



Regulations

OVENS AND MURRAY BOWLS REGION INCORPORATED

(Amendment No. 2) Date: August 2012

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Regulations

Amdt No.2 Dated: /8/2012

PART I – STATUS OF REGULATIONS

1. REGULATIONS BINDING

- (a) These Regulations are made under **rule 32** of the Constitution. Without limiting the Board's power under the Constitution, these Regulations or otherwise, the Board may review, amend and enforce these Regulations as it deems necessary or appropriate.
- (b) These Regulations are binding on all Members.

2. INTERPRETATION

2.1 Interpretation

These Regulations shall be interpreted in a manner consistent with the Constitution. Any word or phrase which is defined in the Constitution will have the corresponding meaning in these Regulations unless otherwise set out.

2.2 Definitions

Words which are defined in the Constitution have not been redefined here.

Act means the *Associations Incorporation Act 1981 (Vic)* as amended or replaced from time to time.

Affiliated Member means a natural person recognised by Bowls Victoria and a Club as a member under their respective constitutions from time to time.

Annual General Meeting means a meeting of Members convened in accordance with **rule 11** of the Constitution

Board means the body consisting of the Directors under **rule 16.2** of the Constitution.

Bowler means a financial, bowling member who has paid their capitation fee to BV, Ovens and Murray Bowls Region Inc, another State or Territory Bowls Association, Bowls Australia or World Bowls, or is otherwise accepted to play in any game. For the avoidance of doubt this includes Affiliated Members

Bowls means the sport and game of bowls as determined by World Bowls with such variations as may be recognised by Bowls Australia or Bowls Victoria from time to time.

Bowls Australia means Bowls Australia Incorporated, the governing body for Bowls in Australia, or its successors.

Bowls Victoria means Bowls Victoria Incorporated, the governing body for Bowls in Victoria, or its successors.

Bowls Victoria Regional Representative (BVRR) means representatives elected in accordance with Clause 21.3(b) of the Bowls Victoria Constitution.

BV means Bowls Victoria Incorporated.

Clearance means the approval process undertaken in accordance with **BV Regulation 16** to allow a Bowler to transfer between Clubs.

Club means a Bowls club recognised by Bowls Victoria as a member of it from time to time and who Bowls Victoria has nominated for membership of the Region.

Club Communications Officer means one member of each Club appointed by the Club to receive email and other communications from Bowls Victoria and O&M Region.

Committee means any committee of the Board created under **rule 21.4** of the Constitution, from time to time.

Constitution means the constitution of the Ovens and Murray Bowls Region as amended from time to time.

Controlling Body means the body having the immediate control of the conditions under which a Game is played, in the order of precedence set out in the Laws of the Sport of Bowls.

Delegate means a person appointed to represent a Club at the General Meetings of the Region or other meetings.

Director means a member of the Board elected or appointed under **rule 17** of the Constitution.

Event means any Club, Region, Division or State competition or tournament in the sport of bowls or such other competition or tournament as is governed by O&M Bowls Region.

Financial Year means the year ending on 30 June.

Game means a game of Bowls played at or part of an Event.

General Meeting means an Annual General Meeting together with any meeting of Members convened in accordance with **rule 12.1** of the Constitution.

Member means any person recognized as a member of the Region by the Board under **rule 6** of the Constitution, from time to time.

Official means any Director, Region or Division board or committee member, coach, umpire, team or squad manager, official bowls tester, authorised bowls inspector, promoter, match committee member or representative, medical officer, or any other person directly associated with the conduct of a Game.

Player means a member of a Club affiliated with Bowls Victoria (provided that in each case such person has paid their subscription or affiliation fees to such Club, the Region and Bowls Victoria).

President means the president of the Region elected in accordance with **rule 17** of the Constitution, from time to time.

Region means Ovens and Murray Bowls Region Inc.

Region Delegates means a person appointed by the Board to represent the Region at meetings and events on its behalf from time to time.

Register means the register of Members kept in accordance with **rule 8.1** of the Constitution.

Regulations mean any regulations made by the Board under **rule 32** of the Constitution.

Sections means Men's and Women's Bowling Sections of a Club where such Sections exist.

Special Resolution has the same meaning as in the Act.

Terms of Reference means the terms of reference for Committees approved by the Board as amended from time to time. Such terms of reference will set out the authority of such Committees as delegated by the Board.

World Bowls means World Bowls Limited, the international governing body for Bowls, or its successors.

PART II –PLAYING GROUPS

3. GROUPS

3.1 Establishment of Playing Groups

- (a) Ovens and Murray Bowls Region Inc will establish groupings of Clubs within the Region for the conduct of Pennant, State Championship or such other competitions as required. Such groupings of Clubs may vary according to the Event being conducted.

PART III – OVENS AND MURRAY BOWLS REGION INC COMMITTEES

4. COMMITTEES

4.1 Establishment of O&M Bowls Region Inc Committees

- (a) Under **ule 21.4** of the Constitution, the Board is entitled to establish Committees and to delegate functions, power and duties to such Committees. All Committees must act in accordance with their Terms of Reference, the Constitution and these Regulations, in particular this regulation 4.

