



REGULATIONS

BOWLS NEW SOUTH WALES LIMITED

Corporations Act 2001 (Cth)

Date: Adopted September 2021

TABLE OF CONTENTS

INTRODUCTION	1
1. DEFINITIONS	1
1.1 Definitions	1
1.2 Clarification of Financial Member	2
1.3 Bowling Season	2
1.4 National Sporting Organisation	2
1.5 International Federation	2
2. CLUBS AND UNINCORPORATED CLUBS	2
2.1 Clubs – Eligibility	2
2.2 Clubs - Application for new Membership	3
2.3 Clubs - Procedure for re-affiliation of Membership	3
2.4 Clubs - Financial Responsibilities	4
2.5 Unincorporated Clubs – Eligibility	4
2.6 Unincorporated Clubs - Application or new Membership	4
2.7 Unincorporated Clubs - Procedure for re-affiliation of Membership	5
2.8 Financial Responsibilities of unincorporated Clubs	5
2.9 Rights and responsibilities of an unincorporated Club	5
3. OTHER CATEGORIES OF MEMBERS	5
3.1 Bowling Combinations - Eligibility	5
3.2 Application as a Bowling Combination	6
3.3 Annual Membership Fees	6
3.4 Rights and responsibilities of a Bowling Combination	6
4. ANNUAL MEMBERSHIP FEE	6
4.1 Annual Membership Fees	6
4.2 Review or Adjustment of Annual Membership Fee	7
5. BOARD	7
5.1 Election of Chair	7
5.2 Eligibility and Criteria	8
5.3 Elected Directors	8
5.4 Term of Appointment for Election of Directors	9
6. COMMITTEES	10
6.1 Committees	10
6.2 Election and Appointment of Committees	11
6.3 Qualification Requirements for Committees	11

6.4	Committee Terms of Reference.....	12
6.5	Operational and Board Committee Meetings	12
6.6	Budgets of Operational and Board Committees	13
7.	EMPLOYEES	13
7.1	Chief Executive Officer	13
8.	DISTRICTS AND ZONES.....	14
8.1	District and Zone Associations	14
8.2	District Associations.....	15
8.3	Zone Associations.....	15
8.4	Compliance of District and Zone Associations.....	16
8.5	District and Zone Constitutions.....	17
9.	DISCIPLINARY PROCEEDINGS.....	17
9.1	Disputes, Grievances, Complaints and Discipline.....	17
9.2	Disciplinary Action by a Club, District or Zone	17
9.3	Appeals	18
10.	ADMINISTRATIVE OPERATIONS.....	19
10.1	Nominated Club	19
10.2	Club Clearance/Transfers.....	19
10.3	Interstate Clearance.....	20
10.4	Interstate Pennant Declaration.....	20
10.5	Obligations of Club to ensure Clearance/Transfer/Declaration Compliance	20
11.	BOWLS OPERATIONS.....	20
11.1	Attire	20

INTRODUCTION

These Regulations are:

- made under clause 38 of the Constitution of Bowls New South Wales (**Company**);
- subject to the Constitution; and
- are binding on the Company and all Members.

1. DEFINITIONS

1.1 *Definitions*

In these Regulations unless the contrary intention appears any reference to a Definition as set out in clause 2.1 of the Constitution shall be a reference to how that term is defined in clause 2.1 of the Constitution and the following definitions shall apply unless the contrary intention appears.

Annual Membership Fee means the annual fee payable by Clubs.

Bowling Season means the period from 1 January 2021 to 30 June 2022. From 1 July 2022 means from 1 July to 30 June each year.

Bowls-Related Incident means any adverse act or undisciplined behaviour which contravenes policy, rules and/or regulations and which is directly related to the game of bowls, or which brings the game into disrepute.

Championship Event means any bowls event under the control of the Company, including events played at Club, District or Zone level under the Bowls NSW Conditions of Play.

Constitution means this Constitution of the Company.

Delegate means the person(s) appointed from time to time to act for and on behalf of a Club and to represent the Club at General Meetings of the Company. For unincorporated Clubs the Delegate is the Member.

Financial Member means a natural person who has paid the appropriate membership fees to a Club for the current financial year and who is entitled to play bowls at that Club by virtue of that person's membership of that Club.

ID Number means the number allocated to an Individual Member upon registration with the Company.

Junior Member means an Individual Member under the age of 18 years

Non-Bowls Related Incident means an adverse act or undisciplined behaviour which contravenes policy, rules and/or regulations but is not directly related to the game of bowls and does not bring the game into disrepute.

Nominated Club mean the Club (or unincorporated Club) at which an Individual Member declares their eligibility for the purposes of playing Championship events.

STA means a State or Territory entity recognised as a member of Bowls Australia and includes the Company.

