

Manning District Bowling Association Inc.



By – Laws

LIST OF AMENDMENTS

<u>Date</u>	<u>Amendment</u>	<u>Remarks</u>
26 February 2007	Clause 4(c). New last paragraph added. Clause 12. New clause added.	
November 2010	Clause 13. New clause for Bowler of Year. Clause 14. Added to tie COP to By-Laws.	
February 2011	Clause 15. New clause for Selection Policy	

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BY – LAWS

The By-Laws of the Royal New South Wales Bowling Association Incorporated (RNSWBA) shall also be the By-Laws of the Manning District Bowling Association Incorporated (MDBA) with amendments and additions as listed below:

1. GENERAL

- (a) All member Clubs of the MDBA and all Sub-Committee Chairmen shall be aware of any sponsorship details entered into by the Association and abide by any conditions set down therein.
- (b) Clubs who wish to hold tournaments or competitions, to which members of other Clubs within the District are invited to attend, must ensure there is no clash of dates with listed District Events. District Events will take priority in all instances.
- (c) District Championships nominations must be on the prescribed form and lodged with the District Secretary on or before the prescribed closing date for nominations. Each entry form is to be accompanied by evidence of payment of the prescribed fee.
- (d) Champion of Champion Singles and Pairs shall be open to all Club Champions of the current bowling year. Clubs wishing to compete at District and Zone level must find their Club Major Singles winners and their Club Pairs winners before the closing dates fixed by the District and Zone.
- (e) Playing attire will be in accordance with RNSWBA By-Law 8. Players at Zone level should check with the District Secretary to ensure no variations exist to this By-Law.

2. COMMITTEES

- (a) Meeting of all Committees must be held within the premises of a Bowling Club which is a current financial Member of the MDBA.
- (b) At any meeting of a Committee the person presiding shall, in the case of a tie, have a casting vote, as well as a deliberative vote.
- (c) The Chairman of each Committee shall submit a written report on the activities of the Committee to the Secretary at least twenty eight (28) days before each District Quarterly Meeting for discussion by the Management Committee.

3. EXECUTIVE

- (a) At any such meeting of the Executive, the person presiding shall have a casting vote, as well as a deliberative vote. Executive Meeting will be held at least once a month, or as required.

DUTIES OF PERMANENT SUB-COMMITTEES

4. MATCH/GREENS

The Match/Greens sub-Committee carries out the duties as specified below:

- (a) The Chairman is to preside at meetings of which the Committee Members have been duly notified and shall appoint a minutes Secretary who shall record the minutes of any such meeting and forward a copy to the District Secretary.
- (b) The Match/Greens Committee shall arrange all necessary details for the conduct of Pennant matches, District Championship matches, Association fixtures, Inter-District and Inter-Association matches within the Manning District.
- (c) The result of all draws for Pennant and District Championships and venues for play shall be reported to the District Secretary for notification and filing.
- (d) At the August Quarterly Delegates meeting present a proposed calendar of events for the ensuing Bowling year.

Note: *Each Club should notify the District Secretary in writing of any additions or alterations to the following year's calendar by the thirtieth (30) September each year.*

- (e) At the November Quarterly meeting of the Association it shall present its recommendations to the Management Committee with regards to:
 - (i) allowable variations to RNSWBA Conditions of Play, varied to suit local conditions, and
 - (ii) proposed Grading of Pennant nominations.
- (f) Deal with any dispute arising from Pennant and any other Association competition. There shall be a right of appeal to the relevant higher Match Committee (i.e. Zone – State) on any decision of the Match/Greens Committee in regards to Pennant or Association fixtures.
- (g) Inspect and report on the condition of greens of Member clubs prior to the Pennant season. A report is to be submitted to each club, as well as the District Secretary, detailing the outcomes of the inspection.

5. SELECTION

The Selection sub-Committee carries out the duties specified below:

- (a) The Chairman is to preside at meetings of which the Committee has been duly notified, and shall appoint a minute Secretary who shall record the minutes of any such meeting and forward a copy to the District Secretary.
- (b) The Chairman of Selectors is ineligible for selection as a player in District and Zone Representative sides.
- (c) Prepare a list of players who will be considered for selection in the coming Representative season. The Committee is to then determine who shall be selected.
- (d) Selectors who are chosen to represent the District shall have no vote as to their playing position or team they are to be selected in.
- (e) The Chairman and one (1) other non-playing Selector may accompany District Representative sides. One of these accompanying Selectors is to act as team Manager.