4.2 The Board will establish the following Committees:

- (a) The Board of Ovens and Murray Bowls Region Inc will establish such committees as they deem necessary and appropriate. Such committees may include, but are not limited to:
 - (i) Pennant Committee (Duties and Responsibilities are contained in Annexure B);
 - (ii) Championship, Selection Committee (Duties and Responsibilities are contained in Annexure C);
 - (iii) Club Development and Support Committee (Duties and Responsibilities are contained in Annexure D);
 - (iv) Junior Bowls Committee (includes responsibility for Under 18 Development) (Duties and Responsibilities are contained in Annexure E);
 - (v) Coaching Committee (Duties and Responsibilities are contained in Annexure F);
 - (vi) Greens Committee (Duties and Responsibilities are contained in Annexure G);
 - (vii) Laws and Umpiring Committee (Duties and Responsibilities are contained in Annexure H);
 - (viii) Website Administrator (Duties and Responsibilities are contained in Annexure I); and
 - (ix) Sponsorship, Marketing and Media Committee (Duties and Responsibilities are contained in Annexure J).
- (b) It is understood that it will not always be possible to have equal gender representation on each committee, however it is expected that each gender will be represented on each committee.
- (c) The committees covered under **Regulation 4.2** will be nominated and elected at the AGM.
- (d) The Board reserves the right to establish additional committees at any time in accordance with the Constitution. Further, other than for any Committee which the Constitution requires it to maintain, the Board reserves the right to wind up any Committee or revoke the delegation to such Committee, including those Committees listed in Regulation 4.
- (e) Each Committee will be empowered by the Board who shall determine in writing the duties and powers afforded to any committee and the committee shall, in the exercise of such delegated powers, conform to any directions or Regulations that may be prescribed by the Board.
- (f) A copy of the Ovens and Murray Bowls Region Organisation Chart is contained in Annexure I.

4.3 Delegation to O&M Bowls Region Inc Committees

- (a) The Board will establish Terms of Reference for all Committees, including but not limited to those listed in **Regulation 4.2**.

- (b) The Board delegates to each of the Committees listed in Regulation 4.2 (and any others established by the Board from time to time) the functions, powers and duties which are set out in the particular Committee's Terms of Reference.

4.4 Organisation of Committees

- (a) Subject to anything in the Constitution, this Regulation or in the Terms of Reference, Committees:
 - (i) will have as ex-officio members, the Directors who will be entitled to attend any Committee meeting but not vote;
 - (ii) must conduct their meetings in the same manner as the Board would according to the procedures set out in the Constitution, subject to any necessary or incidental amendment;
 - (iii) must have a majority of the members of the Committee at a meeting for there to be a quorum for the transaction of the business;
 - (iv) must, within seven days of any meeting, send a copy of the minutes and any supporting documents to the Secretary (or their nominee); and
 - (v) are not authorised, entitled or empowered to legally bind O&M Region or to incur liabilities on O&M Regions behalf, unless specifically authorised in its Terms of Reference.
- (b) The Board will determine how Committee members will be elected and/or appointed from time to time.

PART IV - DUTIES

5. OFFICE BEARERS

5.1 Roles

The roles of the Ovens and Murray Bowls Region Inc Office Bearers are contained in Annexure H.

PART V – CODE OF CONDUCT

6. CODE OF CONDUCT AND CODE OF ETHICS FOR SPORT

- (a) Bowlers shall at all times (both on and off the green) conduct themselves in a manner that reflects favourably on Bowls, fellow Bowlers and BV. Failure to do so will render the Bowler liable to disciplinary action under these Regulations.
- (b) All Members and Clubs shall abide by the Victorian "Code of Conduct for Community Sport". This code requires all to have a responsibility to ensure participation in any community sport event is free from any anti-social behaviour both on and off the Green which prevents others from taking part and getting active. BV strongly endorses the principle that every person (be they a spectator, player, club member, official, participant, administrator, coach, parent or member of the community) involved with Bowls should work to ensure:
 - (i) inclusion of every person regardless of their age, gender or sexual orientation;
 - (ii) inclusion of every person regardless of their race, culture or religion;

- (iii) opportunities for people of all abilities to participate in the sport develop to their full potential;
- (iv) respect is shown towards others, the club and the broader community;
- (v) a safe and inclusive environment for all;
- (vi) elimination of violent and abusive behaviour; and
- (vii) protection from sexual harassment or intimidation.

People that fail to meet these standards may be subject to action by BV.

PART VI – PENNANT

7. PENNANT COMPETITION

7.1 Format

- (a) Pennant within the Ovens and Murray Bowls Region Inc will be organised and played at Regional level. The Pennant Competition is to be managed in accordance with the Ovens and Murray Bowls Region Inc Pennant Rules of Competition at Annexure A. In order to perform this task a Pennant Committee is to be appointed in accordance with **Regulation 4.2**
- (b) There will be three Pennant competitions, one for weekends and the other two for midweek.

7.2 Committee Structure

- (a) The committee will be structured as follows;
 - (i) 2 Chairmen (1 for Weekend and 1 for Midweek competitions) who will take turns to chair the combined committee meetings
 - (ii) 6 committee (3 for Weekend and 3 Midweek competitions)
 - (iii) 2 Pennant Coordinators (1 for Weekend and 1 for Midweek competitions)
 - (iv) 2 Pennant Scores Recorders (1 for Weekend and 1 for Midweek competitions)
- (b) The duties of the Pennant Committee are contained in Annexure B.

