

ZONE 13 'CENTRAL & SOUTHERN SYDNEY' BOWLING ASSOCIATION



REGULATIONS

RE DRAFTED AUGUST 2023

Pursuant to the powers conferred on it by Rule 29 of the Central & Southern Sydney (Zone 13) Bowling Association Incorporated Constitution, the Executive Committee of the Association hereby makes the following Regulations for the proper advancement, management, and administration of the Association.

1. Membership Criteria for Member Clubs

The qualifications required for membership of the Association are as specified in Rule 5.2 of the Association's Constitution.

1. Delegates of Member Clubs

- (a) A member Club shall be represented by at least one (1) delegate at any meeting of the Association in that year.
- (b) Each member Club must furnish to the Secretary particulars of the identity and contact details of its delegate (s) prior to the 1st of July in each year.
- (c) A member Club may at any time in any year replace its delegate or any one of them with another bowling member provided however that such member Club must furnish the Secretary with notice of such change together with particulars of the identity and contact details of the substitute delegate (s)

(d) All correspondence shall be via the Zone Club email system and internal correspondence shall be sent to Secretary@Zone13.com.au

2. Disciplinary Proceedings

(a) The Executive Committee may by resolution delegate all of the powers and functions given to it by Rule 8 of the Association's Constitution to a Hearings Tribunal comprising not less than three (3) office-bearers selected by the Executive Committee.

(b) Subject to this Rule, a Hearings Tribunal shall have the power to reprimand, fine, suspend. Expel or accept the resignation of any member if that member in the reasonable opinion of the Hearings Tribunal is guilty of any conduct specified in Rule 8 (a) of the Association's Constitution.

(c) The following procedures shall apply to disciplinary proceedings conducted by a Hearings Tribunal.

(i) A member shall be notified of any charge against the member pursuant to Rule 8 (a) of the Association's Constitution and the date, time and place of the meeting of the Hearings Tribunal at which the charge is to be heard.

(ii) The member charged shall be notified of the matters in paragraph (c) (i) by notice in writing by a pre-paid letter sent by post to the member's last known address at least fourteen (14) days before the meeting of the Hearings Tribunal at which the charge is to be heard.

(iii) The member charged shall be entitled to attend the meeting for the purpose of answering the charge and submit to the meeting written representations for the purpose of answering the charge.

(iv) If the member fails to attend such meeting the charge may be heard and dealt with, and the Hearings Tribunal may decide on the evidence before it and may impose any penalty the member's absence notwithstanding but having regard to any representations which may have been made to it in writing by the member charged.

- (v) After the Hearings Tribunal has considered the evidence placed before it the Hearings Tribunal must come to a decision as to whether the member is guilty or not of the charge.
- (vi) When the Hearings Tribunal has made a decision as to whether the member is guilty or not, if the member charged is present, the Hearings Tribunal must inform the member of its decision.
- (vii) If the member charged has been found guilty and is present at the meeting the member must be given a further opportunity at the meeting to address the Hearings Tribunal in relation to an appropriate penalty for the charge of which the member has been found guilty.
- (viii) No motion by the Hearings Tribunal to reprimand, fine, suspend or expel a member shall be deemed to be passed unless a majority of the office-bearers comprising the Hearings Tribunal vote in favour of such motion by secret ballot.
- (ix) A Hearings Tribunal shall have the power to adjourn for such period as it deems fit a meeting convened for the purpose of hearing a charge under this Rule.
- (x) Any decision of the Hearings Tribunal on such hearing shall be final and the Hearings Tribunal shall not be required to give any reason (s) for its decision.
- (xi) A member shall not be entitled to be represented by a legal practitioner or any other person at a meeting at which the charge is to be heard pursuant to the Rule except with the consent of the Hearings Tribunal in its absolute discretion.
 - a. Rule 8 of the Association's Constitution and this Rule apply to the conduct of any bowling member of a member Club occurring in any Zone or Inter-Zone bowls competition.

3. Appointment of Ordinary Executive Committee Members

In the event that a vacancy occurs on the Executive Committee under Rule 12.1 of the Association's Constitution, the Executive Committee

may appoint any eligible individual member of the BNSW and registered with the Association to the vacant office as an ordinary member of the Executive Committee.

4. Duties of the Members of the Executive Committee

4.1 President

The President:

- (a) Subject to the Association's Constitution, shall preside at all general meetings, annual general meetings, and management meetings of the Association.
- (b) May participate as an ex-officio member of all operational committees (except the Selection Committee) and all sub-committees established by the Executive Committee.
- (c) Shall perform any other additional duties as may be determined by the Executive Committee
- (d) Represent the Association or delegate representation received from affiliated Clubs or Bodies.

4.2 Vice-President

The Vice-President shall:

- (a) Assist the President and, in their absence, act in their stead.
- (b) Perform any other additional duties as may be determined by the Executive Committee
- (c) Act as Chairperson of the Umpires & Coaching Operational Committee

4.3 Treasurer

The Treasurer shall:

- (a) Receive and deal with the day-to-day finances of the Association.

