



OVENS AND MURRAY BOWLS REGION INCORPORATED

REGULATIONS

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Regulations

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.

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

Bowler means a financial, bowling member who has paid their capitation fee to Bowls Victoria (BV), Ovens and Murray (O&M) 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.

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

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.

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.

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.

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

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).

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.

3. STRUCTURE

3.1 Establishment of Playing Groups

The O&M Bowls Region will operate as a single playing area including all clubs within the geographical area as defined by Bowls Vic as being the Ovens & Murray Bowls Region. O&M region may establish groupings of clubs within the region for the conduct of pennant and other competitions as required. Such groupings of clubs may vary according to the competitions being conducted

3.2 Member Clubs

The objectives of the region are to work with member clubs to:

- (a) manage promote and control the sport of bowls
- (b) conduct and control any region event in accordance with BV rules for competition and the requirements of the region
- (c) promote the health and safety of all their individual members, officials and other individuals participating in bowls in any capacity

3.3 Delegates

- (a) Each Member Club is entitled to have two delegates to represent them at General meetings as called by the Region Board.
- (b) Each Member Club will be entitled to one vote at General Meetings.
- (c) Through their delegates, member clubs are encouraged to contribute proposals that may be implemented to advance the interests of the region.
- (d) The region Board and any committee delegated to fulfil a specific function, shall give due consideration to the requests and contributions of member clubs and their delegates.

3.4 Responsibilities of Member Clubs

- (a) Member Clubs are responsible for the accurate registration of their members on BowlsLink or any alternate computer program as defined by BV.

- (b) The membership data is used by the region to confirm player eligibility and to calculate affiliation fees.

3.5 AFFILIATION FEES

- (a) The Region Board shall set and calculate an affiliation fee for each member club annually.

PART III – OVENS AND MURRAY BOWLS REGION INC COMMITTEES

4. COMMITTEES

4.1 Establishment of O&M Bowls Region Inc Committees

- (a) The Board is entitled to establish Committees and to delegate functions, power, and duties to such Committees as they deem necessary. All Committees must act in accordance with their Terms of Reference, the Constitution, and these Regulations.

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) Junior Bowls Committee (Duties and Responsibilities are contained in Annexure D);
 - (iv) Coaching Committee (Duties and Responsibilities are contained in Annexure E);
 - (v) Greens Committee (Duties and Responsibilities are contained in Annexure F);
 - (vi) Laws and Umpiring Committee (Duties and Responsibilities are contained in Annexure G);
 - (vii) Media Committee (Duties and Responsibilities are contained in Annexure H);
 - (viii) Sponsorship and Marketing Committee (Duties and Responsibilities are contained in Annexure I);
 - (ix) Disciplinary committee (Duties and Responsibilities are contained in Annexure H); and

- (b) It is understood that it will not always be possible to have equal gender representation on each committee, however it is required/*expected* that each gender will be represented on every committee.
- (c) Nominees for committees must
 - (i) be an individual member of one of the regions member clubs
 - (ii) submit a nomination on the form provided by the Board, within the timelines described in the constitution and with all the details required completed on the form
- (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.
- (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.

4.3 Delegation to O&M Bowls Region Inc Committees

- (a) The Board will establish Terms of Reference for all Committees.
- (b) The Board delegates to each of the Committees, 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 the President and Secretary of the region as ex-officio members who will be entitled to attend any committee meeting to observe and contribute to discussion but not vote
 - (ii) will run in accordance to the procedures set out in the Constitution and their terms of reference 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)
 - (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.
 - (vi) must circulate any outgoing correspondence from the committee to the member clubs through the Region Secretary except for communication of day-to-day decisions made by committees under their terms of reference.

PART IV - DUTIES

5. REGION OFFICE BEARERS

5.1 Roles

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

5.2 Financial Control

- (a) The region Board is responsible for timely payment of accounts generated to conduct the business of the region. The treasurer is the officer responsible for presenting the accounts for approval of payment.
- (b) Online banking services shall be used by the region for convenience.
- (c) In all instances, accounts must be approved by two of three signatories prior to payment.
- (d) The default signatories shall be the Treasurer, the Secretary, and the President unless the Board deems another person to be suitable for this office and confirms their appointment at the AGM.

PART V – CODE OF CONDUCT

6.

- (a) Bowlers shall at all times (both on and off the green) conduct themselves in accordance of the principles outlined in the Bowls Victoria Code of Conduct as published and updated by Bowls Victoria.
- (b) The underlying principle of the Code of Conduct is the right of participants in the sport of bowls
 - (i) to be involved in a sport that is inclusive and free from discrimination
 - (ii) to be treated with respect, courtesy, and fairness by all,
 - (iii) to be able to participate in a competitive and social environment free from unacceptable behaviours or language.

Failure to meet the Code of Conduct will render the bowler liable to disciplinary action under these regulations.

