



REGULATIONS

OF

ZONE 7

BOWLING ASSOCIATION

ZONE 7 BOWLING ASSOCIATION Inc
REGULATIONS

Effective 30th June 2020

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The Regulations of the ZONE 7 Bowling Association Incorporated

1. Definitions and Interpretation

In these Regulations unless the contrary intention appears:

“Annual General Meeting” means a general meeting of the Association held in accordance with the Constitution.

“Annual Membership Fee” means the annual fee for Members determined by the Executive Committee from time to time in accordance with the Constitution.

“Association” means ZONE 7 Bowling Association Incorporated.

“Bowling Member” means a natural person who has paid the appropriate membership fees, if any, 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 thereof.

“Club” means any club which is recognised by the Association and admitted as a Member or is otherwise affiliated with the Association. ZONE 7.

“Constitution” means the Constitution of the Association.

“Committee Member” means a member of the Executive Committee and includes any person acting in that capacity as an Office-Bearer or Ordinary Committee Member from time to time in accordance with the Constitution but does not include the Sports Administrator, if any.

“Delegate” means the person(s) appointed from time to time to act for and on behalf of a Club (or District, if any) and to represent the Club (or District) at General Meetings.

“Executive Committee” means the body consisting of the Committee Members elected in accordance with the Constitution.

“Executive Committee Meeting” means a meeting of Committee Members held in accordance with the Constitution and at a frequency mentioned in these Regulations.

“Life Member” means an individual appointed as a Life Member of the Association in accordance with the Constitution.

“Management Committee” means the body consisting of persons identified by the Constitution and the Regulations as required attendees of the Management Meeting

“Management Meeting” means a management meeting convened in accordance with the Constitution.

“Publicity Officer” means the Publicity Officer of the Association elected in accordance with the Constitution.

“President” means the president of the Association elected in accordance with the Constitution.

“Registrar” means the Registrar of the Association elected in accordance with the Constitution.

“RNSWBA” means the State Sporting Organisation being the Royal NSW Bowling Association Limited.

“Secretary” means the person holding office under this Constitution as Secretary of the Association or, if no such person holds that office, shall mean the Public Officer.

“State Councilor” means the Committee Member elected to act for and on behalf of the Association and to represent the Association at state council and general meetings of the RNSWBA.

“Treasurer” means the Treasurer of the Association elected in accordance with the Constitution.

“Vice President” means a vice president of the Association elected in accordance with the Constitution.

“Zone” means an area including Clubs and Districts if any, with boundaries as approved by the RNSWBA Board from time to time and defined in the RNSWBA regulations, for which the Association is responsible. A reference to

“Zone” also includes the Executive Committee or other body appointed to administer the Zone.

“Defined Area’s”

Northern: Berry, Callala, Culburra, Greenwell Point, Huskisson, Lake Conjola, Mollymook, Milton Ulladulla, Nowra, Sussex Inlet BC, Sussex RSL, St Georges Basin, Worrigeer Sports

Southern: Bega, Bombala, Cooma. Eden, Jindabine, Mallacoota Inlet, Merimbula, Tathra, Tura Beach

Central: Bermagui , Bodalla, Braidwood, Dalmeny, Narooma, Malua Bay, Moruya, Tomakin, Tuross Heads

2. Annual Membership Fees

Every affiliated Club shall pay to the Association an Annual Membership Fee.

The Fee enables all Clubs to be part of the Association and to compete in Association competitions.

The Fee shall be determined by the executive committee annually

The Fee shall be due on the first day of July each year and must be paid to the Association within thirty (30) days. Such payment shall make the Club financial until 30th July the following year.

3. Affiliated Clubs

Every financial Club within Zone 7 will be affiliated with the Association

4. Responsibilities of the Executive Committee

In addition to the powers of the Executive Committee described in the Constitution, the Executive Committee shall:

- (a) advise on matters relating to the control and management of Clubs within ZONE 7
- (b) deal with all disciplinary matters via a committee consisting of the President, Vice Presidents and Secretary, one of which shall have Member Protection Information Officer (MPIO) training and will ensure all hearings adhere to BNSW Member Protection Policy.
- (c) arrange for such course of instructions as may be required.
- (d) deal with such matters as may be referred to it by the Management Committee.
- (e) initiate and direct such forms of activity as may come within the scope of the Executive Committee.
- (f) prepare such material as may be considered necessary to assist in the management of Clubs within ZONE 7.
- (g) carry out such other similar functions as the Management Committee may from time to time recommend in accordance with the constitution
- (h) prepare a report on the Executive Committee's activities for publication in the Annual Report.
- (i) appoint a Junior Bowls Co-coordinator each year

5. Officers Bearers and their duties

All nominees for Office Bearer positions shall be computer literate.

5.1. The President

The President shall:

- (a) preside at the Executive Committee Meeting and the Management Meeting of the Association,
- (b) submit a report of all Association activities since the last Management Meeting.
- (c) ensure that a Zone Executive Committee representative attends all events that have been requested on the official "Application for Official Representation" form.
- (d) ensure that a representative of ZONE 7 attends both Interzone events (senior and open) and the Junior 7-a-Side state event.
- (e) attend the opening and closing ceremonies if a State event is held in ZONE 7.

The President may accompany the ZONE 7 State Councilor to State Council meetings.