- (b) Furnish to each general and Executive Committee meeting of the Association a report as to the day-to-day finances of the Association.
- (c) Furnish to each annual general meeting of the Association an annual report as to the finances of the Association.
- (d) Provide to the Executive Committee annually a draft budget to be considered the basis of discussion for the financial year.
- (e) Perform any other additional duties as may be determined by the Executive Committee

4.4 Zone Representative Convenor

The Zone Representative Convenor shall:

- (a) Furnish a report to each general meeting of the Association.
- (b) Maintain stock and recommend purchases for the outfitting of representative teams.
- (c) Maintain a stocktake of all Association uniforms and report any deficiencies.
- (d) Assist the Manager of all representative teams including Juniors
- (e) Perform any other additional duties as may be determined by the Executive Committee

4.5 Secretary

The Secretary shall:

- (a) Keep accurate records of the names and contact details of the members of the Executive Committee, the Association and of the delegate (s) authorized to represent each member Club.

- (b) Keep accurate and adequate minutes of the names of each member of the Executive Committee present at all meetings of the Association and/or the Executive Committee.
- (c) Keep accurate and adequate minutes of all proceedings at all meetings of the Association and/or the Executive Committee.
- (d) Receive and dispatch all corresponding relating to the Association (other than Match Committee documents)
- (e) Act as the contact person in all Association dealings with member Clubs (other than Match Committee documents) and Bowls NSW
- (f) Act as the Association's public officer

4.6 Sports Administrator

The Sports Administrator shall:

- (a) Furnish a report of the Association's activities for inclusion in the Association's annual report.
- (b) Arrange for a copy of the Association's annual report to be forwarded to each member Club and to Bowls NSW Limited.
- (c) Act as Chairperson of the Association's Match Committee
- (d) Be responsible for managing the Association's website.
- (e) Be responsible for liaising with all media outlets on behalf of the Association.
- (f) Receive and dispatch all corresponding relating to Match Committee documents.
- (g) Act as the contact person in all Association dealings with member Clubs and Bowls NSW in relation to Match Committee documents
- (h) Liaise with the Chairperson of all operational Committees of the Association.

- (i) Perform such other additional duties as may be determined by the Executive Committee.

5. Qualifications for Members of the Executive Committee

Only bowling members who held at least two (2) years continuous membership of a member Club or Clubs shall be entitled to take part in the management of the Association and to stand for or be elected to the Executive Committee.

6. Nomination Procedures for Election to Executive Committee and Operational Committees.

(a) Nominations for each office-bearer position on the Executive Committee and for each position on the Operational Committee shall be called for by the Secretary twenty-one (21) days prior to the annual general meeting of the Association.

(b) Subject to Rule 11.4 of the Association's Constitution and Rule 6 of the Regulations any registered bowling member of a member Club may be nominated for election to the Executive Committee or an operational Committee.

(c) The provisions of Rule 11.7 and Rule 12 of the Association's Constitution shall otherwise apply to the election of operational Committees and the filling of any vacant position on any operational Committee.

7. Operational Committees

7.1 Committees

The Association shall have the following operational committees.

- (a) Match Committee
- (b) Selection Committee
- (c) Junior Selection Committee
- (d) Umpires & Coaching Committee
- (e) Any other committee established by a further Regulation made by any Executive Committee.

7.2 Match Committee

- (a) The Match Committee shall consist of four (4) members being the President or in their absence the Vice President who shall be

an ex-officio member of the Committee, the Sports Administrator who shall be Chairperson and two (2) other members elected in accordance with these regulations.

(b) The Match Committee shall be responsible for:

(j) The conduct of all Zone (including Inter-Zone) and Association competitions

(ii) the grading of State pennant sides submitted by member Clubs

(iii) the preparation of the Association's annual calendar of bowls competitions and the draw for all Zone and Association competitions

(iv) securing compliance with State Conditions of Play and determining any dispute (s) arising during the conduct of State competitions.

7.3 Selection Committee

(a) The Selection Committee shall consist of four (4) members elected in accordance with these Regulations provided that not more than one member from any one Club may be elected. If during their term of office, a selector transfers to another Club that is already represented on the Selection Committee, the transferring member shall relinquish their position on the Committee and such vacancy shall be filled in accordance with Rule 12 of the Constitution.

(b) The Executive will appoint a chairperson within fourteen (14) days of the annual general meeting of the Association.

(c) The Selection Committee shall:

(i) Be responsible for the selection of players to represent the Zone in Open, Senior & Veteran Inter-Zone Competition subject to any Selection Policy determined by the Executive Committee.

(ii) Through its Chair report to the Executive Committee as required by that Committee.

7.4 Junior Selection Committee

- (a) The Junior Selection shall comprise the Chair of the Selection Committee and the Junior Development Officers as appointed by the Executive Committee

- (b) The Junior Selection Committee shall:
 - (i) Be responsible for the selection of junior players to represent the Zone in junior inter-zone competition.