PART VII – AVAILABILITY OF AFFILIATED CLUB GREENS

8. USE OF GREENS

8.1 Club

- (a) Every Member Club shall allow Bowls Victoria and Ovens and Murray Bowls Region Inc the use of its Greens and facilities for the conduct of Bowls Victoria and Ovens and Murray Bowls Region Inc events, and when so requested, shall provide its best available rinks, and shall fully cooperate with Bowls Victoria and the Ovens and Murray Bowls Region Inc for conduct of such events.

ANNEXURE A

OVENS AND MURRAY BOWLS REGION INC PENNANT RULES OF COMPETITION

Rule 1. **Pennant Competition.** The Pennant Competition shall take place each season between the O&M Bowls Region Clubs.

Rule 2. **Day and time of play.** Pennant Matches may be played any time during the week but no later than Sunday of the week scheduled. Matches are to commence at an agreed day and time arranged between the Club Side Captains to suit the competing teams. Should the Club Side Captains not reach agreement then play is to commence at the scheduled programmed time and date.

2.1 **Start Time.** All Pennant Matches are to commence at (other than agreed alternate date/time):

2.1.1 **Weekend Pennant:** 1:30pm on the Saturday as per the Ovens and Murray Bowls Region Inc Program, unless arranged in accordance with Rule 2, 30 minutes grace shall be allowed after the agreed/appointed time. Should one club fail to appear within 30 minutes of the agreed/appointed time, the Club ready to play may claim the match, except in cases of an accident when travelling, whereby a reasonable extension of time (no greater than an additional 30 minutes) shall be granted. If a sectional match has not been completed by 6:45pm on Saturdays (or after 5hrs 15 minutes if play commences at an alternative agreed start time), play shall cease, but any ends in progress at 6:45pm (or after 5hrs 15 minutes if play commences at an earlier agreed start time) shall be completed.

2.1.2 **Midweek Pennant:** 10.00am until 01 December then from 9.30am on Tuesday as per the Ovens and Murray Bowls Region Inc Program, unless arranged in accordance with Rule 2, 30 minutes grace shall be allowed after the agreed/appointed time. Should one club fail to appear within 30 minutes of the agreed/appointed time, the Club ready to play may claim the match, except in cases of an accident when travelling, whereby a reasonable extension of time (no greater than an additional 30 minutes) shall be granted. If a sectional match has not been completed by 2:45pm on Tuesdays (or after 5hrs 15 minutes if play commences at an alternative agreed start time), play shall cease, but any ends in progress at 2:45pm (or after 5hrs 15 minutes if play commences at an alternative agreed start time) shall be completed.

Rule 3. **Divisions.** The competition is to be played as follows:

3.1 **Midweek.** Two separate competitions will be run midweek;

3.1.1 **Ladies Pennant.** Two Divisions - Division 1 and 2 both with 3 teams (12 players).

3.1.2 **Open (Mixed) Pennant.** Three Divisions - Division 1 and 2 both with 3 teams (12 players) and Division 3 with 2 teams (8 players).

3.2 **Weekend.** There will be three Divisions as follows:

3.2.1 Division A - 4 teams (16 players);

3.2.2 Division B – 3 teams (12 players)

3.2.3 Division C – 2 teams (8 players).

Rule 4. **Composition of sides.** As per Bowls Victoria Rules for Competition

Rule 5. **Number of ends.** Games to be of twenty-five (25) ends per rink, unless through adverse weather or time restrictions as per Rule 12, when not less than sixty ends have been completed in a four teams match, or forty-five ends in a three teams match, and thirty ends in a two team match. The match shall thereupon be terminated and decided with the scores at that stage. If fifty percent (50%) of any particular round of pennant matches in a Section are completed in accordance with this Rule, the points scored shall be taken. Clubs involved in unplayed/incomplete games in any Section affected by adverse weather, shall receive one half of the maximum number of points which can be scored in their Section. ***If less than fifty percent (50%) of the matches in a Section are played the complete round shall be abandoned.***

Rule 6. **Points system.** Pennant games will be decided on the following points system:

- 6.1 **Sides of 16** (4 rinks): 2 points for a rink win and 10 points for aggregate.
- 6.2 **Sides of 12** (3 rinks): 2 points for a rink win and 8 points for aggregate.
- 6.3 **Sides of 8** (2 rinks): 2 points for a rink win and 6 points for aggregate.
- 6.4 **Tied rink or tied games** - the points are to be divided.
- 6.5 **A Bye** – no points allocated.
- 6.6 At the conclusion of sectional play points shall decide the position of the clubs. If points are equal, shots up shall decide the position and, if these are equal then percentage shall decide the position.
- 6.7 Unless permission has been granted by the Pennant Committee a side which has defaulted in any match shall incur a match point penalty with the total match points available for the game and 10 shots being awarded to the opponent of the offending side and 10 shots removed from the defaulting side.

Rule 7. **Promotion and Relegation.** Promotion and Relegation will generally occur as follows, but the Pennant Committee reserves the right to make changes to the Divisions in order to balance the competition.