If a State meeting is planned at any other event, an Association representative may be sent with the permission of Executive Committee.

5.2. Vice Presidents

The Vice-Presidents shall:

- (a) assist the President at all functions and events that occur during the bowls season. This will include attendance at:
 - Unfurling of Pennant flags
 - Club Annual General Meetings
 - Club Presentation nights
 - Bowls events – Zone and others
 - State Pennant play-offs
 - Other bowls events during the season that require Association Executive Committee representation
- (b) submit a report of all activities at each Management Meeting.

5.3. The Treasurer

The Treasurer shall:

- (a) receive and pay all monies on account of the Association
- (b) keep a current account to be titled the ZONE 7 Bowling Association Inc at such financial institution as the Management Committee shall direct,
- (c) furnish a statement of receipts and disbursements as required to each Executive Committee and Management Meeting, and
- (d) provide an audited statement to accompany the Zone Annual Report.

5.4. The Secretary

The Secretary shall:

- (a) keep a true record of the business transacted at all meetings, (b) keep a record of all Officers and Life Members with their addresses.
- (c) call all meetings in accordance with the Constitution and Regulations, (d) attend all meetings of the Association and ensure that the minutes of all proceedings are properly entered in the records.
- (e) be responsible for all correspondence, both in and out,
- (f) keep a record of all real and personal property of the Association,
- (g) carry out duties as set by the Executive and Management Committees
- (h) call for nominations of candidates for election as an Office Bearer prior to the Annual General Meeting,
- (i) be responsible for the maintenance/update of the ZONE 7 web site, (j) A preliminary notice of the Annual General Meeting shall be issued by the Secretary, setting forth the usual business and the fact that nominations for the positions together with any notices of special business, must be in the hands of the secretary at least 28 days before such Annual meeting. Such preliminary notice shall be issued at least six (6) weeks prior to the Annual General Meeting

5.5. The State Councilor

The ZONE 7 State Councilor shall:

- (a) attend and represent the Association at all meetings of the RNSWBA and the Association.
- (b) submit reports on RNSWBA activities to the Association
- (c) attend State Interzone games if a State Councilors' meeting is being held.
- (d) submit a written report to the Secretary for each Executive and Management meeting

5.6. The Registrar (Pennant Recorder) appointed by Executive

The Registrar (Pennant Recorder) /Assistant Secretary shall:

- (a) keep a record of all affiliated players for ZONE 7
- (b) maintain the pennant grading records.
- (c) scrutinise all pennant results for infringements and report any infringement of conditions governing eligibility of players to the Match Sub-Committee for any necessary action to be taken.
- (d) maintain the Zone result records and ensure the results are posted on the Zone website.
- (e) submit a written report to the Secretary for each Executive Committee and Management Meeting

5.7. The Publicity Officer (appointed by executive)

The Publicity Officer shall:

- (a) ensure that ZONE 7 bowling results are communicated to the media and ensure they are added to the ZONE 7 web site.
- (b) ensure the results of games played in Pennants, Zone Games, Zone Championships will be obtained from the Chairperson of the Match Committee.
- (c) ensure adequate coverage of ZONE 7 events is sent to RNSWBA.

- (d) submit a written report to the Secretary for each Executive Committee and Management Meeting

5.8. The Public Officer

- (a) The Public Officer is the official point of contact for the Association and is one of the authorized signatories.
- (b) The Public Officer shall be appointed by the Executive Committee, and when a vacancy occurs, the vacancy must be filled, and the Department of Fair Trading notified within 28 days by the new Public Officer.
- (c) The public officer is responsible for the collection and custody of all Association official documents.
- (d) The full list of legal duties and responsibilities of the Public Officer is detailed on the NSW Fair Trading website.

6. Zone Sub-Committees

To be selected by Executive (from those indicating a expression of interest)

All nominees for Sub-Committee Chairperson positions shall be computer literate.

The following Sub-Committees shall report to the Executive Committee:

1. Match / Greens
2. Selection
3. Umpires
4. Junior Bowls
5. Coaching

7. Roles & Responsibilities of the Sub-Committees

7.1. Match Sub-committee Shall consist of 1 executive appointed chairperson together with 2 executive appointed members from the three designated Areas. (only one nomination per club permitted)

The Match Sub-committee shall:

- (a) arrange all necessary details for, including allocation of multiple venues for all association events ,when practical including trial games, and to be responsible for the conducting of Pennant and Association Competition and Matches
- (b) draw up both Rules and Regulations and a proposed program for the ensuing season and to present them to the Executive Committee. A copy of the Rules and Regulations and proposed program will be forwarded to all Clubs prior to such meeting
- (c) settle all disputes in connection with pennant and other Association fixtures subject to appeal to the Executive Committee. ****Note:** disciplinary matters are dealt with under the Constitution and these Regulations by the Executive Committee.
- (d) deal with and report upon matters relevant to such duties that may be referred to it by the Executive or Management Committee
- (e) rule on the acceptability of entries for Association Events or Pennants (f) determine, in consultation with other members of the Match Sub-committee, the duties to be carried out including official representation at Association Events
- (g) with the approval of the secretary create and distribute forms, letters and similar documents for the conduct of Association Events. This includes entry sheets and result sheets.
- (h) provide a brief written report for review at each Executive Committee meeting.
- (i) prepare a report on the Match Sub-committee's activities for the Annual Report.

