



GREATER NEWCASTLE BOWLS

Date: 08.05.2024
To: All Member Clubs - GNB
Re: GNB Committees - Expressions of Interest Open

ATTENTION All Financial Members

Expressions of Interest (EOIs) to join our Region's Operational Committees are now open:

- Match - CHAIR appointed to Interim Management Committee is Vicki Rankin
- Selectors
- Umpires
- Juniors
- Advisory
- Marketing/Advertising/Public Relations: Website Editor – June Evans; Facebook Admin – Katey Hughes. We are also seeking EOI for assistants to each of these positions.

This is a great opportunity for anyone interested in becoming a part of the new era in bowls in Newcastle and these pivotal positions are vital in delivering well run, competitive events for our sport.

As all positions are appointed by the newly formed Interim Management Committee,(IMC), it is a requirement that all EOIs be submitted with a resumé of the nominee's qualifications together with an outline of their relevant experience. EOIs received without an attached resume may not be accepted

To be considered for a position on a GNB Committee, EOIs must be submitted by **Monday 20th May 2024.**

Attached are the Region Committee Terms of Reference and the EOI Submission Form to be completed.

We look forward to shaping the future of our sport in partnership with you.

Kind regards,

Jacqui Aldred

GREATER NEWCASTLE BOWLS

SECRETARY

0421 071 025

Greaternewcastle2@bowlsnsw.com.au



GREATER NEWCASTLE BOWLS

SUBMISSIONS CLOSE 5:00pm MONDAY 20.05.2024

Submit to: GNB Region Secretary greaternewcastle2@bowlsnsw.com.au

Expression of Interest for Region Committee

This form should be used to apply for a casual vacancy/appointed position on GNB Region committee and be submitted to the Region Secretary by the advertised closing date.

Please refer to **GNB REGULATIONS – No. 5**: Attached

A casual vacancy may be filled by the Interim Management Committee from among appropriately qualified Member Players.

Committee	
Name of applicant	
Club	
National ID No	

Endorsed by	
	(Please print name & sign above)
Position in Club	
Club	
National ID No	

5. Committees

5.1 Committees

- (a) Committees
 - (i) The Committees of the Region shall be:
 - Match Committee;
 - Junior Bowls Committee;
 - Selection Committee;
 - Umpires Committee;
 - Advisory Committee and
 - Marketing/ Advertising/ Public Relations Committee.
 - (ii) Each Committee outlined in Regulation 5.1(a)(i) shall be appointed by the Management Committee through submitting an Expression of Interest and report through the Secretary or Region Coordinator.
 - (iii) Each of the Committee Chairs shall attend any Management Committee Meetings and any other meetings as required and provide a report on activities.

5.2 Appointment of Committees

- (a) Each Committee shall comprise the number of members as determined by the Management Committee from time to time.
- (b) Any Individual Member may, when Expressions of Interest are called for, submit an Expression of Interest setting out details of their experience and, if required, any qualifications they may have to fill a position.
- (c) The Management Committee shall consider Expressions of Interest received and shall appoint up to the required number of members to each Committee at a Management Committee meeting held prior to the AGM.
- (d) No more than two (2) individual members of the same Invoiced Member Club may serve at the same time on any one (1) committee.
- (e) The committee shall elect a chair from amongst themselves at their first meeting following the AGM. If the Committee does not appoint a Chair within fourteen (14) days, the Management Committee will appoint the Chair.
- (f) The Management Committee may, if a casual vacancy arises on a Committee or otherwise at their discretion:
 - (i) amend or alter the function of any Committee; and/or
 - (ii) appoint additional committee members or make redundant existing Committee members.

5.3 Qualification Requirements for Committees

Qualifications for Committee Members are as set out in *Regulation Table 1*

Regulation Table 1 - Please refer to Regulation 5.4 (pages 4 & 5) **Duties & Responsibilities for Committees**

