

# **REGULATIONS**

**West Gippsland Bowls Division Inc,**

**Incorporation No A0056250H**

**ABN No 48 219 855 711**

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## PART I – STATUS OF REGULATIONS

### 1.0 REGULATIONS BINDING

- 1.1 These Regulations are made under Rule 32 of the Constitution. Without limiting the Board's power under the Constitution, these Regulations or otherwise, the Board may review, amend and enforce these Regulations as it deems necessary or appropriate.
- 1.2 These Regulations are binding on all Members.

### 2.0 INTERPRETATION

#### 2.1 Interpretation

These Regulations shall be interpreted in a manner consistent with the Constitution. Any word or phrase which is defined in the Constitution will have the corresponding meaning in these Regulations unless otherwise set out.

#### 2.2 Definitions

Words, which are defined in the Constitution, are not redefined here.

**Act** means the Associations Incorporation Act 1981 (Vic) as amended or replaced from time to time.

**Affiliated Member** means a natural person recognised by the Bowls Victoria and a Club as a member under their respective constitutions from time to time.

**Betting and Match Fixing** means those activities included in **BV Regulations 13 & 26.4**.

**Board** means the Board of the West Gippsland Bowls Division Inc.

**Bowler** means a financial, bowling Member who has their capitation fee on their behalf to BV, another State or Territory Bowls Association, Bowls Australia or World Bowls, or is otherwise accepted by these bodies to play in any game. For the avoidance of doubt, this includes the Affiliated Members.

**Bowls Victoria Region Representative (BVRR)** means VRAG Representatives elected in accordance with Clause 21.3(b) of the BV Constitution who will be known as Bowls Victoria Region Representatives (BVRR)

**BV** means Bowls Victoria Incorporated.

**Clearance** means the approved process undertaken in accordance with **BV Regulation 16** to allow a Bowler to transfer between Clubs.

**Club Communications Officer** means one member of each Club appointed by the Club to receive email and other communications from the Region.

**Code of Ethics and Code of Conduct for Sport** means the Code of Conduct, Prohibited Conduct and Discipline set out in **BV Regulation 12**.

**Constitution** means the constitution of West Gippsland Bowls Division Incorporated as amended from time to time.

**Controlling Body** means the body having immediate control of the conditions under which a Game is played, in the order of precedence set out in the Laws of the Sport of Bowls.

**Disciplinary Committee** means any committee of people established to hear and determine disciplinary matters under the Constitution and these Regulations.

**Division** means the West Gippsland Bowls Division Inc.

Colours being: **NAVY BLUE and GOLD. Discs on Bowls are to be RED**

**Doping and Drug Regulations and Policy** means the anti-doping and drug policies of Bowls Australia, as amended from time to time, and apply to all BV Members and Officials with such amendment as necessary.

**Event** means any Club, Division, Region or State competition or tournament in the sport of bowls or such other competition or tournament as is governed by BV.

**Financial Year** means the Year ending 30<sup>th</sup> June.

**Game** means a game of Bowls played at or as part of an Event.

**Nominated Club** means the Club from where a Bowler's Affiliation fee has been paid to BV and where all Championship, Pennant and Club Games will be played by that bowler, except as provided in **BV Regulation 18**.

A player may be a member of more than one affiliated club, but must nominate one club (nominated club) in one State and Territory as being the club with which the player identifies for the purpose of playing Championship, Pennant or Club Games.

**Offence** means the commission of prohibited conduct in the terms of the BV Constitution and **BV Regulations Part V and Part X** and **rule 10** of the Region Constitution.

**Official** means any Director, Region or Division board or committee member, coach, umpire, team or squad manager, official bowls tester, authorised bowls inspector, promoter, match committee member or representative, medical officer, or any other person directly associated with a Game.

**Pennant Permit** means a permit issued to allow a player to compete in a mid-week pennant competition or a Saturday pennant competition for a Club other than the member's Nominated Club provided they are a full member of the other club, in accordance with **BV Regulation 18**.

**Player** means a Member of a Club affiliated with Bowls Victoria (provided that in each case such person has paid their subscription or affiliation fees to such Club and Bowls Victoria).

**Registered Programs** are approved programs as defined by Bowls Victoria from time to time, such as 40/40.

**Region** means the Strzelecki Bowls Region Inc.

**Region Official Representatives** Region Official Representatives, where elected, will assist Bowls Victoria Regional Representatives (BVRR) in carrying out of their duties.