6. UMPIRES

The Umpires sub-Committee carry out the duties specified below:

- (a) At least four (4) weeks prior to the Association's Annual General Meeting, and at the Committees own Annual General Meeting, umpires shall elect a Chairman, Vice Chairman, Secretary and on other Committee member to form the Umpire's Executive.

Note: *Members of the Umpires sub-Committee and Panel must be holders of a current National Umpires accreditation and be on the Umpires roster of a Member club of the MDBA.*

- (b) The names and positions of those elected shall be forwarded to the District Secretary for presentation to the Annual General Meeting of the Association for endorsement or otherwise by the Management Committee.
- (c) The Committee shall appoint District Examiners as required. Examiners must hold a Level 2 accreditation. The Committee shall conduct classes and examinations for new National Umpires and re-accreditation of current Umpires as required.
- (d) The Chairman is to preside at meetings, of which the accredited umpires have been duly notified. He must also ensure that accurate minutes are recorded and a copy of such minutes is forwarded to the District Secretary.
- (e) A quorum of ten (10) Umpires is necessary for a meeting of the panel to be conducted. The terms of the Association with regard to quorums shall apply.

(f) The Committee shall consider complaints and enquiries regarding the Laws of the Sport of Bowls and their application within the Manning District.

7. COACHING

The Coaching Committee carries out the duties as specified below:

(a) At least four (4) weeks before the Association's Annual General Meeting, and at the Committee's own Annual General Meeting, members shall elect a Chairman, Vice Chairman, Secretary and one other Committee member to form the Coaching Executive.

Note: *Members of the Coaching sub-Committee and Panel must be holders of a current National Coaching accreditation and be on the Coaching roster of a Member club of the MDBA.*

(b) The names and position of those elected shall be forwarded to the District Secretary for presentation to the Annual General Meeting of the Association for endorsement, or otherwise, by the Management Committee.

(c) The Chairman is to preside at meetings of which the District Coaches has been duly notified. He is also to ensure that accurate minutes are recorded and a copy of such minutes is forwarded to the District Secretary.

(d) A quorum of six (6) Coaches is necessary for a meeting to be conducted. The terms of the Association with regard to quorums shall apply.

(e) The Committee shall organise coaching visits to Member clubs within the MDBA who request coaching assistance.

8. JUNIOR BOWLS

The Junior Bowls Committee carries out the duties as specified below:

(a) The Chairman is to preside at meeting of which the Committee members have been duly notified. He must also ensure that accurate minutes are recorded and a copy of such minutes is forwarded to the District Secretary.

(b) The Junior Bowls Committee will actively promote Junior Bowls in the Manning District.

(c) Arrange suitable District activities for the bowling year.

(d) Maintain permanent annual Junior events.

(e) Organise District Junior Championships.

9. RE-IMBURSEMENT OF EXPENSES

The following instructions will apply to reimbursement of expenses:

- (a) An upper limit will be placed on the level of reimbursement for travel and accommodation as approved from time to time by the Management Committee.
- (b) All claims for re-imbursement of expenses must be made on the approved "*Claim for Expenses*" Form, available from the District Secretary or the Manning District Web site. This form is to be accompanied by all relevant receipts, otherwise claims may be rejected.
- (c) Only players selected to represent the Manning District will be given consideration for financial assistance.
- (d) Only one claim for travel allowance is permitted per vehicle when travelling by car. This must be lodged by the driver, regardless of whose vehicle is used.
- (e) All claims from members of Permanent sub-Committees must be submitted through their respective sub-Committee Chairman. The Chairman is to satisfy himself as to the validity of the claim before submitting it for payment.
- (f) Office Bearers shall be reimbursed for travel, meals and accommodation expenses properly incurred by them in the course of their duties or otherwise in the business and affairs of the Association.
- (g) The President of the Association may approve other reimbursement of expenses incurred by any registered bowler of the Association who is on Association business. He must report this approval to the Finance Committee.