REG 5	Committee	Qualifications
(i)	<p><u>Match</u></p> <p>Number appointed to be determined by IMC</p> <ul style="list-style-type: none"> • 40% females • 40% males • 20% either gender 	<ul style="list-style-type: none"> • Match Committee experience at Region or Member Club level for a minimum of twelve (12) months • Experience in working with and using the Match module of Bowlslink • Have a sound knowledge and understanding of the implementation of the current BNSW Conditions of Play
(ii)	<p><u>Selection</u></p> <p>Up to seven (7) Members</p> <ul style="list-style-type: none"> • three (3) females • three (3) males. • one (1) either gender 	<ul style="list-style-type: none"> • Selection Committee experience at Member Club or Region level • Completion of relevant, current training • Ability to be objective
(iii)	<p><u>Umpires</u></p> <p>Up to seven (7) Members</p> <ul style="list-style-type: none"> • three (3) females • three (3) males. • one (1) either gender 	<ul style="list-style-type: none"> • Hold a current National Umpires Accreditation or Higher • Have extensive experience officiating at Member Club and Region level • Have a sound knowledge and understanding of the implementation of the current Laws of the Sport and current BNSW Conditions of Play
(iv)	<p><u>Juniors</u></p> <p>Up to seven (7) Members</p> <ul style="list-style-type: none"> • three (3) females • three (3) males. • one (1) either gender 	<ul style="list-style-type: none"> • Current Working With Children Check / Office of the Children’s Guardian (nsw.gov.au) • Current BA Coaching Accreditation • Proven experience in developing programs for juniors
(v)	<p><u>Advisory</u></p> <p>Up to seven (7) Members</p> <ul style="list-style-type: none"> • three (3) females • three (3) males. • one (1) either gender 	<ul style="list-style-type: none"> • Have administrative experience at Management level • Have a knowledge and understanding of Bowls NSW and Region Constitutions and Regulations
(vi)	<p><u>Marketing/ Advertising/ Public Relations</u></p> <p>Up to Four (4) Members</p> <ul style="list-style-type: none"> • two (2) females • two (2) males 	<ul style="list-style-type: none"> • Hands on experience and/or professional exposure to Marketing, Advertising, PR. • Experience negotiating sponsorships and/or commercial in- kind packages • Working knowledge of social media and web sites • Desire to increase the exposure of bowls • Strong writing skills

5.4 DUTIES AND RESPONSIBILITIES FOR COMMITTEES.

5.4.1 Match Committee

- (a) To arrange all of the necessary details for all Region Events, including draws, allocation of venues and greens and be responsible for the recording of Pennant and Competition results.
- (b) To draw up Rules and Regulations and Conditions of Play and a proposed program for the ensuing season and to present them at a nominated meeting for the members copy of the Rules and Regulations and Conditions of Play and proposed program are to be forwarded to all clubs prior to such meeting
- (c) To settle disputes in connection with Pennant and other Region fixtures subject to appeal to the Executive
- (d) Generally, to deal with and report upon matters relevant to such duties that may be referred to it by the Executive or Members
- (e) To decline or accept entries for Region Events or Pennants.
- (f) Approve, produce, and distribute forms, letters, emails, and similar documents for the conduct of Region Events
- (g) To ensure that the relevant Pennant records relating to Pennant gradings are current and archived.

5.4.2 Selection Committee

- (a) To select Sides to play in all Inter -Region and Representative Competitions.
- (b) The Chair to submit a report to the Secretary/Region Coordinator.
- (c) Selection Committee shall meet monthly or as required and also at the conclusion of the match for those in attendance.
- (d) Selectors shall not be entitled to be selected in ANY Representative Side. A Selector(s) shall only play in a Representative Side in an emergency.
- (e) A minimum Of two (2) selectors shall:
 - i. attend all Representative games.
 - ii. **Attend to the Master Score Board as per a roster.** Note the Chair may appoint a responsible person to attend to the Master Score Board.
- (f) A member/s of the Selection Committee shall be rostered to attend all final stages in Open and Major Championships/No1 Pennant Play-offs and where possible Major Finals. The Chair prepares a roster to ensure a Selector is in attendance.
- (g) To ensure all members Co-opted Workers and Coaching Staff abide by the Region's Official Drug-free Policy.
- (h) The Junior Chair shall liaise with the Selection Committee, to review performance for Pathways into the Open Representative Sides.

5.4.3 Umpires Committee

- (a) To conduct Classes and arrange examinations for the Accreditation and Reaccreditation of Markers, Measurers, and national umpires.
- (b) To adjudicate on disputes and appeals on the laws of the Sport of Bowls
- (c) To carry out such other duties and functions as required by the Management Committee.
- (d) Prepare a draft report on the Committee's activities for publication in the Annual Report.

5.4.4 Junior Committee

- (a) To promote and advance, in accordance with the Policy of the Executive, the Development of Junior Bowls within the Region
- (b) To liaise with the match Committee for the purpose of a program for the ensuing season.
- (c) To liaise with representatives of the Education Department, District Schools and other Bodies for the purpose of promoting Junior Bowls within the Region.
- (d) To establish a Junior Squad to provide opportunities for Junior Bowlers (both Female and Male) 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 the green” life.
- (e) To establish a squad under the control of the Junior Committee.
- (f) To ensure that Coaching personnel organize activities for members of the squad on a regular basis.
- (g) To ensure that all Coaches, Assistant Coaches and helpers have a current working with Children Check number.
- (h) To ensure that all Coaches are Accredited.
- (i) To ensure organized training sessions have a specific skill development and purpose.
- (j) To arrange for the Junior Chair or Representative to report to and act under the Region guidelines.
- (k) To require all Squad Members to:
 - (I) Make application for acceptance to the Squad, via the Region application form for the ensuing year.
 - (ii) Have read and signed (and endorsed by Parents/Guardians) the Junior Guidelines.
 - (iii) Have read and signed the State junior “Code of Conduct”.
- (l) To ensure that all Members, co-opted workers and Coaching staff abide by the Regions Official “drug free” policy when being involved in any capacity with Juniors.
- (m) Prepare a draft report to the Committee’s activities for publication in the Annual Report.