**Regulations** means these Regulations, unless otherwise specifically indicated, as amended from time to time.

**Sections** mean Men and Women Bowls Sections of a Club where such Sections exist.

**Service Awards** are awarded to members of Clubs in accordance with **BV Regulation 27.9 and 27.9 (a)**.

**Super Veteran Badge** is awarded to members of Clubs in accordance with **BV Regulation 27.9 (b)**.

**Terms of Reference** means the terms of reference for Committees approved by the Board as amended from time to time. Such terms of reference will set out the authority of such Committees as delegated by the Board.

**VRAG** means Victorian Regional Advisory Group as described by **Rule 21.3** of BV Constitution.

**VRAG Representatives** means representatives elected in accordance with **Clause 21.3 (b)** of the Bowls Victoria Constitution or during the initial transition period from RVBA/VLBA to Bowls Victoria, as determined. VRAG representatives will be known as Bowls Victoria Region Representatives' (BVRR).

**WGBD** means West Gippsland Bowls Division Incorporated.

## **PART II - REGION AND DIVISIONS**

### **3. REGION with DIVISION**

#### **3.1 Definition and Structure**

- (a) The Region boundaries are set out by BV Appendix "A" of the Annexure of the BV Regulations as amended by BV Board from time to time. The Region will comprise such Clubs and Divisions as approved by BV Board from time to time.

- (b) The Region will incorporate under the Act. The name and constitution of the Region, and any amendments to it, must be approved by BV prior to being adopted.
- (c) Subject to continued recognition by BV and compliance with the BV Constitution and Regulations and any other directions issued by BV, the Region will accept Divisions and Clubs under sub-rule 6.1(d) of the BV Constitution as Members of the Region. The Clubs shall be represented at General Meetings by two delegates one male and one female, if possible. The delegates have the right to attend, debate and to vote at General Meetings. The Divisions shall be represented at General Meetings by the Chairman and Deputy Chairman (or their nominees) who have the right to attend and debate, but do not have voting rights at General Meetings.
- (d) The Region and Divisions are not authorised, entitled or empowered to legally bind liabilities on BV behalf. However, as incorporated bodies, the Region and Divisions will be entitled to enter into legal arrangements or otherwise act on their own behalf within the powers provided by BV.

### **3.2 Club Representation**

- (a) Each Member Club of a Division shall be entitled to representation at General Meetings of Clubs within the Division by two (2) Club Delegates, one Male and one female if possible, elected by the Clubs within such Division.
- (b) Each Member Club shall forward the names and addresses of Delegates to the Secretary of the Division within fourteen (14) days of their election in accordance with the provisions in the Division Constitution.

### **3.3 Functions of Region**

In addition to performing functions which derive from performing the duties noted in regulation 3.2, the Region:

- (a) must ensure that in all activities they abide by the World Bowls “Laws of the Sport of Bowls” and Bowls Australia Domestic Regulations as amended from time to time and adopted by World Bowls and/or Bowls Australia.
- (b) may impose a levy on Affiliated Members of the Clubs within Region.
- (c) must ensure that effective communication is maintained between itself, its Divisions and Clubs, and also BV, and
- (d) will provide representatives to VRAG meetings on terms set by BV from time to time.

## **4. DIVISION**

### **4.1 Definition and Structure**

- (a) With the approval of BV, Regions may establish Divisions. Divisions will act to manage a cluster of Clubs within the Region. For the avoidance of doubt, Regions do not have to establish Divisions.
- (b) Any Division established will have Clubs as set out in Annexure A as amended by the Board from time to time. Each Division will comprise such Clubs as approved by the Board from time to time.
- (c) Each Division will incorporate under the Act. The name and constitution of the Division, and any amendments to it, must be approved by BV prior to being adopted.
- (d) Subject to continued recognition by BV and compliance with the BV Constitution, these Regulations and any other directions issued by BV, each Division will accept as a Member of BV under sub-rule 6.1(d) of the BV Constitution.
- (d) Divisions are not authorised, entitled or empowered to legally bind BV or to incur liabilities on BV behalf. However, as incorporated bodies, Divisions will be entitled to enter into legal arrangements or otherwise act on their own behalf within the powers provided by BV.

