



# BY-LAWS

2017

# MBA BY-LAWS

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Supporting these By-Laws Member clubs are directed to the following policies:

- Bowls SA Member Protection Policy
- MBA Fines, Penalties and Lodgement Fees Policy-on the website
- MBA Complaints, Disputes, Protests and Hearings Policy-on the website

# BY-LAWS OF METROPOLITAN BOWLS ASSOCIATION

## ADMINISTRATION

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### 1. ADMINISTRATION

- 1.1 MBA is the body for the administration of the sport of lawn bowls within the metropolitan area as defined by Bowls SA.
- 1.2 The objects and powers of the MBA are as defined in the MBA Constitution.
- 1.3 The Roles and Responsibilities of the Executive Committee members are as outlined in [Appendix 1](#)
- 1.3 Subject to the Associations Incorporation Act and the MBA Constitution, the business of the MBA shall be administered and managed by the Executive Committee, the members of which shall be elected each year at the Annual General Meeting.
- 1.4 The Members of the Association are the member clubs of the Association.
- 1.4 The Association comprises the fifty- two clubs designated as the metropolitan area. This list will be amended as clubs amalgamate or cease to exist.
- 1.5 The President of each club is the delegate to the Association meetings.

### 2. COMMITTEES

- 3.1 In accordance with the MBA Constitution, the Executive Committee may establish committees, subcommittees and Hearing Panels, and appoint the Chair and members to those committees, subcommittees and panels, to carry out such duties as the Executive Committee determines.
- 3.2 All committees, sub-committees and panels are bound by the MBA Roles and Responsibilities and Code of Conduct.
- 3.3 No committee has the power to do any of the things a committee is prohibited from doing under the Associations Incorporations Act.
- 3.4 Match and Programme Committee. Roles and Responsibilities. [Appendix 2.](#)
- 3.5 Structure MBA Match and Programme Committee.  
There shall be a Chairman appointed for two years and a committee of six.
  - 3.5.1 Nominations for the positions on the committee will be called for from registered members of Member Clubs in March each year and the Committee will be appointed by the Executive Committee to commence after the MBA AGM.
  - 3.5.2 There shall be a Liaison person from the Executive Committee present at all M& P committee meetings but with no voting rights.
  - 3.5.3 There is a communication protocol established to assist with the decision making processes between the Executive committee and the MBA Match and Program Committee . [Appendix 3](#)

### 3. COMMUNICATION PROTOCOL –Member Clubs

Subject to this Constitution, these By-Laws and relevant Association Policies, any FORMAL or INFORMAL request, query, application, submission, complaint or proposal from an individual Member or Member Club requiring any form of consideration, approval, permission or determination shall adhere to the following Communication Protocol:

**FORMAL COMMUNICATION** (i.e., most likely an application, submission, complaint or proposal requiring consideration by a committee or panel)

All FORMAL requests, queries, applications, submissions or proposals shall in the first instance be addressed in writing to the Association Secretary, outlining the details of any such request, query, application, submission or proposal for consideration and/or resolution by the Association.

Any item of correspondence which has not adhered to the correct Communication Protocol shall be returned to the sender and shall not proceed.

A decision will then be made by the Executive of the Association as to who will respond to the issue.

- If the issue is between members of clubs, it will immediately be referred to the CEO of Bowls SA.
- If the issue is relating to a Metropolitan pennant competition it will immediately be referred to the Chairman of the M&P Committee.
  - The Chairman will usually liaise with the members of the M&P Committee for advice.
  - The Chairman will also consult with the President of the Association for comment if necessary.
  - The ruling from the M&P Committee will be sent out through the Secretary of the Association.
- The Executive of the Association may choose to respond directly if appropriate.

If a decision is challenged, then the President of the Association will initiate a Hearing Panel as described in the “Protests .....” Policy.

If the Executive Committee is unable to satisfactorily resolve the situation, request, query, application, submission, complaint or proposal shall then be referred to the CEO of Bowls SA for consideration and/or resolution.

**INFORMAL COMMUNICATION** (i.e., most likely a request or query requiring guidance or clarification)

It is understood that previously, clubs or members have contacted the Chairman of the M&P Committee, members of the Umpires Committee or Bowls SA staff directly, often for guidance or clarification of matters that need a rapid response.

The Association will provide suitable contact points to enable this kind of informal communication to continue for areas of jurisdiction that are administered by the Association.

Where informal communication has occurred, the contact person will keep the Association President (or nominee, as appropriate) informed.

### **SOCIAL MEDIA**

The Association social media platforms (Web site, Facebook page and Team App smartphone app) will all allow members to engage in conversations with each other and with the Association.