7.1 **Weekend Pennant.**

- 7.1.1 **Division A.** Promotion and relegation will occur as follows:
 - 7.1.1.1 the bottom team in Section A1 will drop back to Section A2;
 - 7.1.1.2 the winner in Section A2 will be promoted to Section A1 and the bottom team in Section A2 will drop back to Section A3;
 - 7.1.1.3 the winner of Section A3 will be promoted to Section A2 and the bottom team in Section A3 will drop back to Section A4;
 - 7.1.1.4 the winner of Section A4 will be promoted to Division A3 and the bottom team in Section A4 will drop back to Division B; and
 - 7.1.1.5 the winner of Division B will be promoted to Section A4, subject to the provisions of Rule 7.1.3.

- 7.1.2 However, promotion is not compulsory and should the winner of Section A2, A3 and Section A4 decline promotion, the offer will be made only to the runner-up in their respective sections. Should no team wish to accept promotion the team to be relegated will remain in that Division.
- 7.1.3 **Division B.** If a Club has more than one side in Division B the only side that will be considered for promotion is the Clubs senior side in Division B (refer Rule 7.4.2). Should more than one club winning Division B desire promotion, promotion to Division A will be decided by points at the end of sectional play and if points are equal then by shots-up and finally by percentage. If no club winning Division B desire promotion, there will be no relegation from Section A4.
- 7.1.4 **Division C.** A Club can apply to elevate it's Division C side to Division B before the commencement of a season.
- 7.2 **Midweek Pennant.** Promotion and relegation is compulsory for the Midweek competition and only within the Ladies or Open Pennant competitions (these are separate competitions).
- 7.3 Nothing in these Rules will prevent a club from having more than one team in any one Division and/or section.
- 7.4 If more than one side is fielded by a club in a Pennant competition, the following conditions shall apply:
- 7.4.1 The second and subsequent sides shall be graded in numerical sequences as 2, 3, 4 etc (eg. A2-2) in the descending order of their seniority; and
- 7.4.2 If a Club has more than one side in Weekend Pennant B Division they are to formally advise the Pennant Co-ordinator, prior to the 1st round, the seniority of each team. If formal advice is not received, the Pennant Co-ordinator is to assume that the seniority for the Club is in numerical sequence (B1 then B2 etc).

Rule 8. Finals. The conditions for the Pennant Finals are as follows:

- 8.1 All Finals are to commence at 1:00pm (Weekend Open Pennant) or 9:30am (Midweek Pennant) on the day programmed. - Afternoon tea is to be taken if programmed by the Regions Pennant Committee.
- 8.2 Allocated Venues will be made by the Pennant Committee at the end of the last home and away game. The two finalist sides are to agree on the venue allocated. Any objections to the allocated venue must be received by the Ovens and Murray Bowls Region Inc Secretary on the Thursday (Midweek Pennant) and Monday (Weekend Pennant) prior to the relevant Final being played. If agreement cannot be reached by the two competing Clubs, on an alternate venue, the game will be played at the venue allocated by the Pennant Committee.
- 8.3 The Finals are to be played under the Page System for all Divisions. The conditions for the Finals are as follows:
- 8.3.1 **Qualifying Final:** 1st versus 2nd
- 8.3.2 **Elimination Final:** 3rd versus 4th.
- 8.3.3 **Preliminary Final:** winner of Elimination Final versus loser of Qualifying Finals.
- 8.3.4 **Final:** Winner of Qualifying Final versus winner of Preliminary Final.

- 8.3.5 Semi-Finals and Finals shall be played right out unless it is impossible for one side to win in the number of ends remaining to be completed.
- 8.3.6 In Semi-Final and Finals games, should sides obtain equal number of shots at the completion of the game, an extra end or ends shall be played by all rinks to decide the winners.
- 8.3.6 During the Finals of the Pennant competition, the club highest on the ladder will be deemed to be the home side.

Rule 9. Player Eligibility - *refer Bowls Victoria Rule 13 C(iii) (iv) (v)*

- 9.1 Prior to the last four rounds of sectional play there shall be no restrictions on the interchange of players between the sides of the Club. For the last four rounds of sectional play, no side shall include more than three players who have played the majority of their games during the season in a higher graded side.
- 9.2 A side shall not include in any post sectional match, a player who during the current season has played in four or more matches (whether completed or not) in any higher graded sides, unless the player has also played in four or more games (whether completed or not) in that competition (Midweek Open, Midweek Ladies and Weekend Open) [must play 4 games in the respective Midweek competitions and the Weekend competition to be eligible to play in either sets of finals] or in the side concerned and/or any lower graded side or sides prior to the second last Pennant round, including byes. Where a Club has two sides in Weekend Open Pennant Division A1, A2, A3 or A4 the following qualification will apply to sides in that respective Division (eg. Two sides in Division A2):
 - 9.2.1 at the conclusion of round 10 the Regions Pennant Committee will name 12 players in each side 'belonging' to that particular side, and as such, ineligible for interchange between the two sides in the same Division.
- 9.3 In any post section match a side shall not include any player who during the current season has played in less than four Pennant games for the club.
- 9.4 If a club is not certain of having sufficient members available (under Rule 9.2) it can apply to the Pennant Committee for permission to play another nominated member or members and if permission is granted such member or members can play in any position other than Skip.

