



Zone 5 Bowling Association

REGULATIONS

April, 2021

1 DEFINITIONS

In these Regulations unless the contrary intention appears;

- (a) All Definitions as outlined in the Constitution of the Zone shall be relevant to the definitions in these Regulations.

2 MEMBERSHIP - CLUBS

2.1 Criteria

- (a) In accordance with clause 5.2 of the Constitution of the Zone, to be eligible as a Member Club of the Zone, the applicant Club shall;
 - (i) have no less than twelve (12) Financial Members;
 - (ii) have at least one (1) green on land of which it is the owner or has some other 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 on it at least four (4) rinks laid down in conformity with the Laws of the Sport of bowls;
 - (iii) have a Constitution and rules which are not inconsistent or in conflict with the Constitution or Regulations of the Zone or the RNSWBA Ltd.

2.2 Procedure for renewal of Membership

- (a) Clubs Membership shall be renewed annually through the following process;
 - (i) Payment of all fees payable to the Zone
 - (ii) Updating of Constituent documents
 - (iii) Providing a copy of annual report
 - (iv) Completing the annual Membership return with deletions on the approved form
 - (v) Providing an update of all contacts and office bearers.

2.3 Application for new Membership - Club

- (a) The Executive may consider and approve applications for Membership from new or established Club bodies subject to Regulation 2.1
- (b) The Executive may refuse to grant membership to a club if in the opinion of the Executive there are sufficient bowling clubs in the vicinity of the club seeking membership to adequately meet the needs of the community

2.4 Financial Responsibilities of Clubs

- (a) All Clubs affiliated with the Zone have an obligation to pay all monies due and payable to the Zone.
- (b) Annual subscriptions are due and payable within one (1) month from the date of end of the club's financial year. Clubs that have not paid the annual membership fees within one (1) month from the date of end of the club's financial year shall be considered unfinancial members with the Zone and all members of that club shall be ineligible to enter or play in Zone events until the annual subscription account is paid.
- (c) A Club failing to settle any account other than annual subscriptions with the Zone within three (3) months from the date of invoice shall have their membership suspended and the members of

that club shall be ineligible to enter or play in Zone events during the period of suspension.

(d) Any Club experiencing financial difficulty in settling accounts may enter a payment arrangement with the Zone. Whilst the club remains within the terms of the arrangement, the club shall be deemed to be a member of the Zone.

3 MEMBERSHIP – BOWLING MEMBERS

3.1 Eligibility

(a) To be eligible as a member of the Zone, the applicant must be a natural person and must;

(i) be a bowling member, and

(ii) ~~be identified as male in gender on their birth certificate~~

(b) A player who is not a bowling member of a Club and/or is not an Individual Member of the Association, is ineligible to enter or play in any zone event and is not entitled to play bowls on the greens of any member club or with an Individual Member, other than for the purpose of their being coached or participating in recruitment, promotional or corporate functions.

3.2 Categories

In accordance with Clause 5.1 of the Constitution, bowling membership shall consist of the following subcategories of membership as approved by the Executive;

(a) Full Member, who shall be a Bowling Member for whom a Club has paid the Full Membership Fee as defined in Regulation 3.3(a) to the Zone.

(b) Junior Member, which shall include any Bowling Member of a Club under the age of 18 years who is registered with the Association as a Junior Member, and who is financial having paid the Junior Membership Fee for the current period.

(c) Membership Fee as defined in Regulation 3.3(a) to the Zone.

3.3 Annual Membership Fees

(a) Annual Membership Fees for Clubs shall be based on the fixed fee applicable to the Royal New South Wales Bowling Association at a percentage to be determined by the Zone Executive from time to time.

3.4 Membership Registration Procedure

An individual wishing to become an Individual Member of the Zone is required to complete and sign an approved Application for Registration form and submit to their Club with the appropriate payment of the club's annual membership fee.

3.5 Declared Club

(a) In accordance with the RNSWBA Conditions of Play and the Bowls Australia Affiliation Policy an Individual Member must nominate one (1) Club for the purpose of competing or being eligible to compete in RNSWBA Events. This shall be known as their Declared Club.