#### **4. CODES OF CONDUCT**

- 5.1 The Bowls SA Member Protection Policy includes Codes of Conduct endorsed by the MBA.
- 5.2 At the commencement of each term, elected and appointed members of the Executive Committee, and Committees are required to sign and agree to adhere to a Code of Conduct prior to commencement of their role. [Appendix 5](#)

#### **5. POLICIES**

- 6.1 In accordance with the Bowls SA Constitution and the MBA Constitution, the Executive Committee of the MBA adopts Bowls SA Policies.
- 6.2 The Executive Committee may at any time create new policies, or review and adopt amendments to the MBA Policies to ensure they reflect the requirements of the organisation.
- 6.3 A full list of the MBA Policies, their adoption and amendment date/s are provided in Appendix 5 to these By-Laws.

#### **6. CLEARANCES**

- 6.1 No Member Club shall play any person, for whom a Clearance is required or the Clearance process is incomplete, in a pennant game, Bowls SA or Bowls Australia event, or tournament for that Member Club.
- 6.2 The Executive Committee may, subject to appeal to the CEO Bowls SA, impose on a Member Club in contravention of clause 6.1 such penalty as it deems fit.
- 6.3 Any member who is refused a Clearance may appeal to the CEO Bowls SA who shall require that the Member Club state in writing the reason for such refusal.
- 6.4 The Bowls SA Board shall hear any evidence adduced by the appellant and the refusing Member Club and may either determine that the Clearance has been refused without reasonable cause and grant the Clearance, support the Member Club's refusal, or make any other determination it deems fit.
- 6.5 The Clearance Fee payable to Bowls SA shall be as determined by the Bowls SA Board from time to time.

##### **Intra-State Clearances**

- 6.6 An Intra-State Clearance is required for any member who has had Full, Junior, Student or Associate membership of Bowls SA within the preceding two years, who wishes to transfer their Bowls SA nominated membership to another Bowls SA Member Club.
- 6.7 By signing the Bowls SA Clearance Form, the Administrative Secretary or President on behalf of the Committee of the Member Club granting the Clearance acknowledges that the Member has no outstanding financial or personal obligations to the Member Club, and is authorising the Clearance to proceed.
- 6.8 A member with Full, Junior, Student or Associate registration shall be ineligible to play Metropolitan Pennants, Bowls SA and Bowls Australia events or tournaments of other Member Clubs until the Clearance process outlined in the Bowls SA clearance procedures has been completed.
- 6.9 The Clearance process is not completed until the Clearance Application and Clearance Fee has been received by Bowls SA and the transfer of Bowls SA nominated membership has been confirmed in writing to the new nominated Member Club.

### **Merger, Closure or Relocation of a Member Club**

- 6.10 Clearances resulting from the closure of a Member Club or merger with another Member Club shall be dealt with as follows:
- 6.10.1 A member, of a Member Club which is closing or merging, who wishes to transfer their Bowls SA nominated membership to another Member Club or the merged club, must obtain a Clearance to be eligible to play in any pennant game, Bowls SA or Bowls Australia event, or tournament for that Member Club.
- 6.10.2 The new nominated Member Club shall complete the Bowls SA Clearance Application, or other Clearance procedure as required by Bowls SA, and forward it to Bowls SA.
- 6.10.3 In this instance payment of a Clearance Fee is not applicable.
- 6.11 When a Member Club relocates to share the facilities of another Member Club but retains its own identity, those members who retain their membership with their existing Member Club shall not require a Clearance.

### **Interstate Clearances**

- 6.12 A member requesting a Clearance to another State or Territory Member Club must complete a Bowls Australia Application for Interstate Clearance Form.
- 6.13 A player shall not be eligible to play in any competition controlled by the current or new State or Territory Association, or controlled by Bowls Australia, until a Bowls Australia Application for Interstate Clearance Form has been lodged with and accepted by the new State or Territory Association.

### **Interstate Pennant Declaration**

- 6.14 A player wishing to register with a Club in another State or Territory Association to which they are currently registered only for the purpose of playing Pennants must complete an Interstate Pennant Declaration form declaring that they are not under an order of suspension or expulsion and has not resigned their membership because of disciplinary proceedings.
- 6.15 Players wishing to change their nominated Member Club for the purposes of playing Championships in a different State or Territory Association must submit an Interstate Clearance form.

## **7. PENNANT PERMITS**

- 7.1 A fully registered member of Bowls SA may apply to play in a mid-week (Monday–Friday inclusive) pennant competition or Saturday (including Friday night) pennant competition for a Member Club other than the member’s nominated Member Club provided:
- 7.1.1 the member’s nominated Member Club does not participate in a comparable midweek (Monday–Friday inclusive) pennant competition or Saturday (including Friday night) pennant competition; and
- 7.1.2 both Member Clubs involved consent by completing and submitting an MBA Pennant Permit Request Form with the appropriate Pennant Permit fee, in accordance with the following requirements:

7.1.2.1 Where the Member Clubs involved are both metropolitan and country the Pennant Permit Request and appropriate Pennant Permit fee is submitted to Bowls SA for approval.