1.2 *Clarification of Financial Member*

- (a) For the avoidance of any doubt, a Financial Member under the Constitution and Regulations is defined as any person that pays an annual subscription or membership fee to join a Club in any category of membership which specifically entitles that person to play Bowls at that Club on a regular basis.
- (b) All Clubs recognised by the Company as a Club under the Constitution and these Regulations are required to register all Financial Members regardless of whether that person participates in Championship Events or not.
- (c) The definition of Financial Member is not intended to include persons who participate in irregular promotional or open days, charity days or 'barefoot bowls' functions at a Club, or any person who joined as an ordinary member of a registered Club in a 'non-bowling' membership category.
- (d) Any Club that has actively established a category of 'Bowling Membership' which entitles a person to play bowls on a regular basis without being registered with the Company or who knowingly does not register all Financial Members with the Company is in breach of the compliance obligations for membership with the Company. The Board reserves the right to initiate such action as may be available to it under the Constitution or otherwise, against any Club found to be in breach of this requirement.

1.3 *Bowling Season*

The bowling season shall commence on 1 January 2021 and shall end on 30 June 2022. From 1 July 2022, the bowling season shall commence 1 July and end 30 June each year.

1.4 *National Sporting Organisation*

The Company recognises Bowls Australia Limited as the National Sporting Organisation (**NSO**) and governing body for the sport of Bowls in Australia.

1.5 *International Federation*

The Company shall recognise World Bowls Limited as the International Federation (**IF**) and governing body for the sport of bowls.

2. **CLUBS AND UNINCORPORATED CLUBS**

2.1 *Clubs – Eligibility*

In accordance with clause 5.1(a) of the Constitution, to be eligible as a Member of the Company, the applicant Club shall:

- (a) agree to be a Member under the Constitution in accordance with the Act;
- (b) be an incorporated entity;

- (c) have at least one (1) green on land of which it is the owner or has some other secure tenure, and of which the Club either has the control and management or has some agreement or arrangement with the person or body having control and management; and which will have on it at least three (3) rinks laid down in conformity with the Laws of the Sport of bowls;
- (d) have a Constitution and/or Rules which are not inconsistent or in conflict with the Constitution or Regulations of the Company;
- (e) be affiliated with any District and/or Zone in which it is situated; and
- (f) register all Financial Members with the Company.

2.2 *Clubs - Application for new Membership*

- (a) Membership is not automatic. The Board may consider and approve applications from any new Club or any Club established as a result of amalgamation to become a Club subject to **Regulation 2.1**
- (b) The Board may refuse to grant membership to a Club, if in the opinion of the Board the Club does not meet the criteria for Membership as outlined in **Regulation 2.1**.
- (c) If an application to become a Club is refused, subject to eligibility requirements as set out in **Regulation 2.1**, the Board may use its discretion to accept that Club as an unincorporated Club represented by a Delegate.
- (d) If an application to become a Club is refused, the Board is not obliged to give reasons and there is no appeal from such decision.

2.3 *Clubs - Procedure for re-affiliation of Membership*

- (a) Membership re-affiliation is not automatic. In accordance with clause 6.3 of the Constitution, a Club must re-affiliate their membership annually by lodging the following with the Company;
 - (i) all Annual Fees payable to the Company, within one (1) month of invoice being received;
 - (ii) a copy of the Club Annual Report;
 - (iii) an Annual Membership Return using the approved method;
 - (iv) an Annual Club Update of all contacts and office bearers using the approved method; and
 - (v) Constituent documents to which changes have been made since the previous re-affiliation.
- (b) A Club failing to renew Membership as per the procedure set out above may have its Membership with the Company discontinued by the Board under clause 7.3(a) of the Constitution.

2.4 *Clubs - Financial Responsibilities*

- (a) All Clubs must pay all monies due and payable to the Company.
- (b) Any Club that has not paid all amounts payable within one (1) month of receiving the Annual Membership Fee invoice shall be considered an Unfinancial Member with the Company and all Individual and Affiliate Members of that Club shall be ineligible to enter or play or officiate in Championship Events until the outstanding dues are paid. Membership of any Club failing to make such payment may be revoked by the Company.
- (c) A Club failing to settle any account other than Annual Fees with the Company within three (3) months from the date of invoice shall have its Membership suspended until the outstanding dues are paid.
- (d) Any Club experiencing financial difficulty in settling accounts may request to enter a payment arrangement with the Company, with written application to the Board. Whilst the Club remains within the terms of the arrangement, the Club shall be deemed to be a Member of the Company.