10. RETURNING OFFICER

The Returning Officer of the Association, when appointed, is to:

- (a) Undertake normal duties associated with the position of Returning Officer at elections.
- (b) In conjunction with the District Secretary, confirm that each nominee is a registered bowling member of the RNSWBA and that of a Club in the MDBA.
- (c) Oversee the submission of any documents to be furnished by the Secretary and Members.

11. SUSPENSIONS

- (a) Any bowling member who is suspended from his Club, and who holds a position on the Executive, or any sub-Committee of the MDBA, shall not be permitted to retain that office or

position for the period of suspension as notified to the District Secretary. By-Law 22 of the RNSWBA is to be used as a supporting reference.

12. CODE OF CONDUCT

(a) The Manning District *"Code of Conduct Agreement"* forms part of By-Law 15 and should be read in conjunction with that article. This agreement is to be signed by all bowlers prior to playing Representative bowls.

13. BOWLER OF THE YEAR

(a) The MDBA *"Bowler of the Year"* will be announced at the completion of fixtures in each bowling year. In determining who the player shall be the following procedure will be adopted in accumulating points towards the award.

(b) Club "Major" Championships	Winner	4 points
	Runner-up	2 points
	Equal third	1 point
District "Open" Championships	Winner	8 points
	Runner-up	4 points
	Equal third	2 points
Champion of Champion	Winner	8 points
	Runner-up	4 points
	Equal third	2 points
Zone Championships	Winner	4 points
	Runner-up	2 points
State Events	Winner	2 points

14. CONDITIONS OF PLAY

(a) The Manning District document entitled *"Conditions of Play"* forms part of these By-Laws and should be read in conjunction with them.

15. SELECTION POLICY – REPRESENTATIVE SIDES

Guiding Principle

The aim of a Selection Policy is to provide Selectors with clear guidelines when selecting sides to represent the Manning District and to communicate to players a transparent policy that provides all members with the ability to be selected on merit.

Sides should be selected to maximise performance and achieve the best result possible as well as taking into consideration the spirit of the game.

Fundamental Criteria

Selection should be based primarily on merit and take into consideration current and recent form and playing ability. In the selection of sides, consideration should be given to compatibility, team dynamics and player development.

Feedback and Communication

Selectors should endeavour to personally advise the players concerned when making changes to the sides, providing feedback on the reasons for the changes. Selectors should also communicate regularly regarding the performance of individual players.

Selection Criteria

Players selected must be able to satisfy the applicable eligibility criteria in respect of the squad, team, event or other activity under consideration;

Eligibility Criteria

Players must:

- Be an affiliated member of the MDBA.
- Demonstrate the ability to play in the highest Pennant grade at their nominated club.
- Possess the bowling ability and potential to succeed at the highest level of bowls.
- Display meaningful performances and results at Pennant, Club, District and State events.
- Have an ability to play in changing conditions and venues and on a variety of surfaces.
- Demonstrate a willingness and ability to work with managers, coaches and other players.
- Have good team spirit and a demonstrated compatibility with other team members.
- Possess willingness and the versatility to play in a number of positions.

- Display a consistency in standards of behaviour conducive to supporting the goals of the team and the MDBA.
- Be a good ambassador for the game.

The selectors have the discretion to interpret these criteria and apply them in their best judgement. It is recognised that selection in bowls is very subjective and accordingly the selectors have an overriding discretion in the selection of players.

Selection Procedure

Selectors will select players having regard to the selection criteria. Furthermore:

- A **majority** decision is required. However, once decided, the Selectors decision should be regarded as unanimous.
- The selectors may add or remove a player from a squad because of unavailability of a chosen player or extenuating circumstances prior to an event.

Selection Review Process

Any person who is aggrieved by the Selectors' decision with regard to the selection of a District Representative Side may use the following review process:

- The complainant may ask the Selectors to review their decision by stating the reasons for the complaint, in writing, to the District Secretary within seven (7) days of team announcements.
- The selection sub-committee is obliged to review its decision and reply in writing, through the District Secretary, within seven (7) days of the receipt of the request.
- A reply must contain substantiated reasons for the decision.