7.1.2.2 Where the Members Clubs involved are both metropolitan the Pennant Permit Request and Pennant Permit fee is submitted to the MBA for approval.

7.1.3 A Pennant Permit Request Form is only valid during the pennant season in which it was approved.

7.2 In extenuating circumstances, the Executive Committee of the MBA may waive the above provisions.

7.3 The Pennant Permit Fee payable to the MBA shall be as determined by the Executive Committee from time to time.

## **8. TOURNAMENTS**

Rules pertaining to Member Club tournaments are as follows:

8.1 An 'open tournament' is deemed to mean a tournament conducted on the greens of a Member Club in which the following players may compete:

8.1.1 any person who has Full registration with Bowls SA;

8.1.2 any person registered as a Junior or Student Member with Bowls SA, subject to the event being one for which they are qualified; and

8.1.3 any member of a bowling club other than a Member Club of Bowls SA that is under the jurisdiction of Bowls Australia and the World Bowls Board.

8.2 Members of Member Clubs with Associate registration may compete in tournaments conducted by their home club only as prescribed in the Bowls SA Constitution.

8.3 The Board, after due inquiry, may disqualify or suspend from pennant play, or Bowls SA events or tournaments, for any period or periods, any Member Club which infringes, or allows any infringement of this By-Law.

## **9. NOMINATED EVENTS**

9.1 No Association or Member Club shall conduct a tournament, pennant competition or an official celebration during nominated State events or National or International events being held in South Australia as determined by the Board from time to time, without first obtaining approval from Bowls SA by applying in writing on the appropriate Bowls SA form.

9.2 In accordance with the Bowls SA Constitution, the Board may impose a penalty for breach of this By-Law.

## FINANCIAL

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### 10. ARRANGEMENTS

10.1 Proper accounting and other records shall be kept in accordance with the Act, the MBA Constitution and in accordance with the MBA Finance Policy which may be amended by the Executive Committee from time to time.

11.1.1 Preferred Banking Organisation – ANZ (Community Banking attracts no Bank Fees)

11.1.2 Finance Officer is appointed by the Executive Committee.

In his or her absence the Association Secretary takes on that responsibility.

11.1.3 Auditor is appointed by the Executive Committee and approved at the AGM.

11.1.4 Four signatories (President, Vice President, Secretary, Finance Officer) any two to sign

11.1.5 Principal Account has Cheque and EFT capabilities.

11.1.6 Debit Account linked to Principal account for the use of President, Vice President and Secretary for “petty cash” purchases. Individual cards all PIN protected.

### 10.2 MBA Fee Structure- Method of Calculation

11.2.1 The Committee is faced with providing the MBA with working capital to administer Pennant bowls and to represent Metro clubs. One source of revenue is an annual Pennant participation fee levied on members & Member Clubs.

11.2.2 Given the uncertain nature of “membership numbers” as a criterion for assessing a fee and taking into consideration the varying sizes of pennant sides), a “combined” fee model has been developed – the “Member & Side Metro Pennant Bowls Nomination fee”, with a notional component for both the side itself & the players.

11.2.3 Each nominated Pennant side attracts a fee based on a scale that relates to the number of players in the side (e.g. 8 a side, 12 a side, 16 a side). The model has been tested for equity on a club by club basis against the previous BSA Pennant fee structure. It is scalable to match the predicted income requirements of the MBA (i.e. it can be adjusted proportionately).

11.2.4 For season 2017 -2018, the Member & Side Metro Pennant Bowls Nomination fee is \$50 per 8 player side, \$75 per 12 player side and \$100 per 16 player side.

### 11. FINES AND PENALTIES See MBA Policy.

11.1 In accordance with the powers conferred by the Bowls SA Constitution clauses 4.25 and 45, the MBA shall determine, set and review such fines and penalties as deemed appropriate for any breach of the MBA Constitution, By-Laws, Laws of the Sport of Bowls, Conditions of Play, MBA Policies and administrative instruction or prescribed code of practice in place for the administration of the sport.

11.2 Such fines and or penalties as defined in the MBA Fines, Penalties and Lodgement Fees schedule may be imposed on any Member Club, Official or member of a Member Club, where a proven breach has occurred.

11.3 A Member Club, Director, Official or member of a Member Club charged with any breach or infringement as described in MBA By-Laws 12.1 or 12.5 shall be dealt with in accordance with the MBA By-Laws.