DISCIPLINARY PROCESS

The O&M Bowls Region has the delegated authority from BV to hear matters relevant to disciplinary action when the alleged incident has occurred when the region is the controlling body. ie: Pennant competition and the conduct of the regional State events.

The process that will be followed in the event of a hearing needing to be heard is outlined in Annexure J

PART VI – AVAILABILITY OF AFFILIATED CLUB GREENS

7. USE OF GREENS

- (a) Clubs shall have the opportunity for their greens and facilities to be used for O&M events if the club is confident that the greens are up to an acceptable standard and O&M wish to use them.

8. WEATHER

- (a) Region events where O&M Region Inc are the controlling body, they will follow the guidelines for play in adverse weather conditions from the Pennant Conditions of Play for that season.
- (b) In play where member clubs are the controlling body, it is strongly recommended that the Conditions of Play established for Pennant be followed. If clubs do vary from these conditions, they must be mindful of the duty of care they hold towards the players.

This does not exempt individual players from exercising duty of care for themselves and withdrawing from competitions where they believe their wellbeing may be compromised

PART VII- LIFE MEMBERSHIP

9. NOMINATION

9.1 Procedure

- (a) Nominations for Life membership may be lodged with the Secretary of the Ovens and Murray Bowls Region by either an affiliated club or a financial member of the Association.
- (b) To be eligible for nomination, a member must have rendered outstanding service to the Association for at least ten (10) years and must have performed a significant role within the Association during that time.
- (c) The application must be nominated and seconded by active financial members of the Ovens and Murray Region Inc.
- (d) Nomination of Life membership must be submitted to the Region Secretary at least seven (7) days prior to the Board Meeting at which the application will be considered.
- (e) To be accepted as a Life Member of the Ovens and Murray Region Inc. the nomination must be successful at Board level with a 75% majority vote of those present. The supported nomination must be presented by the Board to the Annual General Meeting (AGM) where a 75% majority of those members present and eligible to vote must be achieved.

ANNEXURE A

OVENS AND MURRAY BOWLS REGION INC PENNANT RULES OF COMPETITION

The rules for pennant shall be reviewed prior to every season to ensure that the competition operates in line with the laws of the Sport as per the current Crystal Mark version of the laws, (3.1) Bowls Victoria regulations and rules and the requirements of the clubs that participate in the competition.

This document will be available on the Ovens and Murray website and will be distributed to every club prior to the season commencing.

This document will be headed Annexure A and will be considered part of these regulations once confirmed by the Board.

ANNEXURE B

DUTIES AND RESPONSIBILITIES OF THE PENNANT COMMITTEE

1. This committee shall consist of a maximum of **seven (7)** members who will be responsible for the conduct of Pennant in the region. The committee's responsibilities are:
 - 1.1. to coordinate the club's pennant sides applications and requests;
 - 1.2. to conduct the draw for the competition immediately entries have closed;
 - 1.3. to prepare a fixture program and circulate Pennant draw for the coming season;
 - 1.4. to advise clubs in writing of the various procedures applicable to the competition for that season, (Toolkit for side managers);
 - 1.5. to arrange the efficient conduct of the Pennant competition;
 - 1.6. to ensure the sides and results are accurately entered to the website after each round and confirm ladders for each Division using the appropriate program;
 - 1.7. to clarify any questions of player eligibility upon request by clubs;
 - 1.8. in conjunction with the Greens Committee, allocate greens for the final series; and
 - 1.9. in conjunction with the Umpires committee, consider and make recommendations for necessary changes to the Rules of Competition and send to the Board for ratification.
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 maximum of **seven (7)** members who will be responsible for the Selection of representative teams and the conducting of State events in the region. The committee's responsibilities are:
 - 1.1. For **State events** the committee shall:
 - 1.1.1. develop a calendar of events and corresponding close of entry dates and ensure that it is widely available to all players
 - 1.1.2. ensure that each event can be entered by individuals or teams via the BowlsLink portal
 - 1.1.3. conduct all Region events according to Bowls Victoria rules for competition;
 - 1.1.4. in writing, refer any recommendation of fines to be administered due to players not being available for their game to the Secretary of the Board
 - 1.1.5. in conjunction with the nominated member of the Laws and Umpire Committee and the Host Clubs, appoint the appropriate number of umpires and markers for events under their control;
 - 1.1.6. settle questions of eligibility
 - 1.1.7. deal with any minor dispute on any matter concerning the games or their management, and
 - 1.1.8. refer major disputes to the Board
 - 1.2. For **Selection** of teams representing the Region the committee shall:
 - 1.2.1. develop and publish selection guidelines and criteria
 - 1.2.2. shall conduct selection trials where invited players will be provided the opportunity to display their talents;
 - 1.2.3. conduct training days after representative sides are selected if possible and appoint a side manager for all region representative competitions
 - 1.2.4. through the Side Manager prepare a report for submission to the Board on the performance of the Region Side for each event; and
 - 1.2.5. 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 Board via the Secretary.

