned at any other event, an Association representative may be sent with the permission of Executive Committee.

5.2. Vice President

The Vice-President shall:

- (a) assist the President at all functions and events that occur during the bowls season. This will include attendance at:
 - Unfurling of Pennant flags

- Club Annual General Meetings
- Club Presentation nights
- Bowls events – Zone and others
- State Pennant play-offs
- Other bowls events during the season that require Association Executive Committee representation.

(b) submit a report of all activities at each Management Meeting.

5.3. The Finance Director

The Finance Director shall:

- a) receive and pay all monies on account of the Association
- b) keep a current account to be titled the Zone 1 Bowling Association Inc at such financial institution as the Management Committee shall direct,
- c) propose for Executive Committee approval bank account signatories and ensure Authorities at Bank are current.
- d) furnish a statement of receipts and disbursements as required to each Executive Committee and Management Meeting, and
- e) provide an audited statement to accompany the Zone Annual Report.

5.4. The Secretary

The Secretary shall:

- a) keep a true record of the business transacted at all meetings,
- b) keep a record of all Officers and Life Members with their addresses.
- c) call all meetings in accordance with the Constitution and Regulations,
- d) attend all meetings of the Association and ensure that the minutes of all proceedings are properly entered in the records.
- e) be responsible for all correspondence, both in and out,
- f) keep a record of all real and personal property of the Association,
- g) carry out duties as set by the Executive and as recommend by Management Committee.
- h) call for nominations of candidates for election as an Office Bearer prior to the Annual General Meeting,
- i) be responsible for the maintenance/update of the Zone 1 Social Media

A preliminary notice of the Annual General Meeting shall be issued by the Secretary, setting forth the usual business and the fact that nominations for the positions together with any notices of special business, must be in the hands of the secretary at least 28 days before such Annual meeting. Such preliminary notice shall be issued at least six (6) weeks prior to the Annual General Meeting

5.5. The State Councillor

The Zone 1 State Councillor shall:

- a) attend and represent the Association at all meetings of the RNSWBA and the Association.
- b) submit reports on RNSWBA activities to the Association.
- c) attend State Interzone games if a State Councillors' meeting is being held.

- d) submit a written report to the Secretary for each Executive and Management meeting

6. Zone Executive Appointments and Zone Sub-Committees **To be selected by Executive (from those indicating an expression of interest)**

All nominees for Zone Executive Appointments and Sub-Committee Chairperson positions shall be computer literate.

6.1. The Registrar (appointed by Executive): -

The Registrar shall:

- a) be a member of the Match Sub-Committee
- b) keep a record of all affiliated players for Zone 1
- c) maintain the pennant grading records.
- d) scrutinise all pennant results for infringements and report any infringement of conditions governing eligibility of players to the Match Sub-Committee for any necessary action to be taken.
- e) maintain the Zone result records and ensure the results are posted on the Zone Social Media.
- f) submit a written report to the Secretary for each Executive Committee and Management Meeting

6.2. The Publicity Officer (appointed by Executive)

The Publicity Officer shall:

- a) ensure that Zone 1 bowling results are communicated to the media and ensure they are added to the Zone 1 web site.
- b) ensure the results of games played in Pennants, Zone Games, Zone Championships will be obtained from the Chairperson of the Match Committee.
- c) ensure adequate coverage of Zone 1 events is sent to RNSWBA.
- d) submit a written report to the Secretary for each Executive Committee and Management Meeting

6.3. The Public Officer

The Public Officer shall:

- a) be the official point of contact for the Association and is one of the authorized signatories.
- b) The Public Officer shall be appointed by the Executive Committee, and when a vacancy occurs, the vacancy must be filled, and the Department of Fair Trading notified within 28 days by the new Public Officer.
- c) The public officer is responsible for the collection and custody of all Association official documents.
- d) The full list of legal duties and responsibilities of the Public Officer is detailed on the NSW Fair Trading website.

6.4. Zone Sub-Committees

The following Sub-Committees shall report to the Executive Committee:

1. Match / Greens
2. Selection
3. Umpires
4. Junior Bowls
5. Coaching

7. Roles & Responsibilities of the Sub-Committees

7.1. Match Sub-committee shall consist of 1 Executive Committee appointed chairperson together with 1 Executive Committee appointed members from each designated Area. (only one nomination per club permitted)

The Executive Committee will call for Expressions of Interest

The Match Sub-committee shall:

- a. oversee the role of the Registrar
- b. annually prepare and distribute a Calendar of Zone 1 events including Championships, Pennants, and Club tournaments.
- c. arrange all necessary details for, including allocation of multiple venues for all association events, when practical, including trial games, and to be responsible for the conducting of Pennant and Association Competition and Matches
- d. draw up both Rules and Regulations and a proposed program for the ensuing season and to present them to the Executive Committee. A copy of the Rules and Regulations and proposed program will be forwarded to all Clubs prior to such meeting.
- e. settle all disputes in connection with pennant and other Association fixtures subject to appeal to the Executive Committee.
****Note:** disciplinary matters are dealt with under the Constitution and these Regulations by the Executive Committee.
- f. deal with and report upon matters relevant to such duties that may be referred to it by the Executive or Management Committee
- g. rule on the acceptability of entries for Association Events or Pennants
- h. rule on the suitability of greens to be used for Association Events or Pennants
- i. determine, in consultation with other members of the Match Sub-committee, the duties to be carried out including official representation at Association Events.
- j. with the approval of the secretary create and distribute forms, letters and similar documents for the conduct of Association Events. This includes entry sheets and result sheets.