11.4 A Member Club, Director, Official or member of a Member Club found guilty of a breach shall abide with whatever fine and or penalty is imposed by the MBA Executive.



## MEMBERSHIP STRUCTURE

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### 12. THE ASSOCIATION

- 12.1 The Association is made up of the group of metropolitan Member Clubs within a defined area, the boundaries of which are determined, or altered, by Bowls SA.
- 12.2 The Association's area of jurisdiction is currently divided into four metropolitan Regions, the boundaries of which are determined, or altered, by Bowls SA.
- 12.3 The principal role of the Association is to organise, promote and conduct the playing of bowls in the metropolitan area.
- 12.4 The Association, as an administrative representative of Bowls SA, is not authorised, entitled or empowered to bind Bowls SA to legal contracts or to incur liabilities on behalf of Bowls SA.
- 12.5 In accordance with the Bowls SA Constitution, the Association has been delegated the function and power to apply penalties for misconduct or breaches of Rules, Conditions of Play or Laws of the Sport of Bowls.
- 12.6 In accordance with the Bowls SA Constitution, the Association has been delegated the function and power to deal with appeals from Member Clubs and/or members of Member Clubs flowing from penalties applied for misconduct or breaches of Rules, Conditions of Play or Laws of the Sport of Bowls.
- 12.7 The Association is represented at meetings in accordance with the Bowls SA Constitution.
- 12.8 The Association shall maintain a register of all its Member Clubs and Members and shall be responsible to ensure no person plays in their pennant competition, open tournaments of other Member Clubs within their Association, Region or Association tournaments, or Bowls SA or Bowls Australia events, unless that person holds Full or Junior/Student registration with Bowls SA.

### 13. MEMBER CLUBS

- 13.1 Member Clubs shall conduct and administer bowls at their club, subject to the control of the Association and Bowls SA and in accordance with the Rules and Objects of the Association and Bowls SA.
- 13.2 Metropolitan Member Clubs shall be allocated to Regions as determined, or altered, by the Bowls SA Board in consultation with the State Consultative Body.
- 13.3 Member Clubs shall ensure that all their registrable Members are correctly registered with Bowls SA and that all their Restricted Players are accurately reported to Bowls SA in compliance with the Bowls SA Constitution.
- 13.4 By their membership of the Association, Member Clubs agree to abide by the Association Constitution, the By-Laws and Policies, and to adopt rules which conform therewith.
- 13.5 Member Clubs of the Association are required to pay annually fees as determined at the Annual General Meeting of the Association.
- 13.6 Every Member Club shall allow the Association the use of its greens and facilities for Association events when so requested; shall provide its best available rinks, and shall fully cooperate with the Association in the conduct of such events.
- 13.7 The names of current Member Clubs are in [Appendix 4](#) of these By-Laws

## COMPLAINTS, DISPUTES, PROTESTS AND APPEALS

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### 14. COMPLAINTS, DISPUTES, PROTESTS AND HEARINGS. See MBA Policy.

Any protests, disputes and appeals shall be dealt with in accordance with the MBA Complaints, Disputes, Protests, Hearings and Appeals Policy.

## AWARDS

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### 15.1 LIFE MEMBERSHIP

- 15.1.1 Life Membership of the MBA may be conferred on any member or individual who has rendered distinguished and outstanding service to the MBA and has demonstrated significant, sustained and high quality involvement enhancing the reputation and future of Bowls within South Australia.
- 15.1.2 To be considered for Life Membership, important factors taken into account are:
- 15.1.1.1 the general attitude and overall demeanour of the member or individual, dedication to the values of the MBA, commitment to the principles of good sportsmanship, valued leadership and good role modelling that reflects credit upon the MBA;
  - 15.1.1.2 the member or individual has contributed 10 years or more of service to the MBA as a member of the MBA Executive Committee, MBA Match and Programme committee an MBA adopted Committee or any combination thereof;
  - 15.1.1.3 The Board may at its discretion award Life Membership, to an individual who has made a valuable contribution to the MBA.
- 15.1.3 Nominations for Life Membership may be made by any two members of the Executive Committee, or from two Member Clubs.
- 15.1.4 Nominations on the MBA form, signed by the proposers, with a citation supporting the nomination, are to be lodged with the Secretary of the MBA for submission to the Executive Committee for consideration.
- 15.1.5 On presentation of the nomination to the Executive Committee, should two or more Executive Committee Members declare any real or perceived conflict of interest, the President of the MBA will appoint an independent panel to consider the nomination for Life Membership of the MBA.
- 15.1.6 Life Membership nominations assessed as meeting the criteria will be put to a vote and if carried by a three-quarters majority vote of the Executive Committee present and entitled to vote at an Executive Committee Meeting or Special Meeting of the Executive Committee, or an independent panel established by the President of the MBA for the sole purpose of considering the nomination, Life Membership will be confirmed as awarded. The vote on such resolution shall be taken by secret ballot and the voting papers subsequently destroyed.
- 15.1.7 A Life Member of the MBA shall be:

15.1.7.1 Recorded as a fully registered Member of the MBA without payment of a registration fee; and

15.1.7.2 entitled to all the privileges of membership of the MBA and have the right to receive notice in writing and attend all MBA Annual General Meetings and Special General Meetings as an observer and, unless otherwise qualified, shall have no voting rights.