ANNEXURE D

DUTIES AND RESPONSIBILITIES OF THE JUNIOR BOWLS COMMITTEE

Given the difficulties in bringing juniors together within the region that is geographically broad, O&M is reliant on member clubs working with juniors in their own locality.

A member of the Board shall be appointed as the contact person who shall:

- be the contact point for juniors looking to compete
- gather information about juniors playing at club level
- try to foster team amongst the juniors
- encourage participation at State level
- offer support to clubs implementing programs with juniors via school programs etc

ANNEXURE E

DUTIES AND RESPONSIBILITIES OF THE COACHING COMMITTEE

Bowls Australia and Bowls Victoria have recognised the difficulties experienced in maintaining coaching in the regions.

There is a greater emphasis on providing support to existing and aspiring coaches through online training.

The O&M Board shall appoint a Board member or other person who shall:

- be the contact point for members to start their coaching career

ANNEXURE F

DUTIES AND RESPONSIBILITIES OF THE GREENS COMMITTEE

1. This committee shall consist of a maximum of **four (4)** members who have completed the Greens Inspector course or hold a qualification relevant to greens maintenance.
2. The Committee shall:
 - 2.1. arrange inspection and reporting on any Green upon request of either the club or the Region Board;
 - 2.2. conduct inspections on new and renovated Greens and advise clubs of any adjustments required for approval by Bowls Vic.
 - 2.3. arrange for Bowls Victoria Greens committee approval for the green to be used for competition;
 - 2.4. provide technical advice to clubs on matters associated with Greens upon request;
 - 2.5. in conjunction with the Region Pennant and Championship/ Selection Committees, recommend Greens that are available and suitable for the playing of Pennant finals and championship events; and
 - 2.6. maintain records of the number of Greens and type of grass used in each Green for each club within the Region.
3. 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 G

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 qualification.
2. The Committee shall:
 - 2.1. ensure that umpires and potential umpires are trained in accordance with the current programs as established by BA and/ or BV
 - 2.2. be responsible for the administration around the accreditation and reaccreditation of umpires;
 - 2.3. encourage umpires to improve/increase their skills by officiating at region events;
 - 2.4. to work with the pennant committee in consideration of region rules for pennant
 - 2.5. be the committee responsible for the interpretation of all Laws and Rules as they relate to specific events; and
 - 2.6. draft any suggested changes to the Laws of the Sport of Bowls for consideration by the Bowls Victoria Laws, Laws /Umpire Committee.
3. 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 H

DUTIES AND RESPONSIBILITIES OF THE MEDIA COMMITTEE

Website

1. The Website Administrator is responsible for the administration of the Ovens and Murray Bowls Region Inc Website.
2. The Administrator shall:
 - 2.1. liaise with the website provider on all matters affecting the operation of the site;
 - 2.2. maintain the Ovens and Murray Bowls Region Inc website for currency of information;
 - 2.3. arrange training and access for competent computer operators to enable articles to be displayed on the website;
 - 2.4. arrange for passwords to be allocated to trained personnel;
 - 2.5. investigate any breaches of security or inappropriate use of the website;
 - 2.6. ensure Region Board approved advertising is displayed on the website;
 - 2.7. provide links to other like websites
 - 2.8. ensure all Executive Committee profiles are up to date; and
 - 2.9. ensure all records, data and archives are maintained and secure.

To work closely with the Pennant coordinator to ensure pennant records are entered and displayed correctly on the website.

To provide training for clubs as necessary as required in IT development or changes in underlying systems.

To be proactive in providing a robust IT system used by all committees and Board that has redundancy built in so functions of the region can continue in the absence of any one person.

FACEBOOK

The Facebook Administrator is responsible for the administration of the Ovens and Murray Bowls Region Inc Facebook site.

1. The Administrator shall:
 - 1.1. maintain the Ovens and Murray Bowls Region Inc Facebook site for currency of information;
 - 1.2. arrange training and access for competent computer operators to enable articles to be displayed on Facebook;
 - 1.3. arrange for passwords to be allocated to trained personnel;

- 1.4. investigate any breaches of security or inappropriate use of Facebook; and
- 1.5. ensure Region Board approved advertising is displayed on Facebook;

To be proactive in providing a robust Facebook site used by all committees and the Board that has redundancy built in so functions of the region can continue in the absence of any one person.

ANNEXURE I

DUTIES AND RESPONSIBILITIES OF THE SPONSORSHIP AND MARKETING COMMITTEE

The Region Board shall appoint a director or another person to investigate possibilities of sponsorship.

This person will need to work closely with Championship/Selection committee and Pennant committees to optimise opportunities for sponsorship deals linked to livestreaming of high-profile games, or clothing sponsorship etc.