- k. provide a brief written report for review at each Executive Committee meeting.
- l. prepare a report on the Match Sub-committee's activities for the Annual Report.

7.2. Selection Sub-committee (consisting of one Executive Committee appointed member from each designated area)

The Selection Sub-committee shall:

- a) select sides to play in all events requiring Zone representation in accordance with the Representative Selection Policy.
- b) Each representative side may include one (1) reserve player.
- c) Chairperson agreed by the Sub-committee or his representative to attend events where Zone representative sides are playing.
- d) Recommend to Executive Committee appointment of Side Manager(s)

As well as the general duties and responsibilities identified above, the Chairperson of the Selection Subcommittee shall:

- a) provide the Secretary with a written list of the selected sides including the selected players' full names. The Secretary shall notify all Zone Clubs and post the teams and all relevant information about the matches on the Zone website.
- b) prepare a report on the performance of the representative sides at each of the events for the Annual Report.
- c) ensure all results for representative games are passed onto the Publicity Officer.

Note: Side Managers for Junior representative sides are covered by the Junior Bowls Sub-committee.

The Side Manager shall:

- a) organize room allocations in conjunction with the representative players for away events,
- b) ensure all rooms are left in a tidy condition before leaving and ensure that all accounts are settled before leaving.

At the host Club, the Side Manager shall:

- a) arrange practice times if applicable.
- b) attend side Managers' briefing or meeting.
- c) organize meal arrangements and liaise with Zone 1 Executive Committee representative for payment of same.
- d) prepare and distribute score cards prior to each game.
- e) prepare result sheets and advise Chairperson of Match Sub-committee overall result of each game.
- f) Ensure that Zone 1 name is attached to each rink scoreboard as well as larger one place on master scoreboard.
- g) ensure that master scoreboard is manned by a Zone 1 Officer/Player/Reserve
- h) ensure that all selected Zone 1 bowlers, including the reserve, have read and fully understand their individual and team roles and responsibilities relating to

the Zone 1 “Code of Conduct”. Each selected bowler will then be required to acknowledge such by signing the Code of Conduct Form (please note that it is an annual requirement that the Code of Conduct is signed by a selected player). This form shall be retained by the Side/Team Manager.

- i) prior to the commencement of the game the Side/Team Manager and Selector/s in conjunction with the Zone 1 Executive Committee representative in attendance shall ensure, to the best of their ability, that each bowler is “fit to play”. Should a bowler, in the opinion of these officers not be “fit” then the bowler will immediately be replaced by the “reserve” who has accompanied the team. The reserve may assist the Side/Team Manager by assisting the master scoreboard, or other duties that could assist the Side/Team Manager during the event.
- j) at the completion of the event, and in conjunction with the Selection Sub-committee member(s) in attendance, prepare a written report to cover the event. This report should be forwarded to the Secretary prior to the next Executive Committee meeting for discussion.
- k) approach the Controlling Body with respect to appeals and conceding matches.

7.3. Umpires Sub-committee consisting of 1 executive appointed member from each designated area with a chairperson appointed by Executive.

Expressions of Interest will be called for by the Executive Committee.

The Umpires Sub-committee shall:

- a) maintain a register of holders of national umpires’ certificates
- b) promote and encourage, as far as practicable, classes for aspiring national umpires
- c) arrange examinations and re-examinations
- d) conduct classes and to arrange examination on the Laws of the Game
- e) carry out such other similar functions as the Executive Committee may from time to time recommend.

As well as the general duties and responsibilities identified above, the Chairperson of the Umpires Sub-committee shall:

- a) liaise with Zone match committee chairperson in respect to the appointment and number of national umpires for all semi-finals and finals of association and Zone 1 events. Appointed umpires to be advised to Finance Director no later than (1) week prior to the event.
- b) prepare a report on the Umpires Sub-committee’s activities for the Annual Report

7.4. Junior Bowls Sub-committee

The Junior Bowls Sub-committee shall:

- a) promote and advance, in accordance with the policy of the Executive Committee, the development of junior bowls within the Association’s area

- b) liaise with the Match Sub-committee for the purpose of a program for the ensuing season
- c) run all Zone 1 junior bowls competitions as required. The Match Sub-committee may provide assistance if required.
- d) ensure that a successful “Working with Children” check is carried out as a prerequisite for all personnel involved in junior bowls related activities.
- e) In co-ordination with the Bowls Australia Regional Bowls Manager liaise with representatives of the Education Department, district schools and other bodies for the purpose of promoting junior bowls within the Association’s area

As well as the general duties and responsibilities identified above, the Chairperson of the Junior Bowls Sub-committee shall:

- a) ensure all members, co-opted workers and coaching staff abide by Zone 1’s official “drug free” policy when being involved, in any capacity, with juniors
- b) prepare a report on the Junior Bowlers Sub-committee’s activities for the Annual Report.
- a) be titled “Junior Bowls Co-Ordinator “and be appointed by the Executive Committee. The Junior Bowls Co-Ordinator will also act as Chairperson of the Junior Committee.

7.5. Coaching Sub-committee (a member from each designated area, the Chairperson to be appointed by the Executive).

Expressions of Interest will be called for by the Executive Committee.