Removal from a Selected Squad or Team

Any participant, including a Player, Coach, Selector, Official or Team Manager, who:

- i. Breaches or fails to observe this Policy or the MDBA Constitution, or
- ii. By reason of illness or injury is unable to perform to the required standard in the opinion of the Selectors or Coach (after having received advice from a medical practitioner), or
- iii. Brings the Manning District Bowls Association Inc. and its partners, or the sport of Bowls into disrepute or acts in a manner unbecoming of a member of the MDBA Squad or prejudicial to the interests of the MDBA or the sport of Bowls, or
- iv. Breaches or fails to fulfil a requirement of the Bowls Australia Anti-Doping Policy, or
- v. Breaches or fails to comply, fulfil and observe the requirements in the MDBA Team Agreement,

will be deemed to be ineligible for selection to, or continued membership of, the MDBA Representative Squad or Team. These actions could also prejudice a player's selection to any Zone or State Representative Team.

Discussion with Players

Any player may be removed from any selected Squad or Team by the MDBA Executive in consultation with the Selectors (and Coach if appointed) as the circumstances may require, including where the participant has failed to sustain their performance and attitude to a satisfactory level, provided that the player has been advised that his continued selection is under review and he has been given the opportunity to improve.

Grounds of Appeal

An aggrieved person may appeal against a decision to remove him from the squad or team on the grounds that it was not made in accordance with this Selection Policy.

Procedure for Appeal

- i. Any appeal against a decision of removal must be made within 7 days of being removed from the Representative Team;
- ii. The appeal must be lodged in writing with the District Secretary setting out the:
 - (a) Decision in question;
 - (b) Ground on which the appeal is made; and
 - (c) Reasons or circumstances supporting the alleged ground of appeal;
- iii. Nothing in this Policy prevents the withdrawal of an appeal at any time in writing;
- iv. On receipt of an appeal, the District Secretary must forward the appeal documents to the Executive to review the matter set out in the appeal. The Executive may refer the matter back to the Selectors for reconsideration of the selection of the relevant squad, team or individual if it deems this action to be appropriate; and
- v. The appellant will be advised in writing of the results of the appeal.

Executive Resolution

A Coach, Selector, Official or Team Manager may be removed by Executive resolution.

CODE OF CONDUCT AGREEMENT

1. I am, first and foremost, an ambassador of the Manning District Bowling Association Inc. (MDBA) and will at all times conduct myself in an exemplary manner whilst representing or supporting the MDBA.
2. I will always abide by any lawful direction or request made by the Side or Team Manager or other MDBA Official.
3. The uniform of the MDBA team will always be clean and well presented and will only be worn for the purposes of approved MDBA Events or as otherwise directed or sanctioned by the Side or Team Manager or other MDBA Official.
4. The conduct of play will always be governed by the Laws of the Sport of Bowls as set down by Bowls Australia or relevant Controlling Body and that I will acquaint myself with and abide by those Laws.
5. I will observe and abide by the Rules and Regulations of Bowls Australia in regard to alcohol and the Licensing requirements of the Host Club and will conduct myself at all times in a fit and proper manner whilst on the premises of any such Host Club.
6. I will advise a the MDBA Selectors of the reasons of any inability to present myself at the time appointed for events and trials before they commence and will not unduly prevent or hinder any other player from meeting any obligations in that regard.
7. I will, when travelling by MDBA organised transport, present myself at the appointed place and time nominated by the Side or Team Manager or MDBA Official and at least one quarter hour prior to the nominated departure time.
8. I will, when travelling by organized transport, conduct myself in an exemplary manner.
9. When staying in accommodation arranged by the MDBA, I will always conduct myself in an exemplary manner so as not to bring the MDBA or the sport of Bowls into disrepute. I will treat any property with care and respect and I ACKNOWLEDGE that, should I be in breach of this undertaking, I will be liable to pay any damages arising there from.
10. I will not possess, take or use prohibited drugs while a member of the MDBA Side.
11. I will not use loud and/or offensive language, or display aggressive or offensive behaviour.
12. I acknowledge that any serious or wilful infringements of this Code of Conduct shall be deemed to bring the MDBA into disrepute irrespective of the circumstances or location and accordingly may incur disciplinary action to be taken by the MDBA.

Name: _____

Signature: _____

Date: _____

16. SPARE