

BOWLS SECTION COMMITTEE

TERMS OF REFERENCE

The Board of the Devonport Country Club Ltd (DCC) has established the Bowls Section Committee (the Committee) in compliance with its Constitution. This charter sets out the Committee's objectives, authority, responsibilities, composition and tenure, reporting and administrative arrangements.

1. OBJECTIVES

- 1.1. The objective of the Committee is to provide independent advice to the DCC Board in relation to the operation of bowls at the DCC and the necessary infrastructure to cater for and encourage outdoor and indoor competitive and social bowling opportunities as may be considered desirable from time to time.

2. AUTHORITY

- 2.1. The Board authorizes the Committee, within its responsibilities, to:
- a) Obtain any information from any employee or external party (subject to any legal obligation to protect information).
 - b) Discuss any matters with external parties (subject to confidentiality considerations).
 - c) Request the attendance of a Board member or any employee at Committee meetings.
 - d) Subject to approval by the Board, obtain legal or other professional advice, as considered necessary to meet its responsibilities, at the DCC's expense.
 - e) Appoint such sub-committees from the bowls section (including Match and Selection) as the Committee deems appropriate for achieving the objectives set out in clause 1.1.
 - f) Develop, subject to approval by the Board, operational policies and procedures for the Committee and for each sub-committee appointed by the Committee.

3. MEMBERSHIP AND ELECTIONS OF THE BOWLS COMMITTEE

- 3.1. The Committee will be chaired by the Bowls Captain or the Captain's nominee.

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- 3.2.** Each Committee member will be either appointed by the DCC Board or elected by the Bowls members of DCC at the Annual General Meeting to be held at the conclusion of each Pennant Bowls season and before the end of May each year.
- 3.3.** There shall be a minimum of five and a maximum of seven members comprising the Committee. The Committee shall, where practical, comprise of:
- a) Section Captain;
 - b) Ladies Captain
 - c) Men's Captain
 - d) Secretary
 - e) Assistant Secretary and
 - f) Two more Committee members
- 3.4.** In the event of a casual vacancy on the Committee, the Committee may appoint a Section member to the vacant office up to and including the conclusion of the Annual General Meeting next, following the date of his/her appointment.
- 3.5.** Where practical the election to the position of Bowls Captain shall be restricted to three successive terms of twelve months.
- 3.6.** Nominations of candidates for election to the Committee shall be made in writing signed by two members of the Bowls Section, accompanied by the written consent of the candidate which may be endorsed on the form of nomination.
- 3.7.** Such nominations shall be delivered to the Secretary of the Committee at least ten days before the date fixed for the holding of the Annual General Meeting.
- 3.8.** If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- 3.9.** If the number of nominations received is equal to the number of vacancies to be filled the persons nominated shall be deemed elected.
- 3.10.** If the number of nominations exceeds the number of vacancies to be filled a ballot shall be held.
- 3.11.** The ballot for the election of Committee members shall be conducted at the Annual General Meeting in such usual and proper manner as the Committee may direct.

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4. OPERATION OF THE COMMITTEE

- 4.1. DCC staff will work with the Committee but will not be members of the Committee and may be invited to attend meetings of the Committee at the Committee's discretion.
- 4.2. The Chair of the Committee shall cause meetings of the Committee to be convened as and when circumstances reasonably require but the Committee must meet not less than ten times in every twelve month period.
- 4.3. Meetings of the Committee may be in person or by any electronic means reasonably available.
- 4.4. The Chair shall cause minutes of each meeting be kept and also distributed to other DCC Sections for their information.
- 4.5. A person shall cease to be a member of the Committee should any of the following occur:
 - a) The member resigns.
 - b) The member ceases to be a member of the DCC.
 - c) The Board in its absolute discretion determines that the member shall cease to be a member of the Committee.
- 4.6. Membership of the Committee shall be in a voluntary not for profit capacity and each member shall bear their own costs incurred in attending meetings.
- 4.7. Quorum – to be 50% of Committee members. The Chair of the meeting will have a casting vote in the event of a tie.
- 4.8. At the beginning of each Committee meeting, members are required to declare any potential or actual conflicts of interest that may apply to specific matters on the meeting agenda. Where required by the Chair, the member will be excused from the meeting or from the Committee's consideration of the relevant agenda item(s). Details of potential or actual conflict of interest declared by members and action taken will be appropriately recorded in the minutes.