7.3. Selection Sub-committee (consisting of two executive appointed members of each designated area with the chairman being decided by the Executive from those appointed)

The Selection Sub-committee shall:

- (a) select sides to play in all events requiring Zone representation in accordance with the Representative Selection Policy.
- (b) ensure each representative side includes one (1) reserve player.
- (c) Chairperson or his representative to attend events where Zone representative sides are playing.

As well as the general duties and responsibilities identified above, the Chairperson of the Selection Subcommittee shall:

- (a) provide the Secretary with a written list of the selected sides including the selected players' full names. The Secretary shall notify all Zone Clubs and post the teams and all relevant information about the matches on the Zone website.
- (b) prepare a report on the performance of the representative sides at each of the events for the Annual Report
- (c) ensure all results for representative games are passed onto the Publicity Officer.

The Chairperson of the Selection Sub-committee may be the nominated Side Manager.

Note: Side Managers for Junior representative sides are covered by the Junior Bowls Sub-committee.

The Side Manager shall:

- (a) organize room allocations in conjunction with the representative players for away events, (b) ensure all rooms are left in a tidy condition before leaving and ensure that all accounts are settled before leaving.

At the host Club, the Side Manager shall:

- (a) arrange practice times if applicable
- (b) attend Team Managers' briefing or meeting
- (c) organize meal arrangements and liaise with ZONE 7 Executive Committee representative for payment of same.
- (d) prepare and distribute score cards prior to each game.
- (e) prepare result sheets and advise Chairperson of Match Sub-committee overall result of each game.
- (f) Ensure that ZONE 7 name is attached to each rink scoreboard as well as larger one place on master scoreboard.
- (g) ensure that master scoreboard is manned by a ZONE 7 Officer/Player/Reserve

- (h) ensure that all selected ZONE 7 bowlers, including the reserve, have read and fully understand their individual and team roles and responsibilities relating to the ZONE 7 “Code of Conduct”. Each selected bowler will then be required to acknowledge such by signing the Code of Conduct Form (please note that it is an annual requirement that the Code of Conduct is signed by a selected player). This form shall be retained by the Side/Team Manager.
- (i) prior to the commencement of the game the Side/Team Manager and Selector/s in conjunction with the ZONE 7 Executive Committee representative in attendance shall ensure, to the best of their ability, that each bowler is “fit to play”. Should a bowler, in the opinion of these officers not be “fit” then the bowler will immediately be replaced by the “reserve” who has accompanied the team. The reserve may assist the Side/Team Manager by assisting the master scoreboard, or other duties that could assist the Side/Team Manager during the event.
- (j) at the completion of the event, and in conjunction with the Selection Sub-committee member(s) in attendance, prepare a written report to cover the event. This report should be forwarded to the Secretary prior to the next Executive Committee meeting for discussion.
- (k) approach the Controlling Body with respect to conceding matches.

7.4. Umpires Sub-committee consisting of 2 executive appointed members from each designated area with a chairperson appointed from Executive.

The Umpires Sub-committee shall:

- (a) maintain a register of holders of national umpires’ certificates
- (b) promote and encourage, as far as practicable, classes for aspiring national umpires
- (c) arrange examinations and re-examinations
- (d) conduct classes and to arrange examination on the Laws of the Game
- (e) carry out such other similar functions as the Management Committee may from time to time recommend

As well as the general duties and responsibilities identified above, the Chairperson of the Umpires Subcommittee shall:

- (a) liaise with zone match committee chairperson in respect to the appointment and number of national umpires for all semifinals and finals of association and ZONE 7 events. Appointed umpires to be advised to Treasurer no later than (1) week prior to the event.
- (b) prepare a report on the Umpires Sub-committee’s activities for the Annual Report

7.5. Junior Bowls Sub-committee

The Junior Bowls Sub-committee shall:

- (a) promote and advance, in accordance with the policy of the Executive Committee, the development of junior bowls within the Association’s area
- (b) liaise with the Match Sub-committee for the purpose of a program for the ensuing season
- (c) run all ZONE 7 junior bowls competitions as required. The Match Sub-committee may provide assistance if required.
- (d) ensure that a successful “Working with Children” check is carried out as a prerequisite for all personnel involved in junior bowls related activities.
- (e) liaise with representatives of the Education Department, district schools and other bodies for the purpose of promoting junior bowls within the Association’s area

As well as the general duties and responsibilities identified above, the Chairperson of the Junior Bowls Sub-committee shall:

- (a) ensure all members, co-opted workers and coaching staff abide by ZONE 7's official "drug free" policy when being involved, in any capacity, with juniors
 - (b) prepare a report on the Junior Bowlers Sub-committee's activities for the Annual Report
 - (c) be titled "Junior Bowls Co-ordinator" and be appointed by the Executive Committee
- The Junior Bowls Co-ordinator will also act as Chairperson of the Junior Committee.

7.6. Coaching Sub-committee (a member from each area, the Chairperson to be appointed by the Executive

The Coaching Sub-committee shall:

- (a) establish and maintain records regarding Coaching Accreditation and Re-accreditation.
- (b) liaise directly with the Executive Committee in respect to Coaching matters
- (c) Ensure that all coaches have a current WWC lodged with the secretary
- (d) in association with RNSWBA, be responsible for the promotion and maintenance of all matters connected with coaching within ZONE 7
- (e) prepare a report on the Coaching Sub-committee's activities for the Annual Report.