15.1.8. The Executive Committee shall in exceptional circumstances have the right to retract a Life Membership award where the recipient has conducted themselves in a manner that reflects directly and adversely on the image or activities of the MBA. This provision can only be enacted with the full support of the MBA Executive Committee and as part of the deliberations, the Life Member in question shall be given an opportunity to present their case for retention of their Life Membership status.

## **15.2 SERVICE AWARD**

15.2.1 A Service Award is designed to recognise a member for distinguished service to bowls, and in particular Bowls SA, over a period of at least ten years, which is considered deserving and worthy of special recognition.

## **15.3 8 AND 50 BADGES**

15.3.1 Members of a team scoring the maximum number of shots on any one end in a metropolitan or country pennant competition, or a Bowls SA State event, where eight shots is the maximum, shall be eligible to be awarded a Bowls SA 8 Badge.

15.3.2 Members of a team scoring 50 or more shots in total in a metropolitan or country pennant game, shall be eligible to be awarded a Bowls SA 50 Badge.

15.3.3 To receive these awards, the following procedures are to be observed:

15.3.3.1 To claim an 8 badge, the relevant end is to be highlighted on the scorecard and signed upon completion of the game in accordance with the Laws of the Sport of Bowls.

15.3.3.2 To claim a 50 badge, the result is to be highlighted on the scorecard and signed upon completion of the game in accordance with the Laws of the Sport of Bowls.

15.3.3.3 The scorecard, together with the appropriate MBA form duly endorsed, is to be forwarded to the Secretary, MBA, as soon as practicable, by an official of the venue Member Club or by the Event Manager.

15.3.4 The MBA will forward the appropriate badges to the team's Member Club, for presentation to the recipients.

## **16. EMPLOYEES**

16.1 The Executive Committee may employ such persons as may be deemed necessary to carry out the Objects, duties and obligations of the MBA and all such employees shall be engaged under terms and conditions set down by the Executive Committee from time to time and according to the appropriate awards and conditions.

## 17. APPENDICES

### APPENDIX 1:

## MBA Executive Committee: Role, Duties and Pre-Requisites

### Role of the Executive Committee

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The role of Metropolitan Bowls Association Executive Committee is to provide effective, transparent and professional governance of the metropolitan bowls competitions.

The Executive Committee is tasked with determining directions, policies and conditions of play, acting in accordance with the Objects and Purposes of the Metropolitan Bowls Association Constitution, for the collective benefit of all metropolitan Member Clubs and Members and for the future of the sport.

Their primary role is to encourage, conduct, promote, advance and administer the game of bowls in the metropolitan area and may establish committees and special panels, and appoint members to those committees and special panels and engage consultants, if considered necessary, to carry out such duties and functions.

The Executive Committee may by resolution, amend or repeal any decision made by these bodies or person but only where the decision is clearly contrary to the Metropolitan Bowls Association Constitution, By-Laws, Policies, Corporations Law and the Objects and Purposes of the Metropolitan Bowls Association or the particular committee's delegation.

In accordance with the Metropolitan Bowls Association Constitution, the Executive Committee will be empowered to act on disciplinary matters, breaches of the Law of the Sport, Conditions of Play and the general conduct of bowls in the metropolitan area.

Consider marketing opportunities, as are appropriate to further the Objects and Purposes of the Metropolitan Bowls Association, provided they are not in conflict with Bowls SA.

The Executive Committee may also conduct research for improvements in bowls competitions.

Represent the interests of Metropolitan Member Clubs and their Members and of Bowls generally in any appropriate forum have regard to the public interest in its operations and promote sound health and safety and welfare practices to Members.

### Duties of Executive Committee

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- Have and/or acquire a sound knowledge of the Metropolitan Bowls Association Constitution and By-Laws, and as an affiliate of Bowls SA, the Bowls SA Constitution, Strategic Plan and all Policies and structure their thinking to align with these in order to contribute to the Objects and Purposes of the Metropolitan Bowls Association and of Bowls SA.
- Consult with Member Clubs in relation to matters important to the delivery and administration of the game across the metropolitan area.