Rule 10. Substitutes & Replacement Players.

- 10.1 prior to two hours before the commencement of the match, a Club may not introduce a replacement bowler under the provisions of Domestic Regulation 4.1.8 except for its lowest numbered side;
- 10.2 after the commencement of play in a match, a substitute can take the place of any member of the side in accordance with World Bowls Laws 51.2 and Domestic Regulation 4 only if such member becomes unable to continue to play in the match by reason of circumstances arising after the commencement of the match;
- 10.3 a Club cannot have more than one substitute in a team; and
- 10.4 **Incomplete Sides.** In the advent of an incomplete Side Rule 46.2.2 will be applied.

Rule 11. Tea Break.

- 11.1 **Midweek Pennant.** No tea break will be taken during the game.
- 11.2 **Weekend Pennant.** A tea break will be taken at a time determined by both Side Captains. During Sectional Play, if either Side Captain is of the opinion that play may be interrupted due to weather conditions the tea break is not to be taken until:
 - 11.2.1 60 ends have been completed in a four rink game,
 - 11.2.2 45 ends in a three rink game, and
 - 11.2.3 30 ends in a two rink game.

Rule 12. Inclement Weather. To ensure player safety and protection of Club assets the following conditions will be applied during inclement weather:

12.1 **Heat**

12.1.1 The Pennant Executive may cancel the round prior to the programmed start time should extreme temperatures be anticipated.

12.1.2 **Weekend Pennant**

12.1.2.1 **Before commencement of play.** If the temperature at a club reaches 38 degrees Celsius at 11:30am on the day of play, as **measured by the 'Umpire of the day'**, the game is to be cancelled.

12.1.2.2 **After the commencement of play.** if the temperature reaches 40 degrees Celsius, play will be postponed until the temperature drops below 40 degrees Celsius.

12.1.2.3 If, owing to inclement weather, a match has not commenced by 3:00pm it shall be abandoned

12.1..2.4 If a home and away match has been delayed or interrupted by inclement weather, and a result cannot be achieved before 6:30pm play shall cease, but any ends in progress at 6:30pm shall be completed.

12.1.3 **Midweek Pennant.** Play will be cancelled once the temperature reaches 36 degrees Celsius.

12.1.4 **Monitoring of Temperature.** The monitoring of the temperature shall be conducted independently on grass and synthetic/carpet Greens. (where two Greens at a Club, one synthetic/carpet and the other grass, are being used for Pennant on the same day then the temperature must be monitored independently for each Green).

12.1.4.1 The monitoring of the temperature will be by the **'Umpire of the day'** whose decision shall be final. ***The umpire is to allow the Home Club Side Manager to view the thermometer if requested.***

12.1.4.2 Any team, side or individual who continues to play after a decision to abandon play, shall be liable to loss of points, disqualification and or fine.

- 12.1.4.3 The measuring of the temperature to be made using a thermometer housed in a Small Instrument Shelter specified by the Bureau of Meteorology, drawing MI-12-01 (copy available from the Region Secretary). **The Shelter is to be placed in an open position, preferably on the Green but clear of any buildings, shelters (exempt shade cloth covers), vegetation or any other item which may impede its operation.**
- 12.1.5 If a game is cancelled the Home Side Captain is to carry out the following:
- 12.1.5.1 Notify their opponents
- 12.1.5.2 **Weekend Pennant** - (Contact details to be provided each season) and advise them that the game has been cancelled
- 12.1.5.3 **Midweek Pennant** – (Contact details to be provided each season) and advise them that the game has been cancelled.
- 12.1.5.4 Both teams are to send the Pennant Check Form to the Pennant Co-ordinator stating that the game was cancelled
- 12.2 **Rain**
- 12.2.1 In cases of adverse weather conditions due to rain, the Home Club Sides Captain , after consultation with the Greens committee or Club representative, shall make the decision as to the fitness of the Green for play, whether prior to commencement of play or due to interruption during play.
- 12.2.2 If, owing to inclement weather, a match has not commenced within 1.5 hours from the planned start time it shall be abandoned.
- 12.2.3 If a sectional match has been delayed or interrupted by inclement weather, and has not been completed after 5 hours of the planned start time play shall cease, but any ends in progress at that time shall be completed.
- 12.2.4 In the event of the home Green being unavailable due to wet weather, the Home Club Sides Captain is to carry out the following:
- 12.2.3.1 Notify their opponents before 7.00am for Midweek Pennant and 11:00am for Weekend Pennant. (alternative agreed start time, 2.5 hours before agreed time)
- 12.2.3.2 Weekend Pennant phone (Contact details to be provided each season) and Midweek Pennant phone (Contact details to be provided each season) advise them that the game has been cancelled
- 12.2.3.3 Both Club Sides Captain are to send the Pennant Check Form to the Pennant Co-ordinator stating that the game was cancelled.

- 12.2.5 **Cancelling Pennant.** The Pennant Executive may cancel the round prior to the programmed start time should extreme weather conditions be anticipated.

Rule 13. **Umpire** The home club shall appoint an Umpire of the day whose decision on any dispute shall be final, unless an appeal is lodged in writing together with a deposit of \$50, with the Secretary of the Region, within three (3) days of the agreed day of play. Such appeal to be dealt with by the Regions Pennant Committee whose decision must be accepted.