2.5 *Unincorporated Clubs – Eligibility*

In accordance with clause 5.1(b) of the Constitution, the Company may recognise an unincorporated Club. The applicant unincorporated Club shall:

- (a) Be represented by an appointed Delegate who shall be the member of the Company for the purposes of the Constitution;
- (b) Be a recognised sub-club of an incorporated Registered Club;
- (c) have at least one (1) green on land of which it is the owner or has some other secure tenure, and of which the Club either has the control and management or has some agreement or arrangement with the person or body having control and management; and which will have on it at least three (3) rinks laid down in conformity with the Laws of the Sport of bowls;
- (d) have a Constitution and/or Rules which are not inconsistent or in conflict with the Constitution or Regulations of the Company;
- (e) be affiliated with any District and Zone in which it is situated; and
- (f) register all Financial Members with the Company.

2.6 *Unincorporated Clubs - Application or new Membership*

- (a) Membership is not automatic. The Board may consider and approve applications from an appointed Delegate of any new unincorporated Club or any unincorporated Club established as a result of amalgamation to become an unincorporated Club subject to **Regulation 2.5**.
- (b) The Board may refuse to grant membership to an appointed Delegate, if in the opinion of the Board the unincorporated Club does not meet the criteria for Membership as outlined in **Regulation 2.5**.

- (c) If an application is refused, the Board is not obliged to give reasons and there is no appeal from such decision.

2.7 *Unincorporated Clubs - Procedure for re-affiliation of Membership*

Shall be the same as per **Regulation 2.3** with the unincorporated Club's nominated Delegate responsible for lodging all documents.

2.8 *Financial Responsibilities of unincorporated Clubs*

- (a) Unincorporated Clubs must pay all monies due and payable to the Company. The appointed Delegate shall ensure that the Club is financial, however carries no individual financial liability on behalf of the Club.
- (b) An unincorporated Club that has not paid all amounts payable within one (1) month of receiving the annual fee invoice shall be considered unfinancial with the Company and all Individual and Affiliate Members of that unincorporated Club shall be ineligible to enter or play or officiate in Championship Events until the outstanding dues are paid. Membership of any unincorporated Club failing to make such payment may be revoked by the Company.
- (c) An unincorporated Club failing to settle any account other than Annual Fees with the Company within three (3) months from the date of invoice shall have its Membership suspended until the outstanding dues are paid.
- (d) Any unincorporated Club experiencing financial difficulty in settling accounts may request to enter a payment arrangement with the Company, with written application to the Board. Whilst the Club remains within the terms of the arrangement, the Club shall be deemed to be a Member of the Company.

2.9 *Rights and responsibilities of an unincorporated Club*

- (a) An unincorporated Club shall have rights and obligations as per a Club (clause 40.2 of the Constitution).
- (b) An unincorporated Club must at all times have an appointed Delegate.
- (c) Should the appointed Delegate resign or cease to be a Member due to disciplinary action taken by the Company or the unincorporated Club as an Individual Member, the unincorporated Club must appoint a new Delegate and notify the Company of its new appointed Delegate within seven (7) days.

3. **OTHER CATEGORIES OF MEMBERS**

3.1 *Bowling Combinations - Eligibility*

- (a) The Board may recognise, approve or otherwise endorse Bowling Combinations and/or Groups as per clause 5.1(f) of the Constitution.
- (b) Any special interest, competitive or social-oriented bowling group that participates as a group on a regular or semi-regular basis may apply to be recognised as a Bowling Combination.

- (c) Bowling Combination members may be registered with the Company as an Individual Member.
- (d) Member Clubs and unincorporated Clubs are not eligible to also be Bowling Combinations.

3.2 *Application as a Bowling Combination*

Applications to be recognised by the Company as a Bowling Combination shall be made in writing to the Board.

3.3 *Annual Membership Fees*

Annual Membership Fees for Bowling Combinations shall be determined by the Board each year and distributed via Circular.

3.4 *Rights and responsibilities of a Bowling Combination*

Bowling Combinations may be:

- (a) Recognised by the Company
- (b) Entitled to play at any Club or unincorporated Club, subject to permission from the Club, rink space availability and payment of Club green fees, if any; and
- (c) Granted access to Company services, resources and assistance where deemed appropriate by the Board or management.

4. **ANNUAL MEMBERSHIP FEE**

Unless otherwise specifically stated within **Regulation 4** any reference to a Club shall apply to both a Club and unincorporated Club.

4.1 *Annual Membership Fees*

- (a) Annual Membership Fees shall be determined by the Board in March each year and shall be notified to all Clubs.
- (b) In determining the Annual Membership Fee, the Board shall consider the CPI% for the preceding December Financial quarter.
- (c) The Annual Membership Fee shall be due and payable on 1 July each year and if such payment is not made within thirty (30) days of that date, the Club shall be considered an Unfinancial Member with the Company and all Individual and Affiliate Members of that Club shall be ineligible to enter or play or officiate in Championship Events until the outstanding dues are paid. Membership of any Club failing to make such payment may be revoked by the Company.
- (d) If any sum of money remains due owing and payable by any Club, the Board may at its discretion recover that sum of money in such fashion as it deems appropriate.