- Represent the Metropolitan Bowls Association with integrity and purpose applying fairness and equity to all matters and dealings with Member Clubs and their members.
  - Communicate effectively and relate with other Metropolitan Bowls Association Executive Committee members, Member Clubs, Members, staff and volunteers.
  - Abide by the decisions and recommendations of the Executive Committee and support implementation accordingly.
  - Be discerning, definitive and thorough when dealing with proposals for change to the purposes of Bowls SA and analytical of matters relating to change.
  - Attend all meetings of the Executive Committee and contribute to the business of those meetings in an equitable, positive and constructive manner.
  - Declare any perceived or real conflicts of interest and abstain from involvement in discussions and decisions.
  - Honour the confidentiality of the Executive Committee deliberations and decision making.
  - At all times act in a manner that promotes the sport of Lawn Bowls to the wider community.
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### **Pre-Requisites: Knowledge and Experience.**

- Have sound experience especially in areas of administration, management, and policy making.
- An understanding of governance and legal requirements within the sports environment.
- Have a strong knowledge and understanding of the structure, management and administration requirements of the metropolitan pennant competition which may include:
  - Compilation of Pennant Draws;
  - Conditions of Play;
  - Event Management
  - IMG Sports Desq.
  - Qualified Umpire
  - Qualified Coach
  - A broad knowledge of accounting and budgets
  - Conversant with the Laws of the Sport of Bowls
  - Have sound computer skills and be accessible by email

### **Personal Skills:**

- Have strong and effective communication skills.
- Ability to weigh up all facts presented and make a decision based on those facts.
- Ability to formulate and write policies
- Be fully conversant with the game of bowls, the terminology and how it is played
- Present in a manner that promotes the Metropolitan Bowls Association and the sport to the wider community.

## APPENDIX 2

### ROLE STATEMENT MBA Match & Program Committee

The objective of the Match & Program Committee is to assist the Executive Committee of the MBA in relation to the planning, preparation, conduct and review of the metropolitan pennant competitions.

#### Key Responsibilities:

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- Regularly review the format of pennant bowls, in conjunction with the consultative processes implemented by the Executive Committee, with a view to ensure there is provided a sustainable competition structure that meets the needs of clubs and players;
- Determine the metropolitan promotions and demotions and prepare from nominations received metropolitan pennant draws and Conditions of Play for the forthcoming season;
- Assist Bowls SA staff in the distribution of pennant supplies and tournament scorecards to metropolitan and country clubs;
- Conduct, as required, audits of the metropolitan pennant competitions to determine players' eligibility and ensure compliance with the Laws of the Sport and Conditions of Play;
- Prepare the annual calendar of events for metropolitan pennants, and liaise with the Operations Manager of Bowls SA and the Country Associations with regard to the timetable of Bowls Australia, State and local events-in particular the Country Carnival, Round Robin and Prestige Medley;
- Assist with the allocation of greens for all Bowls SA State events in conjunction with the Operations Manager.

#### Membership of the Match and Program Committee

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The Committee should be appointed by the Executive Committee of the MBA annually from nominations received and shall consist of no more than eight members.

The Chair of the Match & Program Committee shall be appointed for up to two years.

- will be expected to show leadership skills appropriate to the position and in particular an
  - ability to communicate effectively
- will liaise directly with the President of the MBA

Members of the Committee are expected to:

- have sufficient knowledge, training and/or expertise in the management of pennant bowls to enable them to discharge their duties effectively and in the best interests of the clubs and players;
- have a capacity to devote the required time and attention to carry out the activities of the
- committee.

## Meetings of the Match and Program Committee

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- Match & Program Committee meetings will be held on a regular basis as determined by the
- Committee Chair and scheduled to correspond with timelines for key tasks;
- Committee meetings and activities must be minuted;
- The Chair of the Committee will circulate to the MBA the minutes of the committee meetings and reports on the activities of the Match & Program Committee along with recommendations in relation to the planning and management of events;
- The President of the MBA and the Chair of the Committee shall annually conduct an assessment of the effectiveness and requirements of the Committee.
- Changes in personnel, roles or responsibilities of the Committee shall be determined by the Executive Committee of the MBA

### Responsibilities of the Match and Program Committee

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The Match & Program Committee's primary responsibilities are:

- to ensure that the metropolitan pennant competition is run effectively to a high standard;
- In seeking to achieve these objectives, the Match & Program Committee will:
- establish clear procedures, timelines and protocols for the management of the metropolitan pennant competition.
- establish in consultation with the President of the MBA a budget expenditure for areas of event management for which the Committee is responsible;
- make recommendations to the MBA through the Chair of the Committee on matters relating to the format, planning and preparation for these competitions;
- ensure that the President of the MBA is informed as soon as possible of any disputes
- in conjunction with the Executive Committee, consult regularly with the bowls community;
- liaise with the Operations Manager to provide support if required;
- ensure there is a database of procedures created to allow for succession of Committee members or unforeseen circumstances which may impede the future operations of the Committee or the MBA.