Rule 14. **Discs** Approved coloured discs are to be used by Club's except where colours clash and are likely to cause confusion. In this case alternative colour discs or no discs are to be used by the visiting Club.

Rule 15. **Bowling Green**

15.1 **Timing the Green.** Clubs are to time the Green(s) prior to the commencement of each Pennant game and ensure visiting Club Sides Captains are advised of the speed.

15.2 **Greens Complaints.** The following procedures are to be followed where teams have a complaint regarding the condition of Greens:

15.2.1 Any complaint must be made in writing to the Ovens and Murray Bowls Region Inc Secretary;

15.2.2 The President or the Secretary of the Club concerned is to be informed and provided with a written copy of the complaint;

15.2.3 The Ovens and Murray Bowls Region Inc Greens Chairman is to make arrangements for an inspection of the Subject Green with a Club representative present;

15.2.4 The Ovens and Murray Bowls Region Inc Greens Chairman is to provide a report with recommendations to the Ovens and Murray Bowls Region Inc Pennant Committee; and

15.2.5 The Ovens and Murray Bowls Region Inc Pennant Committee is to consider the Greens Chairman's report and take any action as deemed necessary.

Rule 16. **Pennant Results.** The following procedures are to be followed:

16.1 **Home Side Captains:**

16.1.1 Complete the Pennant Check Form and ensure it is signed by both Sides Captains.

16.1.2 Phone the results to the Pennant Scores Recorder:

16.1.2.1 **Weekend Pennant.** (Contact details to be provided each season) by 6:45pm Saturday or day of play.

16.1.2.2 **Midweek Pennant.** (Contact details to be provided each season) by 6:00pm Tuesday or day of play.

16.1.3 Post the Pennant Check Form **to reach** the Pennant Co-ordinator:

16.1.3.1 **Weekend Pennant.** (Contact details to be provided each season), no later than Wednesday following the match.

16.1.3.2 **Midweek Pennant**, (Contact details to be provided each season) no later than Friday following the match.

16.2. **Pennant Scores Recorder.** Is to Fax or email all Pennant results to the O&M Bowls Region Web Site Manager or notified representative by no later than:

16.2.1 **Weekend Pennant.** 7:00pm each Saturday or day of play

16.2.2 **Midweek Pennant.** 7:00pm each Tuesday or day of play

16.3 **Penalties** Penalties will apply for Clubs not complying with the Pennant Administrative requirements. **A Club will be penalised \$20.00** for breaches listed as follows:

16.3.1 Failure to comply with Rule 12.2.4;

16.3.2 Failure to comply with Rule 16.1.2;

16.3.3 Failure to comply with Rule 16.1.3; and

16.3.4 Failure to correctly compile or confirm correctness of Pennant Check Form.

16.4 **Pennant Co-ordinator.** The Pennant Recorder is responsible for:

16.4.1 recording all team results at the completion of each round;

16.4.2 maintaining and publishing the official O&M Bowls Region Pennant Ladder as directed by the Pennant Committee; and

16.4.3 confirming the eligibility of a player.

Rule 17 Death Of A Player On The Green. If, after commencement of play in a home and away game, the death of a player occurs the match will be abandoned out of respect. If this occurs the points will be awarded in accordance with a tied game. If death occurs during Post Sectional play, the match will be completed in accord with the rules for postponement and at a time to be determined by the Pennant Committee.

Rule 18 Pennant Rule Amendments. Clubs can submit proposed amendments to the Pennant Rules, through the Regions Secretary (for formal recording), at anytime throughout a bowls season. However, as a general rule, no Pennant Rule shall be amended by the Regions Pennant Committee, once the Pennant Season has commenced, unless it impacts on player wellbeing or is a logical requirement that it should occur as it impacts on the current season.

ANNEXURE B

DUTIES AND RESPONSIBILITIES OF THE PENNANT COMMITTEE

1. This committee shall consist of a minimum of **ten (10)** members who will be responsible for the conduct of Pennant in the region. The committee's responsibilities are:
 - 1.1. To prepare the entry forms for Pennant competition and make them available to all clubs;
 - 1.2. To conduct the draw for the competition immediately entries have closed;
 - 1.3. To prepare a fixture program and Pennant draw for the coming season;
 - 1.4. To advise clubs in writing of the various procedures applicable to the competition for that season;
 - 1.5. To arrange the efficient conduct of the Pennant competition;
 - 1.6. To collect the results after each game and maintain up to date ladders for each Division and Section of the competition;
 - 1.7. To arbitrate on any matter regarding the eligibility of players for Pennant competition and any other matter brought to its attention;
 - 1.8. in conjunction with the Greens Committee, allocate greens for the final series; and
 - 1.9. To consider and make necessary changes to the Rules of Competition.
2. Within seven (7) days of any meeting of the Committee, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary.