The Coaching Sub-committee shall:

- a) establish and maintain records regarding Coaching Accreditation and Re-accreditation.
- b) liaise directly with the Executive Committee in respect to Coaching matters.
- c) Ensure that all coaches have a current WWC Certificate lodged with the secretary.
- d) in association with RNSWBA, be responsible for the promotion and maintenance of all matters connected with coaching within Zone 1
- e) prepare a report on the Coaching Sub-committee’s activities for the Annual Report.

8. Duties and Responsibilities of the Sub-committees’ Chairperson

The Chairperson of the respective sub-committees shall preside at all meetings and ensure that minutes are taken of all items discussed at such meeting.

A written report shall be prepared by the Chairperson of each sub-committee and submitted to the Secretary for each Executive Committee and Management Meeting.

The Chairperson of each sub-committee, or their delegate, is required to attend the Management Committee meetings if unable to attend a management Meeting will ensure that a member of such Sub-Committee attend in their place.

The Chairperson of each sub-committee shall ensure all relevant information to be included on the Zone 1 web site is passed on to the Secretary.

9. Schedule of Meetings

9.1. Executive Committee Meeting

The Executive Committee Meeting shall be attended by the Office Bearers of the Association in accordance with the Constitution.

The Executive Committee shall meet monthly, unless otherwise deemed unnecessary, for the dispatch of business (and shall be at least as often as is required under the Act) and subject to this Constitution may adjourn and otherwise regulate its meetings as it thinks fit. The Secretary, at the direction of the President, or any three (3) Directors may at any time convene a meeting of the Executive Committee within a reasonable time.

At meetings of the Executive Committee the number of Directors whose presence is required to constitute a quorum is **five (5)** Directors, or in the case of a position being on the Executive Committee becoming vacant a quorum shall be constituted by at least more than 50% of the current elected Directors.

Questions arising at any meeting of the Executive Committee shall be decided by a majority of votes and a determination of a majority of Directors shall for all purposes be deemed a determination of the Executive Committee. All Directors shall have one vote on any question. The chairperson shall have a deliberative vote only, and no casting vote. Where voting is equal the motion will be lost.

The meetings shall be held at a location central for all Office Bearers

9.2. Member Management Meetings

The Member Management Meetings shall be attended by:

- a) The Executive Committee
- b) Representatives of each Club, two (2) of these Club representatives shall be the Delegates.
- c) Chairpersons of the Sub-committees
- d) Sports Administrator, if any

Member Management Meetings shall be held quarterly at a Zone central location

The objects of the Member Management Meeting are defined in the Constitution and reproduced below:

- a) to operate as a strategic advisory forum to assist the Executive Committee with planning and operational matters and to make recommendations to the Executive Committee; and
- b) operate as a forum for attendees to report, disseminate, discuss and share information relating to the Association and its Objects.

The President shall be entitled to take the chair at every Member Management Meeting.

If the President is not present or is unwilling or unable to act at any Member Management Meeting, then;

the Vice President shall preside as Chairperson for that meeting, or

if the Vice President is also not present or is unwilling or unable to act, the Executive Committee shall appoint an elected Director present to preside as Chairperson for that meeting.

In accordance with the Constitution, the voting rights at Member Management Meetings is given to:

- a) Each Club is entitled to two (2) votes which shall be cast in person by a Delegate; and
- b) Each elected and appointed Executive Committee Member is entitled to one (1) vote.

Notice in writing of every Member Management Meeting and the nature of the business to be transacted shall be delivered to each officer, and affiliated club at least seven (7) days before the date of a Management Meeting.

9.3. General Meetings

A General Meeting of the Association shall be attended by:

- a) The Executive Committee
- b) Representatives of each Club, two (2) of these Club representatives shall be the Delegates.
- c) Sports Administrator (if any)
- d) Auditor

The notice of General Meeting and proceedings protocols at General Meetings are detailed in the Constitution.

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings shall be thirty three percent (33%) of Member Clubs eligible to vote being personally present, as represented by the attendance of a Delegate

In accordance with the Constitution, the voting rights at General Meetings is given to:

- i. Each Club is entitled to two (2) votes which shall be cast in person by a Delegate; and
- ii. Each elected and appointed Executive Committee Member is entitled to one (1) vote
- iii. In the case of an equality of votes on a question, the motion shall fail. Neither the President nor the chairperson of the meeting is entitled to exercise a second or casting vote

Notices of any business before a General Meeting shall be given, in writing, to the Secretary twenty one (21) days before the date of the General Meeting.

A Special General Meeting may be convened by the Executive Committee at the request of Members in accordance with the Constitution.

9.4. Annual General Meeting

In accordance with the Constitution, a General Meeting of the Association called the Annual General Meeting shall be held at least once every calendar year at such time and place as may be determined by the Executive Committee but within six (6) months of the close of the financial year. The number of votes obtained by a candidate will not be declared publicly but will be available on request to the Secretary. Ballot papers will not be destroyed until the mandatory time frame i.e. 3 months.

10. Disciplining of Member Clubs or Bowling Members

10.1. General

In accordance with the Constitution, the following procedures, penalties and mechanisms are set out where it is necessary for the Executive Committee to commence or cause to be commenced, disciplinary proceedings against a Member Club or a Bowling Member of that Club.

BNSW Member Protection Policy is to be adhered to for all disciplinary hearings.

The Executive Committee may, in accordance with the Constitution, appoint a Hearings Tribunal to deal with the disciplinary matter. The Hearings Tribunal determination shall be presented to the Executive Committee for ratification.