### **4.2 Delegation to Divisions**

- (a) Within its respective jurisdiction, BV delegates the power to WGBD to assist BV and the Strzelecki Region to:

- (i) manage, promote and control Bowls, Clubs and any Affiliated Members;
  - (ii) consider and deal with all matters submitted to it by any Member;
  - (iii) cooperate with other Regions and Divisions in any Bowls related matters;
  - (iv) conduct and control any Region Bowls events and functions in accordance with BV rules for competition;
  - (v) promote the health and safety of all its Members, athletes, officials and other individuals participating in Bowls in any capacity;
  - (vi) pursue through itself or others such commercial arrangements, including sponsorship and marketing opportunities, as are appropriate to further the purposes of the Association;
  - (vii) promote the game and development of players; and
  - (viii) do all such things or activities which may be necessary for the accomplishment of these objectives.
- (b) The delegation of power to each Division is expressly subject to the requirement that the WGBD must follow all lawful directions of BV.

#### **4.3 Club Representation**

- (a) Each Member Club of a Division shall be entitled to representation at General Meetings of Clubs within the Division by two (2) Club Delegates, one Male and one female if possible, elected by the Clubs within such Division.
- (b) Each Member Club shall forward the names and addresses of Delegates to the Secretary of the Division within fourteen (14) days of their election in accordance with the provisions in the Division Constitution.

#### **4.4 Functions of Division**

In addition to performing functions which derive from performing the duties noted in regulation 4.2, the Division:

- (a) must ensure that in all activities they abide by the “Laws of the Sport of Bowls” as amended from time to time and adopted by World Bowls and/or Bowls Australia
- (b) may impose a levy on Affiliated Members of the Clubs within their jurisdiction; and
- (c) must ensure that effective communication is maintained between itself, its Region and Clubs, and also BV.

#### **4.5 Annual General Meetings**

- (a) An Annual General Meeting of each Division shall be held annually, no later than 30<sup>th</sup> June, or as specified in the Act. Each Club within the Division may be represented by two delegates, (one male and one female if possible), but only one vote may be cast on behalf of their Club.
- (b) Business at this Meeting will cover, but be limited to -
  - (i) Confirmation of the Minutes of previous Meetings
  - (ii) Chairman’s Report;
  - (iii) BVRR Representatives Report;
  - (iv) Committee Reports;
  - (v) Financial Report;

- (vi) Notice of Motion;

**Appoint Independent Chairman (Life Member) if available to announce the Results of the Election Ballot.**

- (vii) Election of Officer Bearers;
- (viii) Election of Committees
- (ix) Honorariums;
- (x) Affiliation Fees;
- (xi) Bowls Programs;
- (xii) Regional Championship Finals;
- (xiii) general Business

#### **4.6 General Meetings**

- (a) At least two (2) General Meetings in addition to the Annual General Meeting will be held annually by the Division.
- (b) Business of this meeting will cover, but not be limited to:
  - (i) proposed Notices of Motion;
  - (ii) mid season reports by Committee Chairmen;
  - (iii) proposed changes to Affiliation Fees for the ensuing season;
  - (iv) matters that impact on the Region and Divisions.

- (c) Quorum

No business shall be transacted at any General Meeting unless a quorum is present at the time when business is being considered. A quorum for General Meetings of the Division shall be the number of Clubs as defined in the Division Constitution, (being half the Clubs) and represented by their Member Club Delegates present in person or by proxy and entitled to vote, in accordance with the provisions in **Rule 14.1** of the Division Constitution.

- (d) Proxies

If both of a Club's Delegates are unable to attend a General Meeting, the Club may give its proxy to a Delegate from another Club or the chair of the meeting. For voting by proxy to be valid, the Club must notify the Chairman of the details of its proxy, in writing on the form (if any) required, not less than 24 hours before that General Meeting. A Delegate can exercise no more than 5 proxy votes.

- (e) Voting

- (i) all questions arising at a General Meeting shall be determined on a show of hands;
- (ii) in the case of an equality of votes on a question, the motion shall fail;
- (iii) neither the Chairman nor the chairperson of the meeting is entitled to exercise a second or casting vote.

#### **4.7 Board Committee**

A Board Committee, known as the Executive, shall be elected at each Annual General Meeting, shall hold office for twelve months, which expires at the time of the next Annual General Meeting of the Division, or as defined in the Division Constitution.