3.6 Club Clearance

(a) An Individual Member who wishes to change their Declared Club to another Club within NSW (new club), must complete and lodge with the RNSWBA a Club Clearance and Registration Form and the Club Clearance fee if;

(i) They are currently an Individual Member of a Member Club or,

(ii) They have been an Individual Member of a Club in the past twelve (12) months.

(b) An Individual Member may not participate in RNSWBA Events at their new club, until that Club has lodged a signed NSW Club Clearance and Registration Form together with the applicable fee with the RNSWBA Office.

(c) An Individual Member, who is unable to obtain a signed NSW Club Clearance Application Form from the Club they are transferring from, may not participate in RNSWBA events at their new club without the written approval of the RNSWBA.

(d) If an Individual Member wishes to change their Declared Club to play Association events during the bowling season, they must also receive written permission to do so from the RNSWBA.

(e) The Club Clearance Fee shall be as set from time to time by the RNSWBA Ltd.

3.7 Interstate Clearance

(a) In accordance with the Bowls Australia Affiliation Policy, any Individual Member who wishes to change their Declared Club to another Club affiliated with another STA must complete and lodge an Interstate Clearance form with the STA they are transferring to.

(b) There shall be no Zone fee for an Interstate Clearance.

3.8 Interstate Pennant Declaration

(a) In accordance with the Bowls Australia Affiliation Policy, an Individual Member may be permitted to compete in an Interstate Pennant Competition controlled by another STA for a Club affiliated with that STA without changing their Declared Club, however must complete and lodge an Interstate Pennant Declaration form with the STA they are transferring to.

(b) There shall be no Zone fee for an Interstate Pennant Declaration.

3.9 Suspension or Expulsion from a Club or Zone

(a) An Individual Member who has been suspended or expelled from membership of any Club or Zone for an incident that is related to the game of bowls or to bring the game of bowls into disrepute, shall be ineligible to play or officiate at any level of bowls during their term of suspension, or for a maximum period of one (1) year from the date of suspension, whichever is the earlier.

(b) The Club or Zone referred to in Regulation 3.9(a) must advise the RNSWBA (Chief Executive Officer) in writing, of the name and Registration number and term of suspension of the Individual Member who has been suspended or expelled as per Regulation 3.9(a) desirably within fourteen (14) days from the date of the suspension or expulsion and any subsequent appeals being resolved for recording purposes.

(c) An Individual Member who is under an order of suspension or expulsion, or has resigned their membership because of disciplinary proceedings as per Regulation 3.9(a) is not eligible for a Club Clearance.

(d) If an Individual Member is suspended for an incident which is deemed not to be related to the game of bowls or not to bring the game of bowls into disrepute, it is at the Club's discretion as to whether they allow the suspended member to play or officiate at bowls at their Club during the term of suspension.

(e) An Individual Member has the right of appeal in accordance with the Appeals Policy

4 ADMINISTRATORS OF THE ZONE

4.1 Executive

(a) Qualifications of Executive

(i) Must be an Individual Member of the Association

(ii) Must have demonstrated bowls administration experience in key roles at Club level

(iii) Are innovative and forward thinking

- (iv) Must be computer literate with knowledge and experience and IT skills in such areas as the internet, email, file sharing and video conferencing
- (v) Working knowledge of word processing software, e.g. Word, Excel
- (vi) Other qualifications as deemed necessary by the Executive Committee from time to time

5 ELECTION OF EXECUTIVE

5.1 Voting for Election of the Executive

- (a) All voting for the election of the Executive shall follow the procedure as set out in Regulation 5.
- (b) Any vote cast for the election of the Executive not conducted in accordance with Regulation 5 shall be declared invalid.

5.2 Call for Nominations

- (a) In accordance with the Constitution of the Zone, the Zone Secretary shall call for nominations for the Executive at a date no less than sixty (60) days prior to the date of the Annual General Meeting.
- (b) The closing date for nominations shall be no less than forty (40) days prior to the date of the Annual General Meeting.

5.3 Voting Pack

- (a) In order to conduct the election of the Executive, the Zone Secretary shall share one (1) Voting Pack to each affiliated club, no less than thirty (30) days prior to the date of the Annual General Meeting via file sharing media.
- (b) A Voting Pack (if required) shall include;
 - (i) One (1) Ballot Paper.
 - (ii) A Resume of each candidate for Executive.
 - (iii) Voting Instructions

5.4 Authorised Club Delegate to vote

- (a) Voting shall only be conducted by a Club Delegate who is authorised to vote on behalf of a Club.
- (b) A Club that is unfinancial at the time of the election shall be ineligible to cast a vote. Any vote that is cast by an unfinancial Club shall be invalid.
- (c) Each Executive committee member is entitled to vote.