- (e) The Annual Membership Fee shall be a fixed amount for all Clubs and unincorporated Clubs, and except as outlined in **Regulation 4.2** shall not be adjusted on the basis of capitation or registration of new Individual Members.

4.2 *Review or Adjustment of Annual Membership Fee*

- (a) A Club may request a review of its Annual Membership Fee based on:
 - (i) Severe financial hardship, evidenced by financial accounts; and/or
 - (ii) Genuine significant membership decline through transfer or attrition; and/or
 - (iii) The extent to which any new member initiatives have been explored/implemented.
- (b) A Club's Annual Membership Fee may be adjusted if the Club:
 - (i) Amalgamates with another Club;
 - (ii) Has a significant influx of Individual Members (who are existing Members of the Company) through transfer from another Club.
- (c) The Board may in its discretion delay or waive, either in part or in full, the payment of any Annual Membership Fee by any Club upon such terms and conditions and for such period as it determines or upon such terms and conditions it otherwise thinks fit and appropriate.

5. **BOARD**

5.1 *Election of Chair*

- (a) In accordance with clause 18.6 of the Constitution, the Board shall appoint from its number a Chair who may be referred to as President.
- (b) The procedure of appointment of the Chair shall be as below;
 - (i) The Board shall meet immediately following the AGM of the Company (same day).
 - (ii) The CEO shall temporarily take the control of the Meeting and the position of Chair shall be declared vacant.
 - (iii) The CEO shall call for nominations from the Directors present.
 - (iv) Directors may nominate another Director. That Director can accept or refuse this nomination.
 - (v) If there is only 1 nomination for the position, then that Director shall be appointed as the Chair of the Company.
 - (vi) If there are 2 or more nominations received for the position, all candidates shall be provided the opportunity to speak on their nomination, after which a Secret Ballot shall be taken.

- (vii) The CEO shall act as the returning officer and count ballots once returned.
- (c) The candidate with the highest number of votes shall be appointed as the Chair of the Company.
- (d) If there are only two candidates and those candidates receive an equal number of votes, a further ballot will be held to break the tie. If after the further ballot those candidates still have an equal number of votes then the Board may either direct that the successful candidate be drawn by lot or that the appointment process be adjourned for 72 hours after which time the Board would reconvene and go through the above process again.
- (e) Election of Deputy Chair
 - (i) The same process shall be followed for the Election of Deputy Chair.
 - (ii) The Deputy Chair must be different gender to the Chair, unless otherwise determined by the Board.
- (f) Term of Chair and Deputy Chair

The term of the Chair shall be one (1) year until the following AGM.
- (g) Voting

All ten (10) Directors are eligible to vote for both positions – equally Directors may abstain from voting.

5.2 *Eligibility and Criteria*

- (a) A person who is an employee or officer of the NSO, the Company or a District or Zone may not hold office as a Director.
- (b) The CEO of the Company is ineligible to be elected or appointed as a Director for a period of three (3) years after concluding their position.
- (c) A Director who accepts a disqualifying position (as defined in Regulation clause 4.2(a)) must notify the other Directors of that fact immediately and is deemed to have vacated office as Director.
- (d) A person elected or appointed as a Director at the time of holding a disqualifying position must immediately resign from that disqualifying position.
- (e) In order to be eligible as a Director a person must demonstrate the following:
 - (i) Board experience or sound knowledge of the role of a Director, and
 - (ii) business experience – management level or above; or
 - (iii) bowls administration experience.

5.3 *Elected Directors*

- (a) Core Competencies

Competencies to be an Elected Director shall be developed to identify a well-rounded Board that can best achieve and advance the Objects of the Company; The Board shall include Directors who:

- (i) are Individual Members of the Company;
 - (ii) have demonstrated bowls administration experience in key roles at Club, District, Zone or State level
 - (iii) Demonstrated commitment to strong governance principles and an understanding and appreciation of the duties and responsibilities of the role of a Director, demonstrated by membership of the Australian Institute of Company Directors (AICD), relevant education or experience serving on or working with other Boards of Directors;
 - (iv) have a variety of management and leadership skills including marketing, financial, communications, legal, human resource development, strategic planning, risk management, and or government relations;
 - (v) are team players with a demonstrated track record of working collaboratively with diverse stakeholders; and
 - (vi) have networks with key stakeholders in the sports industry, business and government sectors.
- (b) Eligibility

A nomination for an Elected Director position will not be considered if the prospective candidate:

- (i) Has previously been an employee of the Company or RNSWBA or WBNSW.
- (ii) Does not possess any of the core competencies in Regulation 4.3(a).
- (iii) Has ever been suspended or expelled from a Club or unincorporated Club.
- (iv) Is now or has been in the previous seven years, declared bankrupt.
- (v) Is currently in paid employment by WBL, the NSO or the Company.
- (vi) Is related (by blood, partnership, or marriage) to another member of the Board.
- (vii) Is not an Australian citizen or permanent resident of Australia.
- (viii) An Elected Director shall not simultaneously hold a position with any District or Zone Association or Committee of the Company.