8. Duties and Responsibilities of the Sub-committees' Chairperson

The Chairperson of the respective sub-committees shall preside at all meetings and ensure that minutes are taken of all items discussed at such meeting.

A written report shall be prepared by the Chairperson of each sub-committee and submitted to the Secretary for each Executive Committee and Management Meeting.

The Chairperson of each sub-committee, or their delegate, is required to attend the Management Committee meetings if unable to attend a management Meeting will ensure that a member of such Sub-Committee attend in their place.

The Chairperson of each sub-committee shall ensure all relevant information to be included on the ZONE 7 web site is passed on to the Secretary.

9. Schedule of Meetings

9.1. Executive Committee Meeting

The Executive Committee Meeting shall be attended by the Office Bearers of the Association in accordance with the Constitution.

9.2. Management Meetings

The Management Meetings shall be attended by:

- a) The Executive Committee
- b) Two (2) representatives of each Club, these Club representatives shall be the Delegates
- c) Life Members
- d) Chairpersons of the Sub-committees

The objects of the Management Meeting are defined in the Constitution and reproduced below:

- i) to operate as a strategic advisory forum to assist the Executive Committee with planning and operational matters and to make recommendations to the Executive Committee; and
- ii) subject to the Regulations, operate as a forum for attendees to report, disseminate, discuss, and share information relating to the Association and its Objects.

In accordance with the Constitution, the voting rights at General Meetings is given to:

- a) Each Club is entitled to two (2) votes which shall be cast in person by a Delegate; and
- b) Each elected and appointed Executive Committee Member and Life Member is entitled to one (1) vote

Notice in writing of every Management Meeting and the nature of the business to be transacted shall be delivered to each officer, Life Member, and affiliated club at least seven (7) days before the date of a Management Meeting.

9.3. General Meetings

A General Meeting of the Association shall be attended by:

- a) The Executive Committee
- b) Two (2) representatives of each Club, these Club representatives shall be the Delegates
- c) Sports Administrator (if any)
- d) Auditor

The notice of General Meeting and proceedings protocols at General Meetings are detailed in the Constitution.

In accordance with the Constitution, the voting rights at General Meetings is given to:

- i) Each Club is entitled to two (2) votes which shall be cast in person by a Delegate; and
- ii) Each elected and appointed Executive Committee Member is entitled to one (1) vote

Notice of motion fore General Meetings Must be in the hands of the Secretary no later than (28) days before the date of the General Meeting. All motions need to contain the mover and seconder signatures and reason of consideration for discussion.

A Special General Meeting may be convened by the Executive Committee at the request of Members in accordance with the Constitution.

9.4. Annual General Meeting

In accordance with the Constitution, a General Meeting of the Association called the Annual General Meeting shall be held at least once every calendar year at such time and place as may be determined by the Executive Committee but within six (6) months of the close of the financial year. The number of votes obtained by a candidate will not be declared publicly but will be available on request to the Secretary. Ballot papers will not be destroyed until the mandatory time frame i.e. 3 months.

10. Disciplining of Member Clubs or Bowling Members

10.1. General

In accordance with the Constitution, the following procedures, penalties and mechanisms are set out where it is necessary for the Executive Committee to commence or cause to be commenced, disciplinary proceedings against a Member Club or a Bowling Member of that Club.

BNSW Member Protection Policy is to be adhered to for all disciplinary hearings.

The Executive Committee may, in accordance with the Constitution, appoint a Hearings Committee to deal with the disciplinary matter. The Hearings Committee determination shall be presented to the Executive Committee for ratification.

If, in the opinion of the Executive Committee, a Member Club or Bowling Member of that Club allegedly satisfies the conditions expressed in the Constitution, the Executive Committee shall advise the Member Club and/or the Bowling Member of that Club in writing:

- (a) of the allegations against them,
- (b) at least seven (7) days prior to an Executive Committee meeting or a Hearing Committee meeting,
- (c) that at that meeting they shall be given the opportunity to orally or in writing provide any explanation or defence that they think relevant to the case.

The decision of the Executive Committee shall be final.

10.2. Appeals Process

- (a) A Member Club may appeal to the Association against a disciplinary resolution of the Executive Committee within 7 days after a Notice of the Resolution is served on the Member Club by lodging with the Secretary a Notice of Appeal, in writing.
- (b) A Bowling Member of a Club may appeal to the Association against a resolution of the Executive Committee within 7 days after a Notice of the Resolution is served on the Bowling Member of a Club by lodging with the Secretary a Notice of Appeal, in writing.
- (c) Upon receipt of a Notice of Appeal from a Member Club or a Bowling Member of a Club, the Secretary shall notify the Executive Committee which shall convene a Special General Meeting to be held within 21 days after the date on which the Secretary received the Notice of Appeal.
- (d) At a Special General Meeting convened to deal with the matter:
 - i. no business other than the question of the appeal shall be transacted,
 - ii. the Executive Committee and the Member Club or Bowling Member of a Club shall be given the opportunity to state their respective cases orally, in writing or both,

- iii. the Members present shall vote on the question of whether the resolution should be confirmed, revoked or varied, and
- iv. Voting shall be conducted on a show of hands unless the meeting resolves, by ordinary majority, that a secret ballot is appropriate.