5.5 Zone Returning Officer and Scrutineers

- (a) A Zone Officer nominated by the Executive shall perform the duties of the Returning Officer.
- (b) Two Zone Officers shall also be appointed to act as scrutineers.
- (c) No person, other than the Returning Officer, and scrutineers shall be entitled to see any Ballot Paper and the Returning Officer and scrutineers shall not disclose to any person the way in which any Club has voted.

5.6 Distribution and Collection of Ballot Papers

- (a) The Zone Returning Officer shall share via google drive or similar medium one (1) ballot paper only per Club to the authorised Club Delegate.
- (b) Voting instructions shall be outlined clearly on the Ballot Paper.

- (c) Ballot Papers that have been completed by the authorised Club Delegate shall be checked by the Returning Officer, who shall ensure that each Ballot Paper is completed correctly. All valid and completed Ballot Papers shall be printed and placed in an envelope until all Ballot Papers have been completed.
- (d) Any Ballot Paper that has been shared and is left blank or is not completed correctly as per the Voting Instructions shall be declared invalid by the Returning Officer. The Returning Officer shall print and note on the back of the Ballot Paper the reason for being invalid and place the invalid paper in a separate envelope.
- (e) All Ballot Papers must be received by the Returning Officer by close of business no less than seven (7) days prior to the Annual General Meeting.

5.7 Determination of Votes

- (a) The election of the Executive shall be determined by the first-past-the-post, with the candidates with the most votes for each position elected as the Executive.

5.8 Tied Vote

- (a) If there is a tied vote between one or more candidates for a position on the Executive, the Returning Officer shall draw lots to determine the successful candidate.

6 ORDER AND INTRODUCTION OF BUSINESS

6.2 Executive Meeting

- (a) The Executive Committee shall meet as often as is deemed necessary for the dispatch of business (and shall be at least 4 times in a financial year)
- (b) Notice of any Executive Meeting shall be in accordance with Clause 13.6 of the Constitution of the Zone and shall state;
 - (i) The day, date and hour and place of such meeting.
 - (ii) The business to be dealt with at such meeting.
- (c) Notice shall be deemed to have been given in accordance with Clause 31 of the Constitution of the Zone.
- (d) Additional items may be placed on a supplementary agenda for distribution to Executives prior to the opening of the meeting.

6.3 Order of Business – Executive Meeting

- (a) At Executive meetings the order of business shall be as follows;
 - (i) Opening of the meeting by the President.
 - (ii) Acceptance of apologies.
 - (iii) Advice of illnesses, hospitalisation and bereavements.
 - (iv) Confirmation of minutes of previous Meeting.
 - (v) Business arising from the minutes.
 - (vi) Executive Reports.
 - (vii) Correspondence.
 - (viii) Motions of which due notice has been given (refer to Regulation 6.3 (d) below).
 - (ix) General Business.
 - (x) Recommendation/s to the Delegates.
 - (xi) Events Ahead.

- (xii) Date and time of next meeting.
- (b) Under the item "Confirmation of Minutes" no discussion shall be allowed except as to the accuracy of the Minutes as a record of the proceedings.
- (c) The item "Business Arising from the Minutes" shall include the consideration of matters arising out of instructions, etc, at former Meetings, other than matters listed elsewhere on the Agenda.
- (d) Motions of which due notice has been given shall be taken in order in which the written notice was given.
- (e) Except where otherwise provided, all notices of motion for any meeting of the Executive shall be in writing, and shall be in the hands of the Zone Secretary ten (10) clear days before the date of the Executive meeting.
- (f) A matter of urgency may be submitted at any stage of the meeting of the Executive.
- (g) An Executive will not be permitted to be present or to vote at an Executive meeting on any dispute in which a conflict of interest arises either directly or indirectly. However the Executive may request that Executive to address the meeting on the dispute prior to considering that dispute.
- (h) A summary of the minutes of the Executive meeting shall be made available to members as deemed appropriate by the Executive.