5.4 *Term of Appointment for Election of Directors*

In accordance with clause 15.4 of the Constitution, the sequence of retirements for the first elected Directors shall be determined as follows at the second AGM following adoption of the Constitution. If there is:

- (a) An election at the second AGM, the two (2) males with highest vote and one (1) female with highest vote shall retire after three (3) years, the next one (1) male and next two (2) females shall retire after two (2) years) next male and female shall retire after one (1) year at the third AGM.
- (b) No election required for one or either gender, lots shall be drawn at the second AGM to determine the sequence of retirement for the first elected Directors

6. COMMITTEES

6.1 Committees

- (a) Operational Committees
 - (i) The Operational Committees of the Company shall be established by the Board to perform such functions as delegated by the Board from time to time. The Operational Committees shall be;
 - (A) Club Advisory Committee;
 - (B) General Services & Archival Committee;
 - (C) Junior Bowls Committee;
 - (D) Match Committee;
 - (E) Selection Committee; and
 - (F) Umpires Committee.
 - (ii) Each Operational Committee outlined in **Regulation 6.1(a)(i)** shall be appointed by the Board and report through the Chief Executive Officer.
- (b) Board Committees

Board Committees may be established from time to time to meet strategic objectives. Board Committees may be established for a specified period.
- (c) Coordinating Committee
 - (i) The Coordinating Committee shall meet once a quarter or as otherwise required and will act as an information sharing forum between the Committees of the Company.
 - (ii) Each of the Committee Chairs shall attend and provide a report on activities for the quarter.
- (d) Miscellaneous Appointments

At the first meeting of the Board, following the AGM, the Board may appoint suitable persons to fill the undermentioned positions;

 - (i) Delegates to Bowls Australia;

- (ii) Representative on the Body Corporate 309 Pitt St (1);
- (iii) Representative to Body Corporate of 289 King St (1);
- (iv) Representative on the State Council of Clubs NSW (1 plus alternative);
- (v) Official Representation Coordinator (1);
- (vi) Representative on the Commonwealth Games NSW (1);
- (vii) State Junior Coach (1); and
- (viii) State Manager / Coach (1) of the Company.

6.2 *Election and Appointment of Committees*

- (a) Each Committee shall comprise the number of members as determined by the Board from time to time.
- (b) Any Individual Member may, when nominations are called for, submit a nomination form setting out details of their experience and, if required, any qualifications they may have to fill a position on any Operational or Board Committee.
- (c) The Board shall consider nominations received and shall elect the required number of members to each Committee at a Board meeting held prior to the AGM.
- (d) The Board may appoint the Chair of each Operational or Board Committee. If the Board does not appoint a Chair, the committee shall elect a chair from amongst themselves at their first meetings following the AGM.
- (e) The Board may, if a casual vacancy arises on a Committee or otherwise at their discretion:
 - (i) amend or alter the function of any Operational or Board Committee; and/or
 - (ii) appoint additional committee members, or remove, or make redundant existing Committee members on any Operational or Board Committee or Miscellaneous Appointments

6.3 *Qualification Requirements for Committees*

Committees which require qualifications for Committee Members are as set out in *Regulation Table 1*

Regulation Table 1

	Committee	Qualifications
(i)	Match	Match Committee experience at Zone or District level for a minimum of twelve (12) months

(ii)	Selection	Selection Committee experience of at least three (3) years at District or Zone level or have played bowls as a State Representative. No District or Zone shall be entitled to have more than one selector on this committee except with the approval of the Board. Selection Committee members are ineligible to hold an elected or appointed position as a Selector with a District or Zone Association.
(iii)	Umpires	Hold a current National Umpires Accreditation or Higher. Must have reaccredited at least once as a National Umpire or be an ITO.
(iv)	General Services & Archival	Nil
(v)	Junior Bowls	Working With Children Police Check.

6.4 *Committee Terms of Reference*

- (a) An Individual Member can only hold a position on one (1) Operational Committee at any one time.
- (b) Directors are ineligible to hold a position on an Operational Committee.
- (c) Unless otherwise determined by the Board, a Committee shall not have more than two (2) members from the same Club.
- (d) All Committees shall come under the authority and direction of the Board, and report through the CEO.
- (e) The duties of each Committee are as set out in the Terms of Reference which the Board shall determine from time to time.
- (f) All committee members are required to sign a Confidentiality and Code of Conduct agreement annually.