### Major Interactions

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- Executive Committee MBA
- Bowls SA Operations Manager
- Country Association Representatives
- Bowls SA Officials Committee
- Bowls SA Member Clubs



## APPENDIX 3:

# COMMUNICATION PROTOCOL

## MATCH AND PROGRAM COMMITTEE

This document outlines the working relationship between the MBA Executive Committee and the MBA Match and Program Committee.

- The MBA had developed a decision-making model to involve Member Clubs and to control the flow of ideas and recommendations from the membership.
- The Executive Committee is directly responsible for the operations and decisions of the M& P Committee.
- The role of the M&P Committee is defined in the MBA By-Laws.
- The M&P Committee acts as the advisory group to the MBA Executive Committee on matters relating to bowls operations within the jurisdiction of the MBA.

### **Communication with Clubs.**

All matters from Member Clubs should be addressed to the Secretary of the MBA.

A decision will then be made whether the issue is directed to the attention of:

- The Executive Committee
  - The CEO of Bowls SA
  - The Chairman of the Match and Program Committee
- 
- If the issue is relating to a Metropolitan pennant competition it will be referred to the M&P Committee.
  - The Chairman will usually liaise with the members of the M&P Committee for advice.
  - The Chairman will also consult with the President of the MBA for comment if necessary.
  - The decisions made must be in line with any current MBA policy in place.
  - The ruling from the M&P Committee will be sent out through the Secretary of the MBA.
- 
- If a decision is challenged, then the President of the MBA will initiate a Hearing Panel as described in the “Complaints, Disputes, Protests and Hearings Policy”
  - If the Executive Committee is unable to satisfactorily resolve the situation, request, query, application, submission, complaint or proposal then the issue shall be referred to the CEO of Bowls SA for consideration and/or resolution.

### **Communication with the Executive Committee.**

- All matters between the Executive Committee & the M&P Committee are confidential.
- The Secretary of the MBA will forward all relevant issues to the M&P Committee as quickly as practicable after they are received.
- The M&P Committee will consider all issues passed to it in a timely fashion.
- The resolution of issues by informal communication is ideal. However, deliberations/decisions must be recorded in all cases.
- The MBA Secretary will remain informed of the progress of resolution of issues.
- The MBA Secretary will maintain an ongoing record of the progress of the resolution of issues



(e.g., date received; when responded; action taken; ongoing or date resolved).  
*This information will be useful for any subsequent hearings.*

- An MBA Executive Committee member will attend all scheduled meetings of the M&P Committee. This will facilitate the timely & informed communication between the two bodies.
- Surveys and other interactions with Member clubs from the M&P Committee will need Executive Committee approval.

**Ultimately the goal is the efficient and meaningful operation of the metropolitan pennant competition.**

## **APPENDIX 4: METROPOLITAN BOWLS CLUBS 2017**

### **APPENDIX 5. METROPOLITAN BOWLS CLUBS**

<b>ADELAIDE</b>	<b>HAWTHORN</b>	<b>PORT NOARLUNGA</b>
<b>ADELAIDE HIGH O.S.</b>	<b>HENLEY</b>	<b>PROSPECT BROADVIEW</b>
<b>ADELAIDE OVAL</b>	<b>HOLDFAST BAY</b>	<b>REYNELLA</b>
<b>ASCOT PARK</b>	<b>HOPE VALLEY</b>	<b>ROSEWATER</b>
<b>BEAUMONT</b>	<b>KENSINGTON</b>	<b>SALISBURY</b>
<b>BLACKWOOD</b>	<b>MARRYATVILLE</b>	<b>SEMAPHORE</b>
<b>BRIGHTON</b>	<b>LOCKLEYS</b>	<b>SOMERTON</b>
<b>CHRISTIES BEACH</b>	<b>MARION</b>	<b>STURT</b>
<b>CLARENCE GARDENS</b>	<b>MARION RSL</b>	<b>TOORAK BURNSIDE</b>
<b>CLEARVIEW</b>	<b>MILLSWOOD</b>	<b>TORRENSVILLE</b>
<b>COLONEL LIGHT GARDENS</b>	<b>MODBURY</b>	<b>TRANMERE</b>
<b>CROYDON</b>	<b>MORPHETT VALE</b>	<b>TRINITY GARDENS</b>
<b>EDWARDSTOWN</b>	<b>MUNNO PARA</b>	<b>TWO WELLS</b>
<b>ELIZABETH</b>	<b>NOVAR GARDENS</b>	<b>W C &amp; K RSL</b>
<b>GAWLER</b>	<b>PARA HILLS</b>	<b>WALKERVILLE</b>
<b>GLENELG</b>	<b>PAYNEHAM</b>	<b>WEST LAKES</b>
<b>GRANGE</b>	<b>PENFIELD</b>	<b>WOODVILLE</b>
<b>HAPPY VALLEY</b>	<b>PORT ADELAIDE</b>	