6.4 Delegates Meetings

- a) Delegates meetings of the Association shall be held in conjunction with the Executive meetings (and shall be at least 2 times in a financial year).
- b) Notice of any Delegates Meeting shall be in accordance with Clause 17 of the Constitution of the Zone.

6.5 Order of Business – Delegates Meeting

- (a) At meetings of the Delegates the order of business shall be as follows;
 - (i) Opening of the Meeting by the Chairman.
 - (ii) Acceptance of apologies.
 - (iii) Advice of illnesses and deaths.
 - (iv) Confirmation of Minutes of previous Meeting.
 - (v) Business arising from the minutes.
 - (vi) Executive Reports.
 - (vii) Business Arising from Reports
 - (viii) Correspondence.
 - (ix) Motions of which due notice has been given (refer to Regulation 6.5 (e) below).
 - (x) Recommendation/s from the Executive.
 - (xi) General Business.
 - (xii) Events Ahead.
 - (xiii) Date and time of next meeting.
- (b) Under the item "Confirmation of Minutes" no discussion shall be allowed except as to the accuracy of the Minutes as a record of the proceedings, and when confirmed, such Minutes shall be signed by the Chairman of the Meeting.

- (c) The item "Business Arising from the Minutes" shall include the consideration of matters arising out of instructions, etc, at former Meetings, other than matters listed elsewhere on the Agenda.
- (d) Under the item "Executive Reports", all reports shall be taken as read. Executives are required to submit written reports no less than fourteen (14) days prior to the meeting.
- (e) Except where otherwise provided, all notices of motion for any General Meeting shall be in writing, and shall be in the hands of the Zone Secretary not less than fourteen (14) days (excluding receiving date and meeting date) prior to the General Meeting in accordance with Clause 17 of the Constitution of the Zone.
- (f) Motions of which due notice has been given shall be taken in order in which the written notice was given.
- (g) A Delegate will not be permitted to vote at a General Meeting on any dispute in which a conflict of interest arises either directly or indirectly. However the meeting may request that Delegate address the General Meeting on the dispute prior to considering that dispute.

6.6 Annual General Meetings

- (a) Annual general meetings of the Association shall be held in accordance with Clause 16.4 of the Constitution of the Zone.
- (b) Notice of any General Meeting shall be in accordance with Clause 17 of the Constitution of the Zone.

6.7 Order of Business – Annual General Meeting

The business of the Annual General Meeting shall be as follows:

- (i) to receive and consider the minutes of the previous Annual General Meeting and the minutes of any other General Meeting requiring confirmation;
- (ii) to receive and consider the reports of the Executive Committee;
- (iii) to declare the results of the election of the Executive Committee;
- (iv) to declare the appointment of Sports Committee members;
- (v) to receive and consider any financial statement or report required to be submitted to members under the Act.

No business other than that stated on the notice for an Annual General Meeting shall be transacted at that meeting.

A member wishing to bring any business before an Annual General Meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a meeting given after the receipt of the notice from the member.

6.8 Standing Orders

- (a) These Standing Orders may be temporarily suspended by a motion supported by five (5) Delegates and carried by a majority of two-thirds of Delegates present and voting.
- (b) Movers of motions are limited to ten (10) minutes, and all other speakers to the motion (including the right to reply) to five (5) minutes, provided that such time limits may be extended by the Chairman with the consent of the Meeting.
- (c) When a motion or amendment has been moved and seconded no further speech in support of such motion shall be heard until someone shall have spoken in opposition to such motion, and after such a speech in opposition has been made speeches in support and opposition must follow in rotation, except with the consent of the Meeting.