6.5 *Operational and Board Committee Meetings*

- (a) At any meeting of an Operational or Board Committee, a quorum is constituted by:
 - (i) one-half of the total Committee Members, plus one being present; or
 - (ii) the whole number next above one-half of the total Committee Members being present.
- (b) Each Committee shall meet as often as required and minutes of all such meetings kept shall be circulated through the Chief Executive Officer to all members of the Committee and the Board.

- (c) Decisions of all Committees will be made by majority vote. If the vote is even the motion is lost. The Chair does not have a casting vote.
- (d) Meetings can be held face to face or via technology as deemed appropriate and agreed upon by Committee members.
- (e) At the conclusion of a meeting, the next meeting date shall be set, and the CEO notified for the purpose of allocating a committee room.

6.6 *Budgets of Operational and Board Committees*

- (a) Each Committee Chairman shall submit to the CEO, by 1 March each year, details of planned or proposed activities for the coming financial year for consideration and approval by the Board.
- (b) Once a plan and budget have been approved by the Board, each Committee Chairman will be responsible for their implementation.

7. **EMPLOYEES**

7.1 *Chief Executive Officer*

- (a) Specific duties

The Chief Executive Officer shall:

- (i) have the power to employ and terminate employees of the Company from time to time, subject to legislative requirements if any.
 - (ii) as far as practicable, but always at the discretion of the Board, attend all Board meetings and all General Meetings;
 - (iii) prepare the agenda for all Board and General Meetings in consultation with the Chair;
 - (iv) together with the Executive Secretary, facilitate the recording and preparation of minutes of the proceedings of all Board meetings and General Meetings;
 - (v) regularly report to the Board on the activities of, and issues relating to, the Company;
 - (vi) be the official spokesperson for the Company, and as such reply to any and all questions raised through the media, government, or Company Members with regard to the position of the Company and any directive of the Board concerning any specific or general event or set of circumstances;
 - (vii) perform any duty as required by the Constitution or the Act.
 - (viii) keep all Registers in accordance with the Act; and
 - (ix) oversee the activities of employees of the Company
- (b) Authority of Delegation

The Chief Executive Officer may from time to time appoint an employee or employees of the Company to undertake any or all of the following duties:

- (i) keep a faithful record of all business transacted at meetings of the Board and the Company;
- (ii) keep a list of the names and addresses of all Officers;
- (iii) call meetings of the Board and the Company in accordance with the Constitution;
- (iv) attend any or all meetings of the Board and the Company and to cause Minutes of all proceedings at those meetings to be kept and properly entered in books provided for that purpose;
- (v) submit the Minutes of any such Meetings for confirmation at the next appropriate Meeting;
- (vi) convene, coordinate and liaise with Operational Committees, and to report to the Board on the activities of these Committees;
- (vii) obtain sponsorship, and to market and promote Bowls in New South Wales;
- (viii) coordinate sponsorship and promotion of Bowls in New South Wales;
- (ix) attend at and report to the Board at Meetings of the Board on various matters associated with the game of Bowls;
- (x) issue Press Releases from time to time and otherwise provide information concerning Company Events to the media;
- (xi) establish and maintain a register of Clubs and affiliated District and Zones specifying the contact details of such Club, District or Zone. The register shall be kept at the principal place of administration of the Company;
- (xii) keep custody and control; of all records, books and other documents relating to the Company; and
- (xiii) perform such duties and have other such responsibilities as may be specified by the Board from time to time.

8. DISTRICTS AND ZONES

8.1 *District and Zone Associations*

- (a) For the purpose of competition and effective administration of the sport in NSW and surrounds, the Company shall establish geographical Zones for Men, and geographical Districts and Regions for Women.
- (b) In accordance with clause 44 of the Constitution, established Districts and Zones shall be recognised by the Company.

8.2 District Associations

- (a) For the purposes of competition, the Districts recognised by the Company shall be grouped into sixteen (16) Regions as below.
- (b) Regions 1 – 12 shall be identified as Regional and Regions 13-16 shall be identified as Metropolitan.

Regulation Table 2

Region	District
1	Clarence River, Mid North Coast, Northern Rivers and Tweed-Byron
2	Hastings Haven and Lower North Coast
3	Central Northern, East Gwydir, New England and Namoi
4	Nepean, Southern Tablelands, Western
5	Newcastle, Hunter River and Upper Hunter
6	Central Coast and Lake Macquarie
7	Illawarra, Southern Tablelands
8	South Coast
9	Bega Imlay, Far South Coast, Snowy Mountains
10	Central Riverina, South Western and Southern Slopes
11	Riverina and Southern Highlands
12	Central Tablelands, Central Western and Mid West
13	Eastern Suburbs and Sutherland Shire
14	City West, Georges River and Landsdowne
15	Manly Warringah and North Shore
16	Macquarie, Mitchell

8.3 Zone Associations

- (a) There shall be sixteen (16) Zones to be numbered 1 to 16 respectively.
- (b) Zones 1, 2, 3, 4, 6, 7, 8, 11, 14, 15 and 16 shall be identified as Regional and Zones 5, 9, 10, 12 and 13 shall be identified as Metropolitan.