ANNEXURE C

DUTIES AND RESPONSIBILITIES OF THE CHAMPIONSHIP AND SELECTION COMMITTEE

1. This committee shall consist of a minimum of **ten (10)** members (5 ladies and 5 men) who will be responsible for the Selection of teams and the conducting of Championships in the region. The committee's responsibilities are:
 - 1.1. For **Championships** the committee shall:
 - 1.1.1. prepare the necessary entry forms for each event;
 - 1.1.2. conduct all Region events according to Bowls Victoria rules for competition;
 - 1.1.3. assist in organising State Title events at region level;
 - 1.1.4. in conjunction with the Laws and Umpire Committee appoint the appropriate number of umpires and markers for events under their control;
 - 1.1.5. settle questions of eligibility; and
 - 1.1.6. deal with any dispute on any matter concerning the games or their management.
 - 1.1. For **Selection** of teams representing the Region the committee shall:
 - 1.1.1. conduct selection trials where invited players will be provided the opportunity to display their talents in front of Selectors;
 - 1.1.2. select squads from which representative sides will be selected and conduct necessary training days;
 - 1.1.3. through the Side Manager prepare a report for submission to the Executive Committee on the performance of the Region Side for each fixtured event; and
 - 1.1.4. within seven (7) days of any meeting of the Committee, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary.

ANNEXURE D

DUTIES AND RESPONSIBILITIES OF THE CLUB DEVELOPMENT AND SUPPORT COMMITTEE

1. This committee shall consist of a maximum of **three (3)** members.
 - 1.1. This Committee shall:
 - 1.1.1. provide advice to existing and prospective clubs on procedural matters relative to their compliance with legal requirements;
 - 1.1.2. liaise with clubs considering merging or taking over the assets of another club;
 - 1.1.3. offer assistance to clubs that may be or appear to be experiencing difficulties;
 - 1.1.4. offer assistance to clubs on strategies for the recruitment of new members;
2. Within seven (7) days of a meeting of the committee, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary.

ANNEXURE E

DUTIES AND RESPONSIBILITIES OF THE JUNIOR BOWLS COMMITTEE

1. This committee shall consist of a minimum of **five (5)** members who will be responsible for the development of junior bowls within the region. The committee's responsibilities are:
 - 1.1. **Under 18 Development Committee**
 - 1.1.1. The Committee shall:
 - 1.1.2. encourage clubs to establish contact with key personnel in the education field in an endeavour to have the sport included in the school curriculum;
 - 1.1.3. encourage clubs to host information sessions in their local schools;
 - 1.1.4. be aware of and encourage activity in the Junior Development Squads operating throughout the State;
 - 1.1.5. conduct Under 18 championships; and
 - 1.1.6. have representation at fixtured events.
2. Within **seven (7)** days of a committee meeting, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary.

ANNEXURE F

DUTIES AND RESPONSIBILITIES OF THE COACHING COMMITTEE

1. This committee shall consist of a maximum of **four (4)** members. The Committee shall:
 - 1.1. ensure that coaches and potential coaches are properly educated in the methodology used in basic coaching;
 - 1.2. be responsible for the procedures around the accreditation and re accreditation of coaches; and
 - 1.3. conduct required coaching seminars in all areas of the Region.
2. Within **seven days (7)** of a meeting of the committee, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary.

ANNEXURE G

DUTIES AND RESPONSIBILITIES OF THE GREENS COMMITTEE

1. This committee shall consist of a minimum of **three (3)** members. The Committee shall:
 - 1.1. arrange through the Region the annual inspection and reporting on each Green of each club;
 - 1.2. conduct inspections on new and renovated Greens and list requirements needed to be attended to before approval will be obtained. Arrange for the Bowls Victoria Greens Committee approval;
 - 1.3. provide technical advice to clubs on matters associated with Greens. This particularly applies where clubs are constantly providing Greens that are running at speeds outside the recommended guidelines;
 - 1.4. in conjunction with the Region and Division Championship/ Pennant and Selection Committees recommend Greens that are available and suitable for the playing of Pennant finals and championship events; and
 - 1.5. maintain records of the number of Greens and type of grass used in each Green for each club within the Region.
2. Within **seven (7)** days of a meeting of the committee, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary.

ANNEXURE H

DUTIES AND RESPONSIBILITIES OF THE LAWS AND UMPIRING COMMITTEE

1. This committee shall consist of a maximum of **four (4)** members who shall each hold the National Officiating Accreditation Scheme card. The Committee shall:
 - 1.1. ensure that umpires and potential umpires are properly educated in the interpretation of the Laws and Rules of the Sport and other umpiring skills such as measuring and other relevant skills;
 - 1.2. be responsible for the procedures around the accreditation and reaccreditation of umpires;
 - 1.3. maintain a panel of elite umpires to be used at Region events;
 - 1.4. be the committee responsible for the interpretation of all Laws and Rules as they relate to specific events; and
 - 1.5. draft any suggested changes to the Laws of the Sport of Bowls for consideration by the Bowls Victoria Laws and Rules Committee.
2. Within **seven (7)** days of a committee meeting, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary.