If, in the opinion of the Executive Committee, a Member Club or Bowling Member of that Club allegedly satisfies the conditions expressed in the Constitution, the Executive Committee shall advise the Member Club and/or the Bowling Member of that Club in writing:

- a. of the allegations against them,
- b. at least seven (7) days prior to an Executive Committee meeting or a Hearing Committee meeting,
- c. that at that meeting they shall be given the opportunity to orally or in writing provide any explanation or defence that they think relevant to the case.

The decision of the Executive Committee shall be final.

10.2. Appeals Process

- a. A Member Club may appeal to the Association against a disciplinary resolution of the Executive Committee within 7 days after a Notice of the Resolution is served on the Member Club by lodging with the Secretary a Notice of Appeal, in writing.
- b. A Bowling Member of a Club may appeal to the Association against a resolution of the Executive Committee within 7 days after a Notice of the Resolution is served on the Bowling Member of a Club by lodging with the Secretary a Notice of Appeal, in writing.
- c. Upon receipt of a Notice of Appeal from a Member Club or a Bowling Member of a Club, the Secretary shall notify the Executive Committee which shall convene a Special General Meeting to be held within 21 days after the date on which the Secretary received the Notice of Appeal.
- d. At a Special General Meeting convened to deal with the matter:
 - i. no business other than the question of the appeal shall be transacted,
 - ii. the Executive Committee and the Member Club or Bowling Member of a Club shall be given the opportunity to state their respective cases orally, in writing or both,
 - iii. the Members present shall vote on the question of whether the resolution should be confirmed, revoked or varied, and
 - iv. Voting shall be conducted on a show of hands unless the meeting resolves, by ordinary majority, that a secret ballot is appropriate.

**Note a member has the right of appeal to the RNSWBA if still not satisfied.

11. Resolution of Internal Disputes

Disputes between Members in their capacity as Members of the Association shall be referred to the Executive Committee for resolution.

Disputes between Member Clubs or Bowling Members of Clubs and the Association shall be referred to the RNSWBA for determination.

12. Drugs in sport

The Association shall comply with the Drugs in Sport Policy as promulgated by the NSW Department of Sport and Recreation

The Association shall comply with policies relating to Drugs in Sport as promulgated by Bowls Australia.

The Association shall require competitors to comply with the requirements of Bowls Australia and/or NSWDSR drugs in sport policy.

13. Child Protection

The Zone 1 supports and encourages the principles of child protection and recognizes that protection of children from abuse and neglect is a moral and ethical imperative. The Zone 1 shall always comply with and encourage affiliated Clubs to comply with, the child protection (working with children) Act 2012 and the Child Protection (Prohibited Employment) Act 1998 (See Bowls NSW list of positions required to have the working with children check)

14. 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 their declared Club during the season, may NOT participate in Association Events at their new Club (or declared Club) until that Club and the RNSWBA have received a signed NSW Club Player Clearance Application Form (together with applicable fee from the Club the bowler is transferring to). The bowler may not participate in Association events at their new Club without the approval of the Association.

***Zone to be given a Copy of Transfer Form also

15. Pennants Zone Flag Winners

The Zone will award badges to all Zone pennant final winners.

The Zone will present a Flag to each Zone Pennant winning club

The Executive Committee shall pay a prize amount to each pennant grade winner every year. The prize is intended to help the flag winning club defray costs associated with travel to State play-offs.

Refer Appendix 6 for relevant prize schedule.

16. Entry Fees

Entry Fees are to be paid by Clubs per side to enter the Zone Pennant competition.

A per person entry fee will apply for members of clubs nominating for Zone Championships.

Refer Appendix 6 for relevant fee schedule.

\$10 per person entry fee to enter Zone Championships.

\$100 per side to enter Zone pennant competition.

17. Zone Officials Expenses

All Zone Executive and Officials as detailed in the Regulations are entitled to claim expenses incurred while carrying out their respective duties required by their portfolios. All expenses including accommodation, travel and general.

All expenses will be shown on the Finance Director's monthly expenditure report and must be approved by the Executive Committee.

Zone 1 selectors and officials travelling to events and business sessions shall submit expenses for all meals not pre-arranged and any other expense incurred (excluding refreshments).

18. Gambling on Lawn Bowls

A competitor or team in a particular game, match or series is not permitted to be or have any interest in a bet on an opponent in that game, match or series.

19. Sport Rage

Zone 1 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 field is a healthy part of sport, when the line between competition and aggression is crossed, there are no winners.

20. Extra Zone Events

In addition to the State events, the Zone may run extra events and tournaments.

21 Pennant Regulations

- a. The start time for all Zone 1 pennant games is 1:00pm (including rescheduled games) However in the event that special circumstances requires start time changes these will be permitted
- b. All unfinished games and games not started will be rescheduled for play at a later date and every attempt will be made to play those games on the Sunday of the following week.. Extra dates to be included in the Zone program for those catch-up games.
- c. The No1 Pennant Grade is run by the State Match Committee. The Zone Match Sub-committee shall arrange lower grades as evenly as possible including the number of home and away games
- d. A four-team playoff system will be used in all grades as much as possible.
- e. The Match Sub-committee has the discretion to find alternate greens for called off games (in exceptional circumstances).
- f. Clubs are asked to send a list of unwelcome or suspended players to the Match Sub-committee prior to pennants each year.
- g. For Pennant Side Manager's Protocol - refer to Appendix 4

Appendix 1 - Code of Conduct

This Code of Conduct shall apply to all players and officials when representing Zone 1 in bowling events.