- (d) A member shall be entitled to speak only once to each question, but, with the permission of the Chairman, may correct a misstatement. Every amendment moved shall be treated as a new question. The mover only of any original motion shall have the right to reply.
- (e) No motion to dissent from the Chairman's ruling or decision shall be permitted unless made before any other business or speech has intervened, and no debate shall be allowed, except by the mover, who shall be limited to five (5) minutes, and the Chairman.
- (f) It shall not be permissible to withdraw any motion that has been put from the Chair, except with the consent of the Meeting, one dissentient voice being sufficient objection.
- (g) A speaker shall not be interrupted except on a point of order.
- (h) Discussion shall not be permitted upon any motion for adjournment of a Meeting of the Zone. If upon the question being put on any such motion the same is negatived, the subject then under consideration or next on the business paper shall be discussed, and it shall not be competent for any member to again move for adjournment of a Meeting of the Zone until half an-hour has elapsed from the time of moving the one that has been negatived.
- (i) The proceedings of any Committee appointed by the Association shall be guided by these Standing Orders, so far as they are applicable.
- (j) Notwithstanding anything to the contrary contained in these Standing Orders, any Member shall have the right to move that the Zone meeting be adjourned for the purpose of permitting them to speak on the matter of vital importance at any Meeting where "General Business" is not on the business paper.
- (k) Where a speaker desires to quote from a letter or document a copy of such letter or document shall be tabled by them by handing the same to the Zone Secretary and it shall thereupon become part of the records of the Zone.

7 REIMBURSEMENT OF EXPENSES

7.1 Executives/Committee Members

(a) Travel

- (i) Travel via individuals own (comprehensively and third party insured) vehicle to be reimbursed at the kilometre rate approved by the Delegates from time to time. Claims to be submitted to the Zone Secretary monthly as per (f) (i), (ii) and (iii) below.
- (ii) Only one claim for the kilometre allowance is permitted and this must be lodged by the owner of the vehicle.
- (iii) Bridge/expressway tolls are approved expenses.

(b) Accommodation

- (i) Reimbursement for accommodation shall be made at the nightly rate, as determined by the Executive from time to time, regardless of whether it is single or shared accommodation.
- (ii) An Executive/Committee Member is free to stay wherever they like or to take single rooms, but expenses for accommodation will only be reimbursed on a twin share cost basis.

(c) Meals

- (i) Reimbursement of meals (i.e. breakfast, lunch, dinner) will be paid in accordance with the rates determined by the Executive from time to time. Receipts must be provided.
- (ii) These expenses will be met with respect to food only.

(d) Sundry and General Expenses

- (i) Sundry expenses for miscellaneous items of equipment will be paid, but receipts will be required and the Zone Treasurer reserves the right to reject exorbitant claims. Claimants have a right of appeal to the Executive.

(e) Accompanying Spouse or Partner

- (i) On occasions an Executive/Committee Member may wish their spouse or partner to accompany them.
 - a) Travelling costs for the spouse or partner are to be fully met by the Executive/Committee Member unless the Executive approves otherwise.
 - b) On those occasions when an Executive/Committee Member is accompanied by their spouse or partner the Executive/Committee Member will be reimbursed the cost of the accommodation to the maximum level of reimbursement determined by the Executive from time to time but they must meet the full cost of meals for their spouse or partner unless the Executive approves otherwise.

(f) Claims

- (i) All claims for reimbursement of expenses must be accompanied by relevant receipts; otherwise claims may be rejected except items under \$10 once it has been approved. Where receipts are not available, full details of item/s making up the claim must be provided in writing.
- (ii) All claims from members of the Executive or the Chairman of a Sub Committee must be approved by the President, or his nominee, and forwarded to the Treasurer for payment. Claims from the President are to be countersigned by the Secretary and forwarded to the Treasurer for payment.
- (iii) All claims from Sports Committee members must be approved by their Chairman, who must attest to the correctness of the claim and forward to the Treasurer for payment.
- (iv) The Zone Treasurer reserves the right at all times to refer any claims for expenses subject to appeal to the Executive for review. The only authorised expenses are those incurred;
 - a) during the course of official duties as an Executive or Committee Member, or b) at Official Representation or other approved "Events Ahead" during the course of official duties, or
 - b) with the approval of the Executive.

8 SPORTS COMMITTEES

8.1 Sports Committees

- (a) The sports committees of the Zone shall be:
 - (i) Match Committee (6)
 - (ii) Selection Committee (4)
 - (iii) Umpires Committee (4)
 - (iv) Coaching Committee (4)
 - (v) Junior Bowls Committee (4)
- (b) Any Individual Member may, when nominations are called for, submit a nomination form setting out details of the experience and, if required, any qualifications they may have to fill a position on any elected committee. All nominations must have the approval of the member's club.