Regulation Table 3

Zones	Geographical Area
Zone 1	Far North Coast
Zone 2	Newcastle

Zone 3	North West NSW
Zone 4	Far West NSW
Zone 5	Greater Sydney & NSW Southern Highlands
Zone 6	Hunter/Upper Hunter NSW
Zone 7	South East NSW
Zone 8	South West NSW (incorporating existing 6 Districts)
Zone 9	North Sydney
Zone 10	North West Sydney
Zone 11	Lower North Coast NSW
Zone 12	South West Sydney
Zone 13	East and South Sydney
Zone 14	Mid North Coast NSW
Zone 15	Central Coast
Zone 16	Illawarra

8.4 *Compliance of District and Zone Associations*

- (a) Each District and Zone Committee shall forward to the Company:
- (i) The Annual Report and Financial Statement of the District/Zone Associations within one month of the date of the Annual General Meeting being held;
 - (ii) A copy of the minutes for all general meetings and any other regular meeting of delegates (or Management Meetings) held by the District or Zone Association, as soon as they become available for circulation;
 - (iii) A current copy of the District or Zone Constitution and Regulations (By-Laws) if any amendments are made;
 - (iv) any current administration information and details of all Officials and Committees and meeting dates, as requested; and
 - (v) Accurate statistics and information regarding participation in Championship Events at District and Zone level, including number of entrants and results.

Each Zone and District may be required to pay on an annual basis an equal proportion of any relevant Company Insurance Policy Premium for which they receive a coverage benefit

A District or Zone failing to comply with this **Regulation 8.4** without the written approval of the Board, may be deemed to be ineligible to enter players, teams or sides in any or all representative or Championship Events until such time that outstanding dues or matters are resolved.

8.5 *District and Zone Constitutions*

- (a) A District or Zone shall not make amendments or addition to its constitution, unless:
 - (i) A draft of the amendment or addition has been delivered to the Board at least 28 days before making the amendment or addition; and
 - (ii) The Board has approved the amendment or addition.
- (b) The Board may suspend or terminate the affiliation of a District or Zone should a District or Zone fail to comply with **Regulation 8.5(a)**.
- (c) The Board may refuse to grant affiliation to or may terminate the affiliation of a District or Zone if the Constitution of the District or Zone permits any Individual Member to share in its profits.

9. **DISCIPLINARY PROCEEDINGS**

9.1 *Disputes, Grievances, Complaints and Discipline*

Where a dispute, grievance, complaint, or other disciplinary matter falls within the authority of the Company's Member Protection Policy (MPP) it shall be dealt with in accordance with the procedures provided in the MPP.

9.2 *Disciplinary Action by a Club, District or Zone*

- (a) For a Bowls Related Incident
 - (i) If an Individual Member, through the due process of a disciplinary hearing conducted by any Club, District or Zone, is found guilty of an incident or misconduct which:
 - (A) directly relates to the game of bowls; and/or
 - (B) occurs during the course of a Championship Event; and/or
 - (C) is deemed by the proceedings to have brought the game of bowls into disrepute;

that Individual Member shall be ineligible to play or officiate at any level of bowls at any Club for a period which shall be equal to the term of suspension imposed by the hearing up to a maximum period of one (1) year from the date of the disciplinary hearing, whichever is the earlier.
 - (ii) An Individual Member who is under an order of suspension or expulsion, or who has resigned their membership of a Club because of an impending disciplinary hearing or citation for a Bowls-Related Incident shall not be eligible to apply for or receive a Club Clearance/Transfer to another Club or Interstate Clearance to another STA.
- (b) Notification of Bowls Related Incident

- (i) A Disciplinary Notification Form must be completed and signed by the Club, District or Zone imposing the disciplinary penalty and sent to the Company Office (C/- the Chief Executive Officer) within fourteen (14) days from the date of the disciplinary hearing, or otherwise from the date of any subsequent appeals being resolved.
 - (ii) Any notification received outside of a fourteen (14) day period shall not be accepted and no sanction under 9.2.1 shall be imposed unless otherwise determined by the Board.
 - (iii) Details which must be notified to the Company on the Disciplinary Notification Form are:
 - (A) Full Name and ID Number of the disciplined Bowling Member/s;
 - (B) Date and venue of Disciplinary Hearing and/or Appeal Hearing if any;
 - (C) Confirmation that the Disciplinary Hearing was conducted in compliance with any relevant clauses of the Club, District or Zone Constitution and/or the Company Disciplinary Policy;
 - (D) Name of Club, District or Zone that conducted the Hearing;
 - (E) Confirmation that the incident or misconduct was Bowls related in accordance with **Regulation 9.2(a)**; and
 - (F) Any other documentation deemed relevant.
 - (iv) The Company shall confirm the term of suspension or expulsion in writing with the Club and relevant District or Zone Association of the Individual Member. It shall be the responsibility of the Club to notify the Individual Member of any sanction imposed under **9.2(a)**.
- (c) Disciplinary Action for Non-Bowls Related Incident
- If an Individual Member is:
- (i) suspended or expelled by a Club for an incident, which is deemed by a disciplinary hearing, not to be directly related to the game of bowls and/or not to bring the game of bowls into disrepute, it is at the discretion of that Club as to whether the Individual Member is permitted to play or officiate at their Club during the term of suspension; or
 - (ii) under a term of suspension at their Nominated Club for a Non-Bowls Related Incident, the Individual Member may be eligible to enter and play in Championships Events at the absolute discretion of their Nominated Club regardless of the venue.