 - (ii) Assist and control of the Zone Junior Championships

 - (iii) Report to the Executive Committee as required by that Committee.

7.5 Umpire & Coaching Committee

- (a) The Umpire & Coaching Committee shall consist of four (4) being the Vice-President who shall be an ex-officio member of the Committee acting as Chairperson and three (3) other members elected in accordance with these Regulations provided that not more than one member from any one Club may be elected. If during the term of office, a member transfers to another Club that is already represented on the Committee, the transferring umpire/coach shall relinquish their position on the Committee and such vacancy shall be filled in accordance with Rule 12 of the Constitution.

- (b) The Umpires & Coaching Committee shall:
 - (i) Meet as required but on a minimum of two (2) occasions in any calendar year.

 - (ii) Appoint members to officiate at all Zone events and mark the Zone Singles semi-finals & final.

 - (iii) Through its Chair report to the Executive Committee as required by that Committee

9. General Meetings of the Association

General meetings of the Association shall be held four (4) times per year on the first Tuesday of the months of February, May, August, November at a time and place to be notified by the Secretary at least twenty-one (21) days prior to the date of each such meeting.

10 Annual General Meeting of the Association

Annual General Meeting of the Association shall be held on the first Tuesday of the month of August immediately preceding the general meeting of the Association in that month at a time and place to be notified by the Secretary at least twenty-one (21) days prior to the date of such annual general meeting.

11. Management Meetings of the Executive Committee

(a) Management meetings of the Executive Committee shall be held as required by the Executive Committee

(b) Notice of every management meeting of the Executive Committee shall be given by the Secretary to each member of the Committee at least seven (7) days prior to the date of each such meeting.

(c) A notice of a management meeting of the Executive Committee must:

- (i) Set out the place, date and time of the meeting and.
- (ii) State the general nature of the meeting's business.

12. Business of General Meetings and Annual General Meetings

(a) At general meetings of the Association the order of business shall be as follows.

(i) Opening of the meeting by the Chairperson

(ii) Acceptance of credentials and apologies

(iii) Confirmation of the minutes of the previous meeting

(iv) Business arising from those minutes.

(v) Correspondence

(vi) Reports

(vii) Motions of which due notice has been given

(viii) General Business

(ix) Date, time, and place of next meeting

(b) Confirmation of minutes” shall be confined to discussions as to the accuracy of the Minutes as a record of the previous general meeting of the Association and when confirmed such minutes shall be signed by the Chair of the meeting.

(c) “Business arising from those minutes” shall be confined to the consideration of matters arising out of the minutes of the previous general meeting of the Association.

(d) Motions of which due notice has been given shall be taken in order in which written notice thereof was received by the Secretary.

(e) The order for the presentation of Reports shall be as follows.

(i) President

(ii) Treasurer

(iii) Representative Convenor

(iv) Sports Administrator

(v) Chairperson Umpire/Coaching Committee

(vi) Chairperson of Selection Committee

(f) A Returning Officer shall:

(i) Be appointed by the Executive Committee when the necessity arises.

(ii) Check the credentials of Club delegates and Executive Committee members eligible to attend and vote at general meeting of the Association.

(iii) Conduct ballots when required.

(g) The provisions of this Rule apply to annual general meetings of the Association each second year at which there shall be an additional item of business –“Election of Officers and Operational Committee Members”.

13. Reimbursement of Expenses

- (a) The Executive Committee will approve the payment of out-of-pocket expenses incurred in respect of;
 - (i) Travel by individuals authorised by the Executive Committee involving the use of a comprehensively and third party insured motor vehicle which shall be reimbursed at such a rate as determined by the Executive Committee.
 - (ii) Sundry expenses incurred by any person whilst performing a duty for and on behalf of the Association on production of receipts and subject to the Executive Committee be satisfied that such expenses have been reasonably incurred.
- (b) The Executive Committee shall determine honoraria payable to each member thereof which shall be presented to the annual general meeting of the Association for consideration and approval by member Club delegates.

14. Procedure at General and Annual General Meetings

Subject to these Regulations, the procedures to be adopted in disposing of the business of each general meeting and annual general meeting of the Association shall be as determined by the President or, in his absence, the Vice President acting as the Chairperson of such meetings.

15. Representative Players

- (a) Any bowler representing the Association in any bowls competition must comply with the Association's Representative Player Code of Conduct, the Conditions of Play and Regulations of the Bowls New South Wales Limited and the Laws of the Sport of Bowls.
- (b) In order to be eligible to represent the Association a bowler must first sign the Association's Code of Conduct and deliver such signed copy to the Chairperson of selectors who must give electronic copy to the Sports Administrator prior to representing the Association.

16. BNSW

The Association endorses the BNSW Constitution, the BNSW Code of Conduct and the BNSW Conditions of Play.