**Note a member has the right of appeal to the RNSWBA if still not satisfied.

11. Resolution of Internal Disputes

Disputes between Members in their capacity as Members of the Association shall be referred to the Executive Committee for resolution.

Disputes between Member Clubs or Bowling Members of Clubs and the Association shall be referred to the RNSWBA for determination.

12. Drugs in sport

The Association shall comply with the Drugs in Sport Policy as promulgated by the NSW Department of Sport and Recreation

The Association shall comply with policies relating to Drugs in Sport as promulgated by Bowls Australia

The Association shall require competitors to comply with the requirements of Bowls Australia and/or NSWDSR drugs in sport policy.

13. Child Protection

The ZONE 7 supports and encourages the principles of child protection and recognizes that protection of children from abuse and neglect is a moral and ethical imperative. The ZONE 7 shall always comply with and encourage affiliated Clubs to comply with, the child protection (working with children) Act 2012 and the Child Protection (Prohibited Employment) Act 1998 (See Bowls NSW list of positions required to have the working with children check)

14. Transfer Procedure from Club to Club.

A player who is a registered member of a Club affiliated with the RNSWBA and who changes Clubs or wishes to change their declared Club during the season, may NOT participate in Association Events at their new Club (or declared Club) until that Club and the RNSWBA have received a signed NSW Club Player Clearance Application Form (together with applicable fee from the Club the bowler is transferring to). The bowler may not participate in Association events at their new Club without the approval of the Association.

***Zone to be given a Copy of Transfer Form also

15. Pennants

The Zone will award badges to all Zone pennant final winners

The Executive Committee shall set the amounts for each pennant grade, every year

16. Entry Fees

\$10 per person entry fee to enter Zone Championships

\$100 per side to enter Zone pennant competition

17. Zone Honourariums & Officials Expenses

Honourariums to be paid according to AGM approval as presented by the treasurer.

All Zone Officials as detailed in the Regulations are entitled to claim expenses incurred while carrying out their respective duties required by their portfolios. All expenses including accommodation, travel and general.

All expenses will be shown on the Treasurer's monthly expenditure report and must be approved by

the Executive Committee. expenses are claimable

ZONE 7 selectors and officials travelling to events and business sessions shall submit expenses for all meals not pre-arranged and any other expense incurred (excluding refreshments).

18. Gambling on Lawn Bowls

A competitor or team in a particular game, match or series is not permitted to be or have any interest in a bet on an opponent in that game, match or series.

19. Sport Rage

ZONE 7 supports the initiatives and policies of the NSW Department of Tourism Sport & Recreation to manage and deal with sport rage.

Sport rage is violence, bad language, abuse and general bad behavior by players, coaches, officials and spectators. While friendly rivalry on the field is a healthy part of sport, when the line between competition and aggression is crossed, there are no winners.

20. Extra Zone Events

In addition to the State events, the Zone may run a Champion of Club Champion Fours event.

21 Pennant Regulations

- (a) The start time for all ZONE 7 pennant games is 1:00pm (including rescheduled games) However in the event that special circumstances requires start time changes these will be permitted
- (b) All unfinished games and games not started will be rescheduled for play at a later date and every attempt will be made to play those games. Extra dates to be included in the Zone program for those catch up games.
- (c) The No1 Pennant Grade is run by the State Match Committee. The Zone Match Sub-committee shall arrange lower grades as evenly as possible including the number of home and away games
- (d) A three-team playoff system will be used in all grades as much as possible.
- (e) The Match Sub-committee has the discretion to find alternate greens for called off games (in exceptional circumstances).
- (f) Clubs are asked to send a list of unwelcome or suspended players to the Match Sub-committee prior to pennants each year.
- (g) For Pennant Side Manager's Protocol - refer to Appendix 4

Appendix 1 - Code of Conduct

This Code of Conduct shall apply to all players and officials when representing ZONE 7 in bowling events.

1. Objectives:

- (a) To state plainly the way in which all players who represent ZONE 7 in bowls events are expected to conduct themselves, and the consequences of any Breach of the expected Standards of behavior.
- (b) To ensure that all players are fully aware of the Standards expected and the consequences of breaching those Standards.

2. General:

This Code of Conduct is to be followed on all occasions and in all places where the player can be seen to be a member of Clubs under the jurisdiction of the Association and includes the venue of play which means the green, surrounds and clubhouse of the place where the player is about to, or is competing, or has competed.

3. Player's Obligations:

3.1. The Competition

To maintain always a high standard of sportsmanship and fair play. This will of necessity include:

- (a) Always playing to the best of their ability and where appropriate to perform as part of a team
- (b) Abiding by the Laws of the Game, its Regulations and Conditions of Play as specified by the Controlling Body
- (c) Respecting and accepting without question any ruling given by the Umpire (Subject to the right of appeal given by the Laws)
- (d) Not to take any general illicit substances and to comply with any Regulations adopted by ZONE 7 Bowls Association Inc in regard thereto
- (e) Present themselves for competition in an acceptable physical and mental condition and standard of appearance
- (f) Maintain towards opponents an attitude of respect and politeness
- (g) Not to consume alcohol or food on the greens during play. Understand the consumption of alcohol is a matter of personal choice, but ensure that such does not adversely affect team performance
- (h) Abiding by the dress codes as in Conditions of Play (i)
Be aware of the itinerary, the event and arrive on time for all games, practice session and other commitments
- (j) Be responsible for all expenses other than those covered by ZONE 7.