(c) Specific qualifications are required as set out in Table 1:

Table 1

	Committee	Qualifications
(i)	Match	Match Committee experience at club level for a minimum of 2 years
(ii)	Selection	Selection Committee experience of at least 2 years at club level or have played bowls as a Zone Representative. Has attended the BA Selection Module. <i>A selector will not be eligible to be selected in a Junior, Senior or Open Representative side whilst holding the position of a Zone 5 Selector.</i> No club shall be entitled to have more than one selector on this committee except with the approval of the Executive.
(iii)	Umpires	A current National Umpires Level 1 Certificate
(iv)	Coaching	A current accredited Club Coach Certificate
(vii)	Junior Bowls	Prohibited Person Declaration Form completed and/or Working With Children Check number.

8.2 Appointment of Committees

- (a) Each Committee shall comprise the number of members as determined by the Executive at such time as the Executive from time to time determines.
- (b) The Executive shall be responsible for considering nominations received and shall appoint the required number of members to each Committee outlined in Regulation 8.1 at the Executive Meeting held directly prior to the Annual General Meeting.
- (c) Committee members shall be appointed for a period of two (2) years.

8.3 Committee Meetings

- (a) The Chairman of each Committee shall be selected at its first meeting after the Annual General Meeting.
- (b) The President, or in their absence the acting President or Vice President shall be an ex-officio member of all Committees. They will be required to attend the election of the Chairman and will be entitled to vote on this matter only, if voting otherwise is equal.
- (c) A quorum is constituted at a meeting where by the number of Committee Members present is;
 - (i) one-half of the total Committee Members, plus one; or
 - (ii) The whole number next above one-half of the total Committee Members.
- (d) At any meeting of a Committee the person presiding shall have a casting vote as well as a deliberative vote.

(e) Each Committee shall meet at least once before each Executive meeting and minutes of all such meetings kept, shall be circulated through the Zone Secretary to all members of the Executive.

(f) At the conclusion of a meeting, the next meeting date shall be set and the Zone Secretary notified.

8.4 Budgets of Committees

(a) Each Committee Chairman shall submit, through the Zone Treasurer to the Executive for approval details of planned or proposed activities for the coming calendar year by the date of the last meeting of the year.

(b) Once plan and budget have been approved by the Executive, each Committee Chairman will be responsible for their implementation.

(c) Expenditure which has not been approved or budgeted for are not permitted unless approved by the Executive.

8.5 Miscellaneous Appointments

(a) At the first meeting of the Executive, following the Annual General Meeting, the Executive may appoint suitable persons to fill the undermentioned positions;

(i) Delegates to the RNSWBA Ltd (who shall be the President)

(ii) Signatories to cheques and for authorisation of electronic funds transfer payments (online). (Any two (2) to sign/authorise, President, Secretary, Treasurer).

9 DUTIES AND POWERS OF ELECTED COMMITTEES

9.1 Match Committee

(a) Chairman of the Match Committee shall:

(i) Preside at meetings of which the Committee members have been duly notified.

(ii) Ensure that the Match Committee carries out the duties as specified below.

(iii) In collaboration with their Committee, prepare a report setting out the job responsibility of the Chairman and Committee for the information of any succeeding members.

(iv) Notify members of the Committee of the time, date and location of meetings of the Committee; ensure that accurate minutes of the meeting are compiled, and that a copy of the minutes is provided to the Zone Secretary.

(v) Submit a Match report to form part of the Executive Report.

(vi) Attend meetings of the Executive when required, or arrange a proxy.

(b) The Match Committee shall:

(i) Carry out duties as delegated by the Chairman of the Match Committee. (ii) Draw up Conditions of Play applicable to Zone Events including the Schedule of Play and be responsible for the conduct of such other events declared as Zone Events by the Executive.

(iii) review potential venues for Zone Events for ultimate approval by the Executive.

(iv) secure compliance with the Conditions of Play, and settle all disputes arising during the conduct of Zone Events, in accordance with agreed protocol (i.e. through the club/Zone hierarchy of controlling bodies) subject to an appeal to the Executive, who shall be the final arbiter in disputes of this nature and whose decision shall be binding and final on all parties;

(v) submit any proposal and amendments to the Conditions of Play and Schedule of Play for Zone

Events through the Chairman Match Committee to the Executive no later than mid-May in the year preceding the bowling season to which the Conditions and Schedule apply;

- (vi) Prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book.
 - (vii) Establish and maintain records relating to Zone Events.
 - (viii) Prepare a budget for the Committee's activities for the conduct of Zone Events.
 - (ix) Before the end of February of each year, through the Association office, order all badges, trophies, flags and pennants required for Association Events.
 - (x) Produce, approve and/or distribute forms, letters and similar documents for the conduct of Zone Events.
- (c) All nominees for appointment to the Match Committee:
- (i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Match Committee are required to sign and return to the Zone Secretary an undertaking of compliance of duties as set out in this Regulation.
 - (ii) Committee Members must be available to travel to events as rostered by the Chairman. It is envisaged that this may preclude Match Committee Members from participating in Zone Events or other tournaments and competitions.