1. Objectives:

- a. To state plainly the way in which all players who represent Zone 1 in bowls events are expected to conduct themselves, and the consequences of any Breach of the expected Standards of behaviour.
- b. To ensure that all players are fully aware of the Standards expected and the consequences of breaching those Standards.

2. General:

This Code of Conduct is to be followed on all occasions and in all places where the player can be seen to be a member of Clubs under the jurisdiction of the Association and includes the venue of play which means the green, surrounds and clubhouse of the place where the player is about to, or is competing, or has competed.

3. Player's Obligations:

3.1. The Competition

To maintain always a high standard of sportsmanship and fair play. This will of necessity include:

- a) Always playing to the best of their ability and where appropriate to perform as part of a team
- b) Abiding by the Laws of the Game, its Regulations and Conditions of Play as specified by the Controlling Body.
- c) Respecting and accepting without question any ruling given by the Umpire (Subject to the right of appeal given by the Laws)
- d) Not to take any general illicit substances and to comply with any Regulations adopted by Zone 1 Bowls Association Inc in regard thereto.
- e) Present themselves for competition in an acceptable physical and mental condition and standard of appearance.
- f) Maintain towards opponents an attitude of respect and politeness.
- g) Not to consume alcohol or food on the greens during play. Understand the consumption of alcohol is a matter of personnel choice, but ensure that such does not adversely affect team performance.
- h) Abiding by the dress codes as in Conditions of Play
- i) Be aware of the itinerary, the event and arrive on time for all games, practice session and other commitments.
- j) Be responsible for all expenses other than those covered by Zone 1.

3.2 Accommodation

- a) Comply with the accommodation and travel arrangements made. Note: a request for variation requires Executive Committee approval.
- b) Accommodation in addition to official requirements including all costs is the responsibility of the requesting party to arrange.

3.3 Attire

- a) The RNSWBA Dress Regulations apply
- b) Zone Representative Bowlers will wear the approved Zone 1 Uniform
- c) To be strictly enforced by Zone 1 Officials

This Code of Conduct has been adopted by the Association and requires every Zone 1 selected player who wishes to play in any bowls event to accept these conditions as a means of entry to that event.

Any breach of this Code of Conduct may result in Disciplinary Action and could result in the offending player being withdrawn from the event and if deemed necessary may result in further action taken by the Association.

Please refer to Appendix 5 of these Regulations for the Code of Conduct Form

Appendix 2 – Representative Selection Policy and Processes

1. Objective

The Objective of this Representative Selection Policy is to ensure the best possible sides, teams and players are selected to achieve maximum success when representing Zone 1 Bowling Association.

2. Philosophy

- The Policy applies to all Bowling Members (inclusive of juniors and seniors), selectors (including junior selectors), coaches, team managers and other Zone 1 officials.
- All Bowling Members registered with Zone 1 with strong claims for selection will be considered by the Zone 1 Selection Committee for selection in accordance with this policy.
- Upon selection to a squad, side or team in order to be eligible for competition all participants must sign the Zone 1 Players' Code of Conduct.
- This Policy remains in force until any alterations are approved by the Zone 1 Executive and Management Committee.

3. Interpretation

- Unless the context otherwise requires, the terms used in this Policy shall have the same meaning as in the Zone 1 Constitution and/or Regulations.
- No selection criteria shall be weighted more or less significantly by reason only of the order in which that criterion appears in this Policy.
- Unless otherwise stated, this Policy shall apply equally to all Zone 1 Sides/Teams selected by both the Junior Selection Committee as well as the open Zone Selections Committee. Both Committees together shall be referred to as 'Zone 1 Selection Committees' or the 'Zone 1 Selectors'.

4. Selection

4.1. Player Eligibility

In order to be eligible for selection in any Zone 1 side/team which is selected by the Zone 1 Selection Committee, a player must:

- Be a registered Bowling Member of Club affiliated with Zone 1.
- Be a registered Bowling Member of Bowls NSW
- In the case of selecting Under 18 and Under 25 representative sides/teams):
- Player and their respective club shall have no outstanding financial liabilities with Zone 1
- Participate in their respective club's championships.
- Play (or have played) in the Zone 1 Pennant competition during the current season.
- Play (or have played) in the Zone 1 Championship events during the current season.
- Be available to attend all Zone 1 selection trials and fixtures as scheduled, unless a leave of absence is granted by the ZONE 1 Selection Committee upon application.
- At all times comply with the Zone 1 Players Code of Conduct.
- Comply with any eligibility criteria requirements of the event to be played (i.e. Age – Under 18, Under 25 or Over 60's).