9.3 Appeals

- (a) Any appeal shall only be based on the denial of procedural fairness by the Club, District or Zone responsible for the disciplinary hearing.

- (b) The Appeal process shall be set out in accordance with the Member Protection Policy.

10. ADMINISTRATIVE OPERATIONS

Unless otherwise specifically stated within **Regulation 10** any reference to a Club shall apply to both a Club and unincorporated Club.

10.1 *Nominated Club*

- (a) In accordance with the Company Conditions of Play and NSO Affiliation and Eligibility to Play Policy an Individual must nominate one (1) Club for the purpose of competing and eligibility to compete in Championship Events. This shall be known as their Nominated Club.
- (b) An Individual may be a member of one or more Clubs however shall only have one Nominated Club. An individual need only be registered with the Company at their Nominated Club.
- (c) If an Individual wishes to change their Nominated Club during the Bowling Season, they must receive written permission to do so from the State Match Committee, in addition to paying the appropriate transfer fee.

10.2 *Club Clearance/Transfers*

- (a) Any Individual who wishes to change their Nominated Club to another Club within NSW (new Club), must complete and lodge with the Company a clearance/transfer application and pay the appropriate fee, if they:
 - (i) are currently registered with the Company as an Individual Member; and
 - (ii) have been registered with the Company as an Individual Member or Registered Player of a Club in the past twelve (12) months
- (b) An Individual may not participate in Championships Events at their new Club, until a fully completed Clearance/Transfer application (which has been approved by an authorised official at the Club they are transferring from) has been lodged and processed with payment of the applicable fee at the Company Office.
- (c) A Clearance/Transfer application which is lodged and which is not paid within fourteen (14) days shall lapse and the new Club shall be notified by email that the Clearance/Transfer has not been processed.
- (d) Any Individual who is unable to obtain approval for a Clearance/Transfer from an authorised official from the Club they are transferring from, may not participate in Championship Events at their new Club without the written approval of the Company and payment of the applicable fee.
- (e) A Club may not reasonably refuse to sign or otherwise withhold approval for an Individual's Transfer Application if the Individual has fulfilled all financial obligations to the Club, is not under an order of suspension or expulsion and has not resigned their membership because of disciplinary proceedings in accordance with **Regulation 9**.

- (f) The Club Clearance/Transfer Fee shall be determined by the Board from time to time.

10.3 *Interstate Clearance*

- (a) In accordance with the NSO Eligibility and Affiliation Policy, any Individual who wishes to change their nominated Club to another Club affiliated with another STA must complete and lodge an Interstate Clearance form at the office of the STA they are transferring to.
- (b) There shall be no fee for an Interstate Clearance.

10.4 *Interstate Pennant Declaration*

- (a) In accordance with the NSO Eligibility and Affiliation Policy, an Individual may be permitted to compete in an Interstate Pennant competition controlled by another STA for a Club affiliated with that STA without changing their Declared Club, however must complete and lodge an Interstate Pennant Declaration form at the office of the STA they are transferring to.
- (b) There shall be no fee for an Interstate Pennant Declaration.

10.5 *Obligations of Club to ensure Clearance/Transfer/Declaration Compliance*

- (a) It shall always be the responsibility of a Club to ensure that all players representing the Club or otherwise competing in Championship Events for the Club are eligible under the Conditions of Play and that all procedures have been completed and all appropriate fees paid prior to competing. Clubs not fulfilling this obligation may be subject to sanctions or disciplinary action.
- (b) Clubs are responsible for the compliance and checking of their own membership lists to comply with **Regulation 9**.

11. **BOWLS OPERATIONS**

11.1 *Attire*

- (a) All Individual Members competing in Championships Events must comply with the Championship Event Attire Policy and National Logo Policy as in force in New South Wales.
- (b) Clubs, Districts and Zones must purchase attire from Official Licensed Manufacturers in accordance with the National Logo Policy.
- (c) Designs for Club, District and Zone attire must be submitted to the Company and will be assessed before formal approval.