9.2 Selection Committee

- (a) Chairman of the Selection Committee shall:
- (i) Prepare a short list of players who will be considered for selection to be handed to the Executive for perusal.
 - (ii) Promptly advise details of all sides selected to the Zone Secretary, who shall be responsible for release of information regarding the selections to the players and to the clubs within the Zone.
 - (iii) Liaise with Zone Secretary over team travel and accommodation, meals, laundry, player attire, selection and recommendation of the Side Manager, any other matters arising.
 - (iv) Determine and allocate the attendance of Zone selectors at events within the Zone for approval by the Executive.
 - (v) Prepare a report on the Committee's and Zone Representative Side's activities for publication in the Annual Report/Year Book.
 - (vi) Notify Committee Members of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Zone Secretary.
 - (vii) attend meetings of the Executive when required, or arrange a proxy;
 - (viii) Meet regularly each year with the Executive and others as required, to review the performance of the Selection Committee.
 - (ix) establish and maintain records relating to the conduct of Inter Zone Events, including:
 - a) match reports including player appraisal scores;
 - b) register of players (personal details and playing career);
 - c) register of Inter Zone matches and results;
 - d) photographic record of Zone Sides
 - (x) In collaboration with their Committee, prepare a report setting out the job responsibility of

the Chairman and Committee for the information of any succeeding members.

(xi) Submit a Match report to form part of the Executive Report.

(a) Members of Selection Committee shall:

(i) assist the Chairman to carry out the duties of Chairman of the Selection Committee, specified above, as required and delegated by the Chairman;

(ii) attend regular meetings of the Selection Committee at the time and place advised by the Chairman.

(iii) participation in the preparation of a list of players under consideration for selection;

(iv) Attend Matches as required.

(b) All nominees for appointment to the Selection Committee:

(i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Selection Committee are required to sign and return to the Zone Secretary an undertaking of compliance of duties as set out in this Regulation.

(ii) Committee Members must be available to travel to events as rostered by the Chairman. It is envisaged that this may preclude members of the Selection Committee from participating in Zone Events or other tournament and competitions.

9.3 Umpires Committee

(a) Chairman of the Umpires Committee shall:

(i) administer the National Officiating Accreditation Scheme throughout Zone 5 Bowling Association which includes:

(ii) establish and maintain a register of National Umpires, and records regarding accreditation/re-accreditation,

(iii) establish and maintain a register of Rulings, Interpretations and Advising and promulgate advice regarding same,

(iv) oversee the accreditation/re-accreditation process,

(v) develop educational programmes regarding the laws of the game for umpires and bowlers,

(vi) Ensure that a high standard of umpiring is attained and maintained throughout the Zone.

(vii) Liaise directly with clubs in respect of umpiring matters; resolve all problems associated with interpretation of the Laws of the Sport (through the club/zone hierarchy) and promulgate advice with respect to same.

(viii) Prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book.

(ix) Notify Committee Members of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Zone Secretary.

(x) In collaboration with their Committee, prepare a report setting out the job responsibility of the Chairman and Committee for the information of any succeeding members.

(xi) Submit an Umpire's report to form part of the Executive Report.

(xii) Attend meetings of the Executive Committee or arrange a proxy.

(xiii) Meet regularly each year with the Executive Committee and others as required, to review the performance of the Umpires Committee.

(b) Members of Umpires Committee shall:

(i) assist the Chairman to carry out the duties of Chairman of the Umpires Committee, specified above, as required and delegated by the Chairman;

(ii) Attend regular meetings of the Umpires Committee at the time and place advised by the Chairman.

(iii) arrange distribution of law books and updates of same to accredited umpires

(iv) Organise Zone seminars requiring attendance by Zone umpires.