ANNEXURE I

DUTIES AND RESPONSIBILITIES OF THE WEBSITE ADMINISTRATOR

1. The Website Administrator is responsible for the administration of the Ovens and Murray Bowls Region Inc Website. The Administrator shall:
 - 1.1. Liaise with the website provider on all matters affecting the operation of the site;
 - 1.2. Maintain the Ovens and Murray Bowls Region Inc website;
 - 1.3. Arrange training and access for competent computer operators to enable articles to be displayed on the website;
 - 1.4. Arrange for passwords to be allocated to trained personnel;
 - 1.5. Investigate any breaches of security or inappropriate use of the website;
 - 1.6. Arrange for approved advertising to be displayed on the website;
 - 1.7. Provide links to other like websites; and
 - 1.8. Ensure all Executive Committee profiles are up to date; and
 - 1.9. Ensure all records, data and archives are maintained and secure.

ANNEXURE J

DUTIES AND RESPONSIBILITIES OF THE SPONSORSHIP, MARKETING AND MEDIA COMMITTEE

1. This committee shall consist of a minimum of **three (3)** members. The Committee shall:
 - 1.1. actively seek out major sponsorship opportunities for the Region;
 - 1.2. ensure all sponsors are recognised in the Ovens and Murray Bowls Region Inc Handbook;
 - 1.3. establish a portfolio outlining the marketing opportunities available to sponsors of the Region;
 - 1.4. ensure that existing arrangements with sponsors are adequately documented and that the requirements of the sponsorship arrangement are properly serviced; and
 - 1.5. in conjunction with the Under 18 Development Committee be aware of the availability of Government and other grants.
2. Within **seven (7)** days of a committee meeting, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary.

ANNEXURE K

DUTIES OF THE OVENS AND MURRAY BOWLS REGION INC OFFICERS

1. The duties of the Officers of the Ovens and Murray Bowls Region Inc are as follows:

1.1. **President**

- 1.1.1. Shall be the executive officer of the Region;
- 1.1.2. the President shall not hold office continuously for a longer period than **four (4)** consecutive terms but shall be eligible for a further term after an absence of a further **twelve (12)** months;
- 1.1.3. occupy the chair at all meetings other than sub-committee meetings; or
- 1.1.4. be substituted by the Vice President but in the absence of all such office bearers, the meeting shall appoint its own Chairperson.

1.2. **Vice President**

- 1.2.1. Shall deputise for the President as required

1.3. **Secretary.** Is to be an affiliated member of a member club and shall;

- 1.3.1. attend all meetings of the Region;
- 1.3.2. carry out all those duties usually associated with such office;
- 1.3.3. keep and maintain a Register of all Members;
- 1.3.4. maintain a Register of all Club Delegates;
- 1.3.5. prepare Ovens and Murray Bowls Region Inc Handbook;
- 1.3.6. receive all monies and pass them on to the Treasurer;
- 1.3.7. not be required to attend any sub-committee meetings;
- 1.3.8. assist all committees in any matter requiring office facilities at the request of the chairperson of such committee;
- 1.3.9. establish and maintain proper records and Minutes concerning all transactions, business, meetings and dealings of the Region together with a record of those present at General and Executive meetings;
- 1.3.10. Provide and complete all necessary documentation in accordance with the Associations Incorporation Act;
- 1.3.11. Complete and lodge; Annual Statement by Public Officer; and
- 1.3.12. retain all records and Minutes for a minimum of **seven (7)** years.

Note. The **President** and **Secretary** shall be ex-officio members of all sub-committees where possible.

1.4. **Treasurer** shall:

- 1.4.1. receive all monies through the Secretary and bank such monies as soon as possible;
- 1.4.2. keep a faithful record of receipts and expenditure and of the assets and liabilities and all other financial transactions of the Region;
- 1.4.3. ensure compliance with Tax Office requirements under the Associations Incorporations Act;
- 1.4.4. prepare and submit a Statement of Affiliation Fees to all Clubs, annually;

- 1.4.5. report the financial position of the Region at each Executive and Region meetings;
- 1.4.6. pay all accounts approved by the committee;
- 1.4.7. furnish a properly audited statement of accounts and balance sheet to the Annual General Meeting; and

Note. The Region is prohibited from making any distribution whether in moneys, property or otherwise howsoever to its Members.

1.5. Bowls Victoria Regional Representatives

- 1.5.1 As defined in the BV Constitution **clause 21.3** there will be one male and one female representative, elected at an Annual General Meeting by each Region, whose roles should include the following:
 - 1.5.1.1 Assist Region and Division Boards with the development of strategic planning for their Region or Division
 - 1.5.1.2 Attend Region and Division Board and General meetings
 - 1.5.1.3 Visit all Clubs within the Region and Division at least once annually.
 - 1.5.1.4 Assist in the development of linkages with local government, Regional Sports Assemblies and other sporting Associations
 - 1.5.1.5 Assist in the development of linkages with all forms of media in the Region and Divisions
 - 1.5.1.6 Assist in developing sponsorship packages for the Region
 - 1.5.1.7 Provide advice to Bowls Victoria on any developing issues in the Region or Divisions
 - 1.5.1.8 Attend BV VRAG group meetings to be held at least quarterly
 - 1.5.1.9 Provide an annual report to the Bowls Victoria, the Region and Divisions
 - 1.5.1.10 Present Service Awards, Veterans Badges etc and carry out other representational duties as requested from time to time by the State President
 - 1.5.1.11 Such other tasks as requested from time to time by the Board of BV

ORGANISATION CHART

**BOWLS VICTORIA
OVENS AND MURRAY BOWLS REGION**