4.2. Player Selection Criteria

Selections made by the ZONE 1 Selection Committees may be based on the following:

- Performance in relevant Zone events.
- Performance in relevant Zone Representative Fixtures.
- Demonstrated and/or potential ability and attitude to work with Zone 1 Selectors, team officials and other competitors.
- Current and previous state, national and international performances in events and over such periods as determined by the Selectors.
- Demonstrated positive attitude and commitment to Zone 1 and, but not only, regarding Zone representation.
- Demonstrated and/or potential ability to adapt to the format of play and environmental conditions for selected event.
- The player's current level of skill and physical fitness.
- Any current or potential injury or condition which will impair, inhibit or prevent the potential of the player to successfully achieve or further the objectives of this Policy and of Zone 1 under its Constitution.
- Behaviour standards on and off the bowling green and a total commitment to maintain expected standards whilst representing Zone 1.
- Eligibility to represent the Zone in fixtures played under the Bowls NSW Conditions of Play.
- Availability and commitment to participate in Zone Representative fixtures or other events such as trials or camps.
- Commitment to any Zone training requirements (drills, monthly report etc.) and agreed values which may be adopted from time to time.
- Committee may, in its discretion, give weight to extenuating factors which may arise.
- The competitive ability of players will be of importance for selections. Any player who fails consistently to perform in major competitions at a level appropriate to their ability may at the discretion of the Zone 1 Selection Committee, not be selected, even if the players have complied with all other criteria.

4.3. Player Selection Procedure

- The Zone 1 Selection Committee shall be total discretion in selecting and may have regard to any one or more of the Selection Criteria in any selection process.
- If consensus cannot be reached during the selection process, a simple majority vote of all Selection Committee Members presents a minimum of three committee members is required to resolve a decision.
- The decision of Zone 1 Selection Committee on any side/team selection shall be final at the conclusion of the Committee Meeting.
- No reason need be given for any selection or other decision of the Zone 1 Selection Committee. This shall not prevent, limit, or restrict the Zone 1 Selection Committee from changing the selection of any squad, side, team, individual or official at any time in their sole discretion, having regard to all the circumstances.

5. Player removal from Selected Side/Team

Any Player who;

- Breaches or fails to observe this Policy, Zone 1 Constitution or Regulations.
- By means of illness or injury in unable to perform to the required standard in the opinion of the Selectors (after having received advice from a medical practitioner);
- Brings Zone 1, a Zone 1 Side/Team or the sport of bowls into disrepute or acts in a manner unbecoming of a Member or prejudicial to the interest of Zone 1 and the sport of bowls.
- Breaches or fails to fulfill a requirement of ASADA or the Bowls Australia Anti-Doping Policy;
- Breaches or fails to comply, fulfill and observe the requirements of the Zone 1 Players Code of Conduct.

shall be deemed ineligible for selection to, or continued inclusion in any Zone 1 side/team selected by the Zone 1 Selection Committee as the case may be.

Any selected player may be removed from a selected side/team by the Zone 1 Selection Committee in consultation with the Zone 1 Executive as the circumstances may require including where the participant has failed to sustain their performance and attitude to a satisfactory level, provided that the required performance levels had first been discussed with the participant and the participant has been given the opportunity to attain those performance levels.

A Zone 1 Selection Member or Side Manager may be removed from office by resolution of the Zone Executive.

6. Notification

6.1. Notification of this Policy

This Selection Policy shall be available to all Zone 1 Bowling Members and Clubs and available for download on the Zone 1 website.

Zone 1 shall have no general responsibility to give notice of this Policy to individual persons, other than in accordance with this Policy.

6.2. Notification of Player Selection

- Any Sides/Teams selected by the Zone 1 Selection Committee shall be announced on the Zone 1 website immediately following ratification. Selectors shall provide given name, Surname, and Club.
- Selected Representative Players shall be notified of their selection by email to their club by the Zone Secretary as soon as practicable after their individual selection or finalization of the relevant squad or team or individual or official position(s).

- Players who are not re-selected in a Zone 1 side or who have otherwise been removed from the previous side/team that represented ZONE 1 shall be personally notified of this decision by the Zone 1 Chairperson of Selectors.

7. Selection Committee

7.1. Selection of Committee

The Zone 1 Executive shall appoint annually, the Zone Selection Committee. The Selectors shall meet any requirements which may be set out in the Regulations from time to time.

Where any of the Selectors becomes or is unable to meet their responsibilities under this Policy, the Zone 1 Executive Committee will appoint a replacement Selector.

All persons wishing to be appointed to a Zone Selection Committee must:

- Meet the eligibility criteria as may be prescribed from time to time by the Executive Committee.
- and set out in this Policy or Regulations.
- Be willing to comply with Zone 1 policies and directives.
- Submit a Expression of Interest form to the Zone 1 Secretary at the appropriate time.

If appointed, the position is effective for one year or as otherwise determined by the Executive Committee.

7.2. Eligibility Criteria

To be eligible to be appointed to the Zone 1 Junior Selection Committee, a candidate shall have a current Working with Children Check as determined by NSW legislation.

Preferred qualities and skills desirable for the position on the ZONE 1 Selection Committees includes:

- The ability to make impartial judgments.
- Prior playing, coaching and/or selection experience at Zone, State or higher level.
- Knowledge of the sport.
- Communication skills
- Leadership skills.
- An open-minded attitude.
- Honesty and integrity.
- Contemporary awareness of elite sport.
- To be able to work as a team member.

7.3. Compliance

All Zone 1 Selectors must comply with the following:

- Comply with all Zone 1 policies and directives of the Executive Committee.
- Select sides/teams to represent Zone 1 at Inter-zone and other fixtures as required.

- Attend and evaluate player performance at tournaments and events as specified by the Committee.
- and retain records for future use.
- Attend and evaluate player performance at Inter-zone Matches, Zone Championships, Pennant
- and other Zone Event Fixtures.
- Always set examples on decorum, dress standards and shall wear attire as prescribed by Zone 1.
- Always represent Zone 1 in a professional manner.
- Be accountable to the Zone 1 Executive Committee through the Zone President.
- Maintain the integrity of the Committee and respect confidentiality.
- The Zone 1 Chairperson of Selectors shall be the spokesperson for the Committee.