(c) All nominees appointment to the Umpires Committee:

(i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Umpires Committee are required to sign and return to the Zone Secretary an undertaking of compliance of duties as set out in this Regulation.

9.4 Coaching Committee

(a) The Chairman of the Coaching Committee shall:

(i) administer the National Coaching Accreditation Scheme throughout the Zone, which includes:

a) establish and maintain records regarding accreditation and reaccreditation;

b) oversee the accreditation and reaccreditation process at all levels;

c) Liaise directly with Clubs in respect of coaching matters;

d) Develop coaching programmes for all levels from beginner, intermediate and elite.

(ii) in association with the State Coaching Committee, be responsible for the promotion and maintenance of all matters connected with coaching within the Zone;

(iii) implement coaching documentation and administrative procedures;

(iv) prepare and plan for all Zone conducted courses and seminars;

(v) prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book;

(vi) notify Committee Members of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Zone Secretary;

(vii) Submit an Coaching report to form part of the Executive Report;

(viii) attend meetings of the Executive when required, or arrange a proxy;

(ix) Meet regularly each year with the Executive and others as required, to review the performance of the Coaching Committee.

(b) Members of the Coaching Committee shall:

(i) administer the promotion and maintenance of development of coaching within their allotted clubs;

(ii) attend monthly Coaching Committee meetings as scheduled or as required; (iii) Attend to other appointed coaching-related duties as required, or as delegated by the Chairman.

(c) All nominees for appointment to the Coaching Committee:

- (i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Coaching Committee are required to sign and return to the Zone Secretary an undertaking of compliance of duties as set out in this Regulation.

9.5 Junior Bowls Committee

- (a) The Junior Bowls Committee shall:
 - (i) Promote, arrange and conduct Junior Bowls.
 - (ii) Conduct Junior Bowls events and provide the best possible bowls experience for all young people of both genders to participate in bowls.
 - (iii) Liaise with the Secretary of the Association, with respect to team and travel accommodation, meals, laundry, Zone Junior Representative Player's attire, selection and recommendation of the side manager, any other incidental matters arising.
 - (iv) Meet as required and provide a written report to the Executive Committee and have a representative attend the Executive committee meeting when required.
 - (v) Prepare a report on the committee's activities for publication in the Annual Report.
 - (vi) Prepare and submit for approval a program of activities for each bowling season. Program to be submitted in October of the year preceding the program.
- (b) All nominees for appointment to the Junior Committee:
 - (i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Junior Bowls Committee are required to sign and return to the Zone Secretary an undertaking of compliance of duties as set out in this Regulation.

10 ATTIRE

10.1 Compliance

- (a) Registered Players competing in RNSWBA Events are required to comply with this Regulation, the Regulation of the RNSWBA and the Bowls Australia National Logo Policy as in force in New South Wales.
- (b) Clubs must purchase uniforms from Official Licensed Manufacturers in accordance with the Bowls Australia National Logo Policy.
- (c) Designs for Club attire must be submitted to the Zone and will be assessed before formal approval.
- (d) Designs must incorporate the Bowls Australia logo on shirts, jackets and vests.

10.2 Penalty for Non-compliance

- (a) Penalty for non-compliance of Regulation 10 is disqualification.

10.3 Playing Attire, RNSWBA Events

Covered by the RNSWBA Event Attire Policy.

10.4 Officials Attire

Covered by the Official Attire Policy of the RNSWBA Ltd.

11 AWARDS AND RECOGNITION

11.1 Zone Merit Badges/Tie Bars/ Ladies Broaches (if applicable)

- (a) Merit Badges/Tie Bars shall only be awarded to registered members of the RNSWBA for services rendered. These awards shall not be duplicated in respect of any nominee and are presented on official days by the RNSWBA's representative.

- (b) Ladies broaches to be awarded for services rendered to a Men's club. The award shall not be duplicated in respect of any nominee and is presented on official days by the RNSWBA representative.

11.2 Visit Plaques - President's Days

- (a) Each affiliated club shall receive a plaque. A shield showing the year of visitation by the State President, or their representative shall be attached thereto on each visit.
- (b) Each affiliated club shall receive a plaque. A shield showing the year of visitation by the Zone President, or their representative shall be attached thereto on each visit.