5.4.5 Advisory Committee

- (a) To advise on various matters relating to the control and management of Bowling Clubs in the Region.
- (b) To arrange such course instruction as may be required.
- (c) Generally, deal with such matters as may be referred to it by the Management Committee or Members.
- (d) To initiate and direct such forms of activity as may come within the scope of the Committee.
- (e) Prepare such material as may be considered necessary to assist in the management of Clubs.
- (f) To monitor and update Advisory pamphlets as required.
- (g) To carry out such other similar functions as the Management Committee or Members may deem necessary.

5.4.6 Marketing/Advertising/Public Relations Committee.

- (a) Establish/maintain social media presence in accordance with Bowls NSW template.
- (b) Develop press releases and sponsorship packages as required.
- (c) Develop and maintain media relationships with editorial, Sales and marketing departments of local press, radio, and TV.
- (d) Identify and develop sponsorship opportunities.
- (e) Develop relationships with suppliers (printers, signwriters, graphic artists, web designers).
- (f) Work closely with Match and Selection Committees in order to be in a position to identify sponsorship needs and PR opportunities.
- (g) Develop and maintain an advertising/marketing budget segmented into paid advertising (press radio TV), signage, Uniforms Stationery etc.
- (h) Regularly measure the effectiveness of marketing Advertising and PR programs.
- (i) develop a member survey to ascertain their wants and needs and even to garner their ideas for the positive growth of all aspects of their Club.
- (j) Develop strategies to enhance a member database by gathering information on member Skills and qualifications.
- (k) Function organization.

5.5 Committee Terms of Reference

- (a) An Individual Member including the Chair of Match, may hold one (1) position on a maximum of two (2) committees. Exceptions to this are the remaining Management Committee Members who may hold only one (1) position.
- (b) All Committees shall come under the authority and direction of the Management Committee.
- (c) The duties, responsibilities and scope of each Committee are as set out in the Terms of Reference which the Management Committee shall determine from time to time.
- (d) All committee members are required to sign a Confidentiality and Code of Conduct agreement annually, which includes any perceived or real conflict of interest.
- (e) Committee Members will hold office for a period of two (2) years.

5.6 Committee Meetings

- (a) At any meeting of a Committee, a quorum is constituted by:
 - i. one-half of the total Committee Members, plus one being present; or
 - ii. the whole number next above one-half of the total Committee Members being present.
- (b) Each Committee shall meet as often as required, but at least quarterly, and minutes of all such meetings kept shall be circulated to all members of the Committee.
- (c) Decisions of all Committees will be made by majority vote. If the vote is even the motion is lost. The Chair does not have a casting vote.
- (d) Meetings can be held face to face or via technology as deemed appropriate and agreed upon by Committee members.
- (e) At the conclusion of a meeting, the next meeting date shall be set

5.7 Budgets of Committees

- (a) Each Committee Chair shall submit to the Management Committee, by 1 March each year, details of planned or proposed activities for the coming financial year for consideration and approval by the Management Committee.
- (b) Once a plan and budget have been approved by the Management Committee, each Committee Chair will be responsible for implementation.

REGION CONSTITUTION (FINAL DRAFT April 2024) 16.2 Grounds for

Termination of Committee Members

The position of any Member of the Management Committee or Committees becomes vacant if the Member:

- (a) dies;
- (b) does not meet any requirements as set out in the Act
- (c) becomes bankrupt or makes any arrangement or composition with their creditors generally;
- (d) becomes Incapacitated;
- (e) resigns their office in writing to the Association
- (f) is absent without the consent of the Management Committee from meetings of the Management Committee held during a period of three (3) months
- (g) is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of their interest
- (h) does not fulfil their expected obligations to the Management Committee or Committee
- (i) in the opinion of the Management Committee
 - i. has acted in a manner unbecoming or prejudicial to the Objects and/or interests of the Association, Bowls NSW and/or
 - ii. has brought themselves, the Association, BNSW or Bowls into disrepute
 - iii. breaches any rule, Regulation, or code of conduct of the Association or BNSW
 - iv. is removed by Special Resolution of the Region Delegates at a General Meeting.

19. DELEGATIONS

19.1 Management Committee may Delegate Functions

The Management Committee may, by instrument in writing, create or establish or appoint special committees, individuals and consultants to carry out specific duties and functions. The Management Committee will determine what powers these committees are given. In exercising its power under this clause, the Management Committee should take into account broad stakeholder involvement, inclusivity and gender diversity.

30. COMMITTEES

The Association may establish such Committees as it deems fit from time to time. The Committees will be constituted and carry out such duties and function with such powers as the Management Committee determines and as are prescribed in the Regulations.