5. SPECIAL GENERAL MEETINGS

- 5.1. Special General Meetings of bowlers can be called by the Committee at any time.
- 5.2. The Committee shall, on the requisition in writing of not less than twenty bowlers, convene a Special General Meeting of bowlers.

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6. VOTING AT GENERAL MEETINGS

- 6.1. Upon any question arising at a General Meeting of bowlers, a member has one vote only.
- 6.2. If at a meeting a poll on any question is demanded, it shall be taken at that meeting in such a manner as the Chairperson may direct and the result of the poll shall be deemed to be the resolution of the meeting on that question.

7. PLACE OF MEETINGS

- 7.1. All meetings for the transaction of business shall be held at the Devonport Country Club or such other place as may be decided by the Committee.

8. BOWLS GREENS USEAGE

- 8.1. It is requested that all bowlers ensure that all Club bowls greens remain orderly, neat and tidy and functional so as to retain and improve the Club's reputation as one of the better one's in Tasmania.
- 8.2. The Section Captain or his nominee is to liaise with the Grounds Superintendent in regard to greens maintenance, concerns or initiatives as required.

9. CLUB CATERING

- 9.1. Each year the Committee is to appoint a Committee member to liaise with the DCC Functions Coordinator in regard to catering arrangements.

10. PENNANT COMPETITIONS

- 10.1. Prior to each season the Committee shall appoint bowling members to coordinate and manage ladies, men's and open gender Bowls North West Pennant teams.
- 10.2. Prior to each season the Committee shall appoint bowling members to select ladies, men's and open gender Bowls North West Pennant teams.
- 10.3. Prior to each season the Committee shall appoint Chair of Selectors for ladies, men's and open gender Bowls North West Pennant teams.

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- 10.4. Prior to or during each season the Committee shall arrange qualification training for bowling members to be umpires, measurers, markers, selectors, coaches and team managers.
- 10.5. Prior to each season the Committee shall arrange training for bowling members to input team results in the Bowls North West Portal and also communicate via the DCC website, newspapers and electronic media.
- 10.6. In September each year, the Committee shall obtain and distribute fixture and Conditions of Play details from Bowls North West to all bowlers and DCC management.

11. TROPHIES AND PRIZES

- 11.1. The Committee shall allocate appropriate prizes for all DCC bowls competitions including Championships and Honour Board events. They must also ensure trophies for each event are polished and ready for presentation.
- 11.2. The Committee is to organise within DCC for appropriate inscriptions to be engraved on trophies at the conclusion of all events.
- 11.3. The Committee is to ensure that prizes comply with the rules of competitions, DCC policy and sponsorship at the conclusion of all events.
- 11.4. The Committee is to obtain DCC approval for any significant changes to the total value of prizes.

12. COMMUNICATION OF EVENTS

- 12.1. The Committee is to ensure that up-to date information is provided in advance for all special events such as Bowls Section Championships, Honour Board events, and Carnivals and placed on the noticeboard.
- 12.2. The Committee or a Sub Committee is to compile and display draws on the noticeboard and ensure effective and timely completion of all events.

13. ASSISTANCE TO BOWLERS

- 13.1. A Bowls Manual, located on the DCC website, containing all Bowls Section information, is to be compiled and updated yearly at the start of each bowls season.

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13.2. An information pack will be compiled and distributed to all new bowlers upon joining.

14. REPORTING

14.1. The Committee will as often as necessary, and at least once a year, report to the Board on its operation and activities during the year. The report should include a summary of the work the Committee performed to discharge its responsibilities during the preceding year.

15. REVIEW OF TERMS OF REFERENCE

15.1. At least once every three years the Committee will review these Terms of Reference.

15.2. Any substantive changes to the Terms of Reference will be recommended by the Committee for consideration and endorsement of the Board.

Endorsed by the DCC Bowls Section Committee at its meeting in February 2022.

Approved by the DCC Board at its meeting in April 2022.