3.2 Accommodation

- (a) Comply with the accommodation and travel arrangements made. Note: a request for variation requires Executive Committee approval.

- (b) Accommodation in addition to official requirements including all costs is the responsibility of the requesting party to arrange.

3.3 Attire

- (a) The RNSWBA Dress Regulations apply
- (b) Zone Representative Bowlers will wear the approved ZONE 7 Uniform
- (c) To be strictly enforced by ZONE 7 Officials

NB: Only ZONE 7 headwear is to be worn during play.

This Code of Conduct has been adopted by the Association and requires every ZONE 7 selected player who wishes to play in any bowls event to accept these conditions as a means of entry to that event.

Any breach of this Code of Conduct may result in Disciplinary Action and could result in the offending player being withdrawn from the event and if deemed necessary may result in further action taken by the Association.

Please refer to Appendix 5 of these Regulations for the Code of Conduct Form

Appendix 2 – Representative Selection Policy

1. Objective

The Objective of this Representative Selection Policy is to ensure the best possible sides, teams and players are selected to achieve maximum success when representing ZONE 7 Bowling Association.

2. Philosophy

- The Policy applies to all Bowling Members (inclusive of juniors and seniors), selectors (including junior selectors), coaches, team managers and other ZONE 7 officials.
- All Bowling Members registered with ZONE 7 with strong claims for selection will be considered by the ZONE 7 Selection Committee for selection in accordance with this policy.
- Upon selection to a squad, side or team in order to be eligible for competition all participants must sign the ZONE 7 Players' Code of Conduct.
- This Policy remains in force until any alterations are approved by the ZONE 7 Executive and Management Committee.

3. Interpretation

- Unless the context otherwise requires, the terms used in this Policy shall have the same meaning as in the ZONE 7 Constitution and/or Regulations.
- No selection criteria shall be weighted more or less significantly by reason only of the order in which that criterion appears in this Policy.
- Unless otherwise stated, this Policy shall apply equally to all ZONE 7 Sides/Teams selected by both the Junior Selection Committee as well as the open Zone Selections Committee. Both Committees together shall be referred to as 'ZONE 7 Selection Committees' or the 'ZONE 7 Selectors'.

4. Selection

4.1. Player Eligibility

In order to be eligible for selection in any ZONE 7 side/team which is selected by the ZONE 7 Selection Committee, a player must:

- Be a registered Bowling Member of Club affiliated with ZONE 7.
- Be a registered Bowling Member of Bowls NSW
- In the case of selecting Under 18 and Under 25 representative sides/teams):
- Player and their respective club shall have no outstanding financial liabilities with ZONE 7.
- Participate in their respective club's championships
- Play (or have played) in the ZONE 7 Pennant competition during the current season.
- Play (or have played) in the ZONE 7 Championship events during the current season.
- Be available to attend all ZONE 7 selection trials and fixtures as scheduled, unless a leave of absence is granted by the ZONE 7 Selection Committee upon application.

- At all times comply with the ZONE 7 Players Code of Conduct.
- Comply with any eligibility criteria requirements of the event to be played (i.e. Age – Under 18, Under 25 or Over 60's).

4.2. **Player Selection Criteria**

Selections made by the ZONE 7 Selection Committees may be based on the following:

- Performance in relevant Zone events;
- Performance in relevant Zone Representative Fixtures;
- Demonstrated and/or potential ability and attitude to work with ZONE 7 Selectors, team officials and other competitors;
- Current and previous state, national and international performances in events and over such periods as determined by the Selectors;
- Demonstrated positive attitude and commitment to ZONE 7 and, but not only, regarding Zone representation;
- Demonstrated and/or potential ability to adapt to the format of play and environmental conditions for selected event;
- The player's current level of skill and physical fitness;
- Any current or potential injury or condition which will impair, inhibit or prevent the potential of the player to successfully achieve or further the objectives of this Policy and of ZONE 7 under its Constitution;
- Behavior standards on and off the bowling green and a total commitment to maintain expected standards whilst representing ZONE 7;
- Eligibility to represent the Zone in fixtures played under the Bowls NSW Conditions of Play.
- Availability and commitment to participate in Zone Representative fixtures or other events such as trials or camps.
- Commitment to any Zone training requirements (drills, monthly report etc.) and agreed values which may be adopted from time to time.

The following may also be taken into account by the Selection Committee;

- In considering the Criteria under this Policy, the ZONE 7 Selections Committee may, in its discretion, give weight to extenuating factors which may arise.
- The competitive ability of players will be of importance for selections. Any player who fails consistently to perform in major competitions at a level appropriate to their ability may at the discretion of the Zone7 Selection Committee, not be selected, even if the players have complied with all other criteria.

4.3. **Player Selection Procedure**

- The ZONE 7 Selection Committee shall be total discretion in selecting and may have regard to any one or more of the Selection Criteria in any selection process.