8. Appeal Procedure

8.1. Ground of Appeal

An aggrieved Member may appeal against a decision of the Zone 1 Selection Committee on the grounds that decision of Zone 1 Selection Committee was not made in accordance with this Policy.

8.2. Procedure for Appeals

Any appeal against a decision of a Zone Selection Committee must be made within five (5) working days of any notification set out in Clause 6.2.

The appeal must be lodged in writing with the Zone 1 Secretary setting out:

- the decision of the Zone 1 Selection Committee in question;
- the grounds on which the appeal is made, and
- the reason or circumstances supporting the alleged ground of appeal.

Nothing in this Policy prevents the withdrawal of an appeal by the aggrieved at any time in writing.

On receipt of a written appeal in accordance with this Policy, the Zone 1 Secretary must forthwith forward the appeal documents to the Executive Committee, who shall establish a Selection Review Panel within five (5) working days, who shall organize a meeting with the player making the appeal (within 5 days) if the player is not satisfied with the result of the meeting with the executive, the player can appeal to the Management Committee. For State Events if the player is still not satisfied, he can then appeal to Bowls NSW.

Appendix 3 - Protocol for Association Bowling Zone 1 Trials and Events

1. ZONE 1 Trials

Trials for selection in Zone 1 Sides/Teams conducted at a club within our Zone.

- Such events will be controlled by a member of the Zone 1 Executive Committee.
- This person will be responsible for the use of the microphone during proceedings for such events.
- The person will request the Host Club President or Representative of the Host Club to welcome all involved.
- Should the Host Club have no one available to welcome all involved the Zone 1 Executive Committee Member will do so.
- The microphone will then be handed to the Chairperson of Selectors or their Representative for this event who will call the cards and all other matters relating to the game.
- At the end of the event the Executive Committee Member will request the Selector to advise the results of the games played.
- The Zone 1 Executive Officer will then thank all involved and if Trophies are to be presented will do so.

2. Championships

The Zone 1 Executive Committee Member will liaise with the Host Club President or Bowls Organiser and request that one or the other introduce the Zone 1 member to those present.

The Executive Committee Member will welcome all involved then hand the microphone to the Bowls Organiser who will call the cards and advise of all other matters relating to the game.

At the conclusion of the event the Bowls Organiser will advise the results and ask the Zone 1 Executive Member to present Prize money & Trophies.

The Zone 1 Executive Committee Member will thank all involved.

Appendix 4 - Pennant Side Manager's Protocol

A side manager shall be a member of the club they are representing & be responsible for the entering of the participating player's names & registration numbers on the associated score cards and pennant result form.

Also responsible for the drawing of the cards, allocation of rinks (rink numbers provided by the home clubs controlling body), the toss for the mat and the completion of all information required on the pennant result form.

The side manager shall maintain the status of the master score board updating "shots for and ends" after each end is played until completion of the game.

A pennant result form shall be completed for all scheduled games (including byes/forfeits) and replayed matches.

The side manager shall be the side's representative in all matters concerning the playing of a match. A second person may be allowed to assist the side manager.

After a match has commenced the playing positions of players shall not be altered. Refer to current conditions of play.

Timetable:

The side managers shall be at the venue club not less than forty (40) minutes before the starting time of the event.

The side managers shall advise the controlling body of the draw and allocation of rinks not less than Thirty (30) minutes before the starting time of the event.

Cards to be called at 12.30pm unless the starting time has been altered by the competing sides for the trial ends to commence no later than 20 minutes prior to the starting time of the event, also the Controlling Body and Umpire to be announced.

Players may practice up to thirty (30) minutes prior to the schedule start time of the match, providing that rink space is available, and the controlling body approves.

Players may not practice on the rink on which they are drawn to play once the rink draw is made. The second of each team shall be responsible for the score card; record on the score card, all shots scored for and against both teams as each end is completed; compare and agree the score card with that of the opposing second as each end is completed.

At the end of the game agree with the result & record on the score card the time that the game finished and then have the skips sign their own and the opposing skips score card.

On completion of the game the side manager to collect all score cards from the teams and, complete the pennant result form with the required details ensuring entries are correct. The pennant result form shall be forwarded to the Zone by the controlling body.

Appendix 5 - Code of Conduct Form

THIS DECLARATION IS TO BE COMPLETED BY ALL ZONE 1 REPRESENTATIVE PLAYERS AND OFFICIALS

I, _____ (PRINT NAME)

DO HEARBY DECLARE THAT I HAVE READ AND UNDERSAND THE CODE OF CONDUCT APPLICABLE TO ALL REPRESENTATIVE PLAYERS AND OFFICIALS.

SIGNATURE: _____

DATE: _____

EVENT: _____

VENUE: _____

THIS PAGE ONCE COMPLETED IS TO BE HANDED TO THE RELEVANT ZONE 1 OFFICIAL. THE COPY OF CODE OF CONDUCT BY-LAW IS TO BE RETAINED BY PLAYER/OFFICIAL.

THE CODE OF CONDUCT HAS BEEN ADOPTED BY ZONE 1 BOWLS ASSOCIATION INC WHICH REQUIRES EVERY ZONE SELECTED PLAYER WHO WISHES TO PLAY IN ANY BOWLS EVENT TO ACCEPT THESE CONDITIONS AS A MEANS TO PLAY IN THAT EVENT.