ANNEXURE J

DUTIES OF THE DISCIPLINARY COMMITTEE

This committee shall be an ad hoc Committee, with panels to hear disciplinary proceedings to be formed by the Region Board when and if required.

BV guidelines state that legal representation is not appropriate in the process.

Expressions of Interest in being part of a disciplinary panel shall be called for in the nomination process prior to the AGM.

These expressions of interest shall form a register the Region Board will access when and if a disciplinary panel needs to be formed, The Region Board may approach persons not on the register when forming the panel(s)

DISCIPLINARY PANEL

A panel shall consist of three members, one of which will be a Region Board member who shall act as chair.

If possible both genders shall be represented on the panel.

The panel participants shall be members with no obvious conflicts of interest, relationship or immediate knowledge or involvement with the alleged incident.

PROCESS TO BE FOLLOWED

Region Board receives a written complaint within seven (7) days of the alleged incident.

The Region Board shall meet as soon as practicable, either in person or electronically, to consider the complaint and decide if a disciplinary process should be undertaken.

A notice of hearing and details of any provisional suspension will be sent to all parties which will include details of the proposed panel members, time and place of the hearing.

Any objection to the composition of the panel, timing or location of the hearing may be directed to the Region President.

RESPONSIBILITIES OF THE DISCIPLINARY PANEL(S)

To ensure that all communication shall be sent in a manner where the Region Board has the certainty that the communication has been received.

The Panel shall follow the guidelines established by BV in their "Disciplinary Guidelines" document as relevant to the region

To maintain confidentiality to allow natural justice to be followed.

A region disciplinary committee, which takes disciplinary action against an individual member and involves suspension shall, after all rights of appeal at region level are exhausted, notify Bowls Victoria within seven (7) days of the details of the offence and the disciplinary action taken by the region.

APPEAL BY A MEMBER OR AN INDIVIDUAL MEMBER TO THE REGION

A member or an individual member, who has been suspended or fined, shall have the right of appeal to the Region Board. Such appeal shall be lodged within seven (7) days of such disciplinary action.

Such appeal will be dealt with the provisions of the region constitution or any other disciplinary procedures approved by the region board from time to time.

An individual member, who has been suspended by a region Disciplinary Committee, who has lodged an appeal with the Region Board , may continue to play in Club, Region, State, and National events pending the hearing and decision on the appeal, unless the Region Board determines otherwise.

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:

All officers are to be an affiliated member of a club that is in turn affiliated with the region.
All Officers are bound by the Code of Conduct

1.1. **President** shall

- 1.1.1. be the executive officer of the Region;
- 1.1.2. be eligible to renominate annually
- 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.
- 1.1.5. be an ex-officio member of all subcommittees and be included in correspondence generated from the committee
- 1.1.6. represent the region at Bowls Vic meetings as Bowls Victoria Region Representative (BVRR) representative

1.2. **Vice President** shall

- 1.2.1. deputise for the President as required

1.3. **Secretary** shall

- 1.3.1. attend meetings of the Region;
- 1.3.2. carry out all those duties usually associated with such office;
- 1.3.3. maintain a Register of all Club Delegates;
- 1.3.4.
 - liaise with website administrator to ensure club contacts, Region Board and region committee details are updated and accurate on the website
- 1.3.5. assist all committees in any matter requiring office facilities at the request of the chairperson of such committee;
- 1.3.6. 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;
- 1.3.7. liaise with the Treasurer to forward invoices to member clubs for affiliation fees
- 1.3.8.
 - receive correspondence generated from the committees and distribute to member clubs as required
- 1.3.9. provide and complete all necessary documentation in accordance with the Associations Incorporation Act;
- 1.3.10. complete and lodge the Annual Statement by the Public Officer;
- 1.3.11. retain all records and Minutes for a minimum of **seven (7)** years.

1.3.12. Shall represent the region at Bowls Vic meetings as a BVRR representative

1.4. Treasurer shall:

1.4.1. receive all monies 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. prepare a budget of income and expenditure for the Boards consideration

1.4.4. ensure compliance with Tax Office requirements under the Associations Incorporations Act;

1.4.5. prepare and submit a Statement of Affiliation Fees to all Clubs, annually;

1.4.6. report the financial position of the Region at each Executive and Region meetings;

1.4.7. arrange payment of all accounts approved by the Region Board with the authorising of payment by two of three approved signatories

1.4.8. furnish a properly audited statement of accounts and balance sheet to the Annual General Meeting.

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

1.5 Other Board Members shall

1.5.1 undertake the responsibility of being a Board member seriously and be bound by a strong understanding of the confidentiality of discussion within the Board meetings.

1.5.2. be prepared to join sub committees or undertake responsibility for the junior, coaching or sponsorship liaison role as requested

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