- If consensus cannot be reached during the selection process, a simple majority vote of all Selection Committee Members presents a minimum of three committee members is required to resolve a decision.
- The decision of ZONE 7 Selection Committee on any side/team selection shall be final at the conclusion of the Committee Meeting.
- No reason need be given for any selection or other decision of the ZONE 7 Selection Committee. This shall not prevent, limit or restrict the ZONE 7 Selection Committee from changing the selection of any squad, side, team, individual or official at any time in their sole discretion, having regard to all the circumstances.

5. **Player removal from Selected Side/Team**

Any Player who;

- Breaches or fails to observe this Policy, the ZONE 7 Constitution or Regulations;
- By means of illness or injury in unable to perform to the required standard in the opinion of the Selectors (after having received advice from a medical practitioner);
- Brings ZONE 7, a ZONE 7 Side/Team or the sport of bowls into disrepute or acts in a manner unbecoming of a Member or prejudicial to the interest of ZONE 7 and the sport of bowls.
- Breaches or fails to fulfill a requirement of ASADA or the Bowls Australia Anti-Doping Policy;
- Breaches or fails to comply, fulfill and observe the requirements of the ZONE 7 Players Code of Conduct;

shall be deemed ineligible for selection to, or continued inclusion in any ZONE 7 side/team selected by the ZONE 7 Selection Committee as the case may be.

- Any selected player may be removed from a selected side/team by the ZONE 7 Selection Committee in consultation with the ZONE 7 Executive as the circumstances may require including where the participant has failed to sustain their performance and attitude to a satisfactory level, provided that the required performance levels had first been discussed with the participant and the participant has been given the opportunity to attain those performance levels.
- A ZONE 7 Selection Member or Side Manager may be removed from office by resolution of the Zone

6. **Notification**

6.1. **Notification of this Policy**

- This Selection Policy shall be available to all ZONE 7 Bowling Members and Clubs and available for download on the ZONE 7 website.
- ZONE 7 shall have no general responsibility to give notice of this Policy to individual persons, other than in accordance with this Policy.

6.2. **Notification of Player Selection**

- Any Sides/Teams selected by the ZONE 7 Selection Committee shall be announced on the ZONE 7 website immediately following ratification. Selectors shall provide given name, Surname, and Club.

- Selected Representative Players shall be notified of their selection by email to their club by the Zone Secretary as soon as practicable after their individual selection or finalization of the relevant squad or team or individual or official position(s).
- Incumbent Players who are not re-selected in a ZONE 7 side or who have otherwise been removed from the previous side/team that represented ZONE 7 shall be personally notified of this decision by the Zone 16 Chairperson of Selectors.

7. Selection Committee

7.1. Selection of Committee

- The ZONE 7 Executive shall nominate annually, the Zone Selection Committee . The Selectors shall meet any requirements which may be set out in the Regulations from time to time.
- Where any of the Selectors becomes or is unable to meet their responsibilities under this Policy, the Zone7 Executive Committee will appoint a replacement Selector.
- All persons wishing to be nominated for election to a Zone Selection Committee must:
 - Meet the eligibility criteria as may be prescribed from time to time by the Executive Committee and set out in this Policy or Regulations.
 - Be willing to comply with ZONE 7 policies and directives.
 - Submit a nomination form to the ZONE 7 Secretary at the appropriate time.
- If elected, the position is effective for one year or as otherwise determined by the Executive Committee.

7.2. Eligibility Criteria

- To be eligible to nominate and be selected to the ZONE 7 Junior Selection Committee, a candidate shall have a current Working with Children Check as determined by NSW legislation.
- Preferred qualities and skills desirable for the position on the ZONE 7 Selection Committees includes:
 - The ability to make impartial judgments.
 - Prior playing, coaching and/or selection experience at Zone, State or higher level.
 - Knowledge of the sport.
 - Communication skills
 - Leadership skills.
 - An open-minded attitude.
 - Honesty and integrity.
 - Contemporary awareness of elite sport.
 - To be able to work as a team member.

7.3. Compliance

All ZONE 7 Selectors must comply with the following:

- Comply with all ZONE 7 policies and directives of the Executive Committee.

- Select sides/teams to represent ZONE 7 at Inter-zone and other fixtures as required.
- Attend and evaluate player performance at tournaments and events as specified by the Committee and retain records for future use.
- Attend and evaluate player performance at Inter-zone Matches, Zone Championships, Pennant and other Zone Event Fixtures.
- Always set examples on decorum, dress standards and shall wear attire as prescribed by Zone 7.
- Always represent ZONE 7 in a professional manner.
- Be accountable to the ZONE 7 Executive Committee through the Zone President.
- Maintain the integrity of the Committee and respect confidentiality.
- The ZONE 7 Chairperson of Selectors shall be the spokesperson for the Committee.

8. Appeal Procedure

8.1. Ground of Appeal

An aggrieved Member may appeal against a decision of the ZONE 7 Selection Committee on the grounds that decision of ZONE 7 Selection Committee was not made in accordance with this Policy.