ANY BREACH OF THE CODE OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION AND COULD RESULT IN THE OFFENDING PLAYER BEING WITHDRAWN FROM THE EVENT AND IF DEEMED NECESSARY MAY RESULT IN FURTHER ACTION TAKEN BY ZONE 1 EXECUTIVE COMMITTEE.

Appendix 6 – Entry Fee and Prize Money Schedule

The Entry Fee and Prize Money Schedule will be reviewed by Executive Committee as required.

1. Entry Fees

Entry Fees are to be paid by Clubs per side to enter the Zone Pennant competition.
- \$100 per side

A per person entry fee will apply for members of clubs nominating for Zone Championships.

- \$10 per person per championship event.

2. Prize Money

A prize amount of \$1,000 will be paid to each Member Club pennant grade winner every year. The prize is intended to help the flag winning club defray costs associated with travel to State play-offs.

A prize amount will be paid to each Championship Winner and Runner-up. The amounts will be determined by Executive Committee once the number of entries in each Championship competition is known.

Appendix 7 – Honoraria and Expenses Policy

1. Honoraria

As noted in the Zone 1 Constitution Honoraria will be approved at the AGM.

Honoraria will be paid in six (6) monthly instalments.

Approvals at the last AGM were that advances of out of pocket expenses plus ongoing documented refundable expenses (other than phone, fax and data expenses) remain the same as last year and be approved as follows for 2020/21-

President - \$1,500 pa (payable six monthly) plus documented refundable expenses

Secretary - \$1,000 pa (payable six monthly) plus documented refundable expenses

Finance Director - \$500 pa (payable six monthly) plus documented refundable expenses

Bowls Coordinator - \$500 pa (payable 6 monthly) plus documented refundable expenses

All other directors shall be reimbursed documented refundable expenses.

Publicity Officer - \$50 per month retainer”

2. Expenses

a) Mileage

Motor vehicle expenses incurred in the course of a Director attending an event/meeting on behalf of the Zone or a anyone travelling on a Zone 1 related journey pre-approved by a Director shall be re-imbursed at the rate agreed by Executive Committee annually.

The rate in 2020/21 is \$0.40 per km.

Mileage payment will be paid for each car used and will be paid only to the designated driver.

b) Other Expenses

For other expenses to be reimbursed and/or for the Zone 1 Credit Card to be used pre-approval must be given by Executive Committee.

Payments will not be made with presentation of receipts.

Appendix 8 – Smoke Free Greens Policy

The Entry Fee and Prize Money Schedule will be reviewed by Executive Committee as required.

1 Policy Statement

It is the policy of the Bowls NSW and Zone 1 Bowls Boards to protect the health and sporting performance of all its members by adopting a 'Smoke-Free Greens' Policy for all State Finals of Association Events and Inter-zone Sides Championships conducted by Bowls NSW, and all events conducted by Zone 1 by supporting any Club that also implement 'smoke-free' initiatives in the interest of Bowling Members.

Bowls NSW and Zone 1 acknowledges and endorses the Tobacco Amendment Bill 2012 which amends the Smoke Free Environment Act 2000 and encourages all NSW Clubs to ensure compliance with this legislation. Bowls NSW and Zone 1 acknowledge the damage that cigarette tobacco smoke can cause, and the highly addictive nature of the habit.

We acknowledge that council across NSW have imposed smoking bans on council owned property while children are playing sport or enjoying recreational activity, and in some cases banned smoking outright. It is also acknowledged that some state governments have banned smoking on greens and surrounds.

Bowls NSW and Zone 1 is reticent to take any action or enforce policies that may have a damaging effect on, or which fall within the jurisdiction of the clubs that run the sport across Zone 1. Therefore, this policy continues to recognise that it remains the absolute discretion of each individual Club to introduce and/or enforce 'smoke-free greens' at their own venues when conducting their own events.

Zone 1 Board acknowledge the need to create a safe environment for our bowling members and has adopted 'Smoke-Free Greens' for any Association Events or other events they conduct as the controlling body in partnership with host clubs.

2. Application

It is at the discretion of individual Clubs to implement smoke-free policies incorporating their own facilities or greens when conducting their own events, or otherwise in partnership with the Zone when hosting Association Events or other events which may be conducted by the Zone.

Clubs hosting Bowls NSW Events as listed by the Bowls NSW policy will be subject to the Bowls NSW policy.

"Smoke-Free Greens" for Zone 1 Events

Zone 1 highly recommends that host Club's requirements regarding smoking on and around their greens be stated by the Club Controlling Body prior to the commencement of all association or Zone events.

Clarification as to whether an event is classified as an Association and/or Zone event should be sought from the Secretary, Zone 1.

Players concerned about the non-compliance of other players with the Club's smoking requirements are to direct their complaint to their Side Manager and by the Side Manager to the Controlling Body.

3. Penalties

Zone 1 Bowls is committed to the health and well being of bowlers. We will take disciplinary action in support of the implementation of this policy by our Clubs.

Just as Instantaneous Penalties apply under the Bowls NSW COP for breaching the Bowls NSW Smoke Free Greens Policy, Zone 1 will apply the same Instantaneous Penalties for breaches of the Zone 1 Smoke Free Greens Policy.

Review date: Two years after the date of publishing or where appropriate.
Last Revision: July 2021