## APPENDIX 5. COMMITTEES CODES OF CONDUCT

As a member of a Metropolitan Bowls Association Committee and as a representative of MBA, you are required to act appropriately, comply with the Bowls SA Member Protection Policy and meet the following requirements in regard to your conduct during any meeting or activity held or sanctioned by the MBA

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealing with others.
3. Be professional in, and accept responsibility for, your actions.
4. Make a commitment to providing quality service.
5. Be aware of and adhere to the MBA standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines which govern Bowls SA, the Member Clubs, Associations, Regions and Affiliated Clubs.
7. Declare any membership of anybody that may represent a conflict of interest.
8. Do not use your involvement with Bowls SA, a Member Club, Association or an Affiliated Club to promote your own beliefs, behaviours or practices where these are inconsistent with those of Bowls SA or the Metropolitan Bowls association
9. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age and ensure that your behaviour is appropriate.
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring Bowls SA, a Member Club, Association, Region or Affiliated Club into disrepute.

I, \_\_\_\_\_ (full name), as a Member of the MBA

Executive Committee accepts and will abide by this Code of Conduct.

Signed \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / 2017

## APPENDIX 6. TIMELINE FOR DECISIONMAKING FOR PENNANT CHANGES

## **Refer also to the Match and programme list of Tasks for the Pennant season.**

There is a sequence of events preceding the start of each pennant season.

Here is a summary of the key times/events in the timetable.

- January: Association general meeting. Current season so far is reviewed and ideas gathered from various sources for any proposed changes for the pennant competition.  
Bowls SA starts on the new calendar.
- February/March Bowls SA Calendar of events is finalised by the Operations Manager and the Board, with input from the MBA and Country Association Representatives.
- **March 31st Final date for input from clubs for changes to the MBA Pennant Conditions of Play (COP) for the following season.**
- April: AGM of the MBA.
- May-June: MBA Executive Committee makes decisions about the COP for the following pennant season in conjunction with the MBA Match and Program Committee.
- Nomination forms for teams sent to clubs.
- July: Clubs are advised of the changes to the pennant COP for the coming season.  
The pennant COP are revised to incorporate changes.
- August: Clubs nominate their pennant sides by mid –August.  
Association general meeting to discuss the coming season.
- September: Pennant draw is completed & distributed.
- October Pennant materials (scorecards etc.) are distributed. Pennant draw may be adjusted.

With these guidelines, the MBA can ensure that decisions are timely and with adequate consultation.

Any pennant matters related to Conditions of Play raised outside of the agreed time frame will normally be held over for consideration for the following season.

All other matters will be dealt with as they arise, according to the Communications Protocol described in the MBA By-Laws.

## **APPENDIX 7. PRESTIGE MEDLEY**

### **MBA Policy on the Prestige Medley Competition.**

The Prestige Medley is a nominated event in the Bowls SA calendar.

Bowls SA is responsible for the management of the event.

The MBA will support the Prestige Medley competition as currently played by all twelve Regions.

There are currently four metropolitan Regions and the MBA will ensure the four teams are maintained for as long as the competition is viable.

The MBA will also support the teams financially by supplying competition shirts as required.

Players will be able to purchase their shirts if they wish.

Procedure.

Each bowls season, the MBA Executive Committee will seek nominations from suitably qualified & motivated persons to take on the position of Metropolitan Region Competition Manager (1 male, 1 female) for each metropolitan Region. There will be 8 Managers required.

The Metropolitan Region Competition Manager will be responsible for all aspects of organising and managing a Region-level squad of players and acting as their team representative & non-playing manager at events.

### **Role Statement - Metropolitan Region Competition Manager**

#### **Act as non-playing manager to Region-level representative teams**

- Circulate adverts for players among Regional clubs
- Convene selection panels selected from Senior Region-level players
- Organise selection trials if required
- Communicate regularly to squad – schedules; Conditions of Play;
- Act as liaison between players and MBA
- Arrange transport/accommodation/ catering where required
- Manage uniforms
- Money
- Receive reasonable “out-of-pocket” expenses

#### **At events**

- Collect the cards from the Event Manager
- Coin toss with Opposition
- Distributes cards to skips
- Looks after player’s needs (hydration energy food etc)
- Collect cards at end of round and give to the Event Manager