8.2. Procedure for Appeals

- Any appeal against a decision of a Zone Selection Committee must be made within five (5) working days of any notification set out in Clause 6.2.
- The appeal must be lodged in writing with the ZONE 7 Secretary setting out:
 - the decision of the ZONE 7 Selection Committee in question;
 - the grounds on which the appeal is made, and
 - the reason or circumstances supporting the alleged ground of appeal.
- Nothing in this Policy prevents the withdrawal of an appeal by the aggrieved at any time in writing.
- On receipt of a written appeal in accordance with this Policy, the ZONE 7 Secretary must forthwith forward the appeal documents to the Executive Committee, who shall establish a Selection Review Panel within five (5) working days, who shall organize a meeting with the player making the appeal (within 5 days) if the player is not satisfied with the result of the meeting with the executive, the player can appeal to the Management Committee. For State Events if the player is still not satisfied, he can then appeal to Bowls NSW.

Appendix 3 - Protocol for Association Bowling Events & ZONE 7 Trials

1. ZONE 7 Trials

Trials for selection in ZONE 7 Teams conducted at club within our Zone

- ❖ Such events will be controlled by a member of the ZONE 7 Executive Committee.
- ❖ This person will be responsible for the use of the microphone during proceedings for such events.
- ❖ The person will request the Host Club President or Representative of the Host Club to welcome all involved.
- ❖ Should the Host Club have no one available to welcome all involved the ZONE 7 Executive Committee Member will do so.
- ❖ The microphone will then be handed to the Chairperson of Selectors or their Representative for this event who will call the cards and all other matters relating to the game.
- ❖ At the end of the event the Executive Committee Member will request the Selector to advise the results of the games played.
- ❖ The ZONE 7 Executive Officer will then thank all involved and if Trophies are to be presented will do so.

2. Championships

- ❖ The ZONE 7 Executive Committee Member will liaise with the Host Club President or Bowls Organiser and request that one or the other introduce the ZONE 7 member to those present.
- ❖ The Executive Committee Member will welcome all involved then hand the microphone to the Bowls Organiser who will call the cards and advise of all other matters relating to the game.
- ❖ At the conclusion of the event the Bowls Organiser will advise the results and ask the ZONE 7 Executive Member to present Prize money & Trophies.

The ZONE 7 Executive Committee Member will thank all involved.

Appendix 4 - Pennant Side Managers' Protocol

A side manager shall be a member of the club they are representing & be responsible for the entering of the participating player's names & registration numbers on the associated score cards and pennant result form.

Also responsible for the drawing of the cards, allocation of rinks (rink numbers provided by the home clubs controlling body), the toss for the mat and the completion of all information required on the pennant result form.

The side manager shall maintain the status of the master score board updating "shots for and ends" after each end is played until completion of the game

A pennant result form shall be completed for all scheduled games (including byes/forfeits) and replayed matches.

The side manager shall be the side's representative in all matters concerning the playing of a match. A second person may be allowed to assist the side manager.

After a match has commenced the playing positions of players shall not be altered (after the first end has been completed) except in exceptional circumstances.

Timetable:

The side managers shall be at the venue club not less than forty (40) minutes before the starting time of the event.

The side managers shall advise the controlling body of the draw and allocation of rinks not less than Thirty (30) minutes before the starting time of the event.

Cards to be called at 12.30pm unless the starting time has been altered by the competing sides for the trial ends to commence no later than 20 minutes prior to the starting time of the event, also the Controlling Body and Umpire to be announced.

Players may practice up to thirty (30) minutes prior to the schedule start time of the match, providing that rink space is available, and the controlling body approves.

Players may not practice on the rink on which they are drawn to play once the rink draw is made. The second of each team shall be responsible for the score card; record on the score card, all shots scored for and against both teams as each end is completed; compare and agree the score card with that of the opposing second as each end is completed.

At the end of the game agree with the result & record on the score card the time that the game finished and then have the skips sign their own and the opposing skips score card.

On completion of the game the side manager to collect all score cards from the teams and, complete the pennant result form with the required details ensuring entries are correct. The pennant result form shall be forwarded to the Zone by the controlling body.

Appendix 5 - Code of Conduct Form

THIS DECLARATION IS TO BE COMPLETED BY ALL SOUTH COAST ZONE 7 REPRESENTATIVE PLAYERS AND OFFICIALS

I, _____ (PRINT NAME)

I DO HEARBY DECLARE THAT I HAVE READ AND UNDERSAND the CODE OF CONDUCT APPLICABLE TO ALL REPRESENTATIVE PLAYERS AND OFFICIALS.

SIGNATURE: _____

DATE: _____

EVENT: _____

VENUE: _____

THIS PAGE ONCE COMPLETED IS TO BE HANDED TO THE RELEVANT ZONE 7 OFFICIAL. THE COPY OF CODE OF CONDUCT BY-LAW IS TO BE RETAINED BY PLAYER/OFFICIAL.

THE CODE OF CONDUCT HAS BEEN ADOPTED BY SOUTH COAST ZONE 7 BOWLS ASSOCIATION INC WHICH REQUIRES EVERY ZONE SELECTED PLAYER WHO WISHES TO PLAY IN ANY BOWLS EVENT TO ACCEPT THESE CONDITIONS AS A MEANS TO PLAY IN THAT EVENT.

ANY BREACH OF THE CODE OF CONDUCT MAY RESULT IN DISCIPLINARY ACTION AND COULD RESULT IN THE OFFENDING PLAYER BEING WITHDRAWN FROM THE EVENT AND IF DEEMED NECESSARY MAY RESULT IN FURTHER ACTION TAKEN BY ZONE 7 EXECUTIVE COMMITTEE.