The composition of the Board shall consist of:

- (i) Chairman; and        }  
  } One shall be male and one female
- (ii) Deputy Chairman }

- (iii) Secretary;
- (iv) Treasurer;
- (v) Two (2) additional Members, (one shall be male and one female);

#### **4.8 Establishment of Playing Groupings**

The Division may establish groupings of Clubs within the Division for the conduct of Pennant, State Championship or such other competitions as required. Such groupings of Clubs may vary according to the Event being conducted.

#### **4.9 Establishment of WGBD Committees**

- 4.9.1 Under **Rule 21** of the Constitution, the Board is entitled to establish Committees and to delegate functions, power and duties to such Committees. All Committees must act in accordance with their Terms of Reference, the Constitution and these Regulations.
- 4.9.2 The Board may establish any of the following operational Committees:
  - 4.9.2.1 Competitions & Selection Committee;
  - 4.9.2.2 Club Development and Support Committee;
  - 4.9.2.3 Coaching Committee;
  - 4.9.2.4 Greens Committee;
  - 4.9.2.5 Umpiring Committee; and
  - 4.9.2.6 Under 18 Development Committee.

#### **4.10 Transfer of Clubs between Divisions**

Any Club wishing to transfer from one Division to another shall adhere to this procedure.

- (a) Write to the Division with which it is affiliated, expressing a desire to transfer and stating specific reasons.
- (b) Write to the Division, to which it desires to be transferred, expressing the desire to transfer and stating reasons.
- (c) Each Division concerned shall promptly send to the Region Board a copy of the correspondence received from the Club desiring to transfer together with a report regarding the proposed transfer.
- (d) The Region Board shall promptly consider the request for transfer and forward a copy of their report and reports from the concerned Divisions to the BV Chief Executive for consideration by the Board.
- (e) The Board shall, after further consultation approve or reject the transfer. If rejected the Board shall advise the Region Board, Divisions and the Club involved and give reasons for that rejection. there shall be no appeal from a decision of the Board.

### **PART III - GENERAL**

#### **5. ELECTION OF DIVISION BOARD AND COMMITTEES**

##### **5.1 Elections**

The Board may, by resolution, determine any additional regulations or that the election of the Division Board and Committees be conducted by postal vote.

##### **5.2 Nominations**

Nominations for the positions on the Board and other Committees must be:

- (i) in writing;



- (ii) signed by the nominee expressing their consent to accept the position for which they are nominated;
- (iii) signed by the proposer and seconder who must be delegates from different clubs; and
- (iv) accompanied by the nominee's curriculum vitae.
- (v) The nominee, the proposer and the seconder must each be a financial member of an affiliated club.
- (vi) Nominations must be received by the Secretary of the Division at least 28 days prior to the date on the election is to be declared as determined by Board.
- (vii) The Secretary must, as soon as practicable, after the time for receiving nominations, notify each Delegate and Affiliated Club of the nominations and ballot timetable.
- (viii) If insufficient nominations are received to fill any position/positions then the person/persons nominated to fill that position/positions must be declared elected at the meeting at which the elections are to be declared.
- (ix) If no nominations are received for any or all of the positions, the person currently holding that position may continue to do so in a temporary capacity until the vacancy is filled. If the person currently holding that position declines to act then the Executive Committee may opt to appoint a financial member of an affiliated club to act in a temporary capacity until the vacancy is filled.

### **5.3 Returning Officer**

- (i) A Returning Officer shall be appointed by the Board.
- (ii) The duties of the Returning Officer shall be to control the issuing and the counting of the ballot papers prior to the date on which the election is to be declared as determined by the Board.
- (iii) The Board may appoint one or more Assistants to the Returning Officer.
- (iv) Neither the Returning Officer nor any Assistants to the Returning Officer shall be a candidate in the ballot.
- (v) The Returning Officer shall:-
  - (a) submit a written report in relation to the election of Office Bearers, and Committees in separate sealed envelopes for each category to the Chairperson of the Annual General Meeting of the names of those elected to the positions which were contested by postal ballot;
  - (b) record the number of votes received by each candidate and present this information to the Chairperson of the meeting.
  - (c) it shall be the duty of the Returning Officer, after the declaration of the poll, to destroy the ballot papers on the expiration of 14 days.

### **5.4 Postal Ballot Papers**

- (i) Two envelopes shall be issued by the Returning Officer with the Ballot Papers as follows:
  - (a) Envelope (A): A plain envelope marked 'Ballot Papers' large enough to hold the Ballot Papers without folding.
  - (b) Envelope (B): A printed envelope in the form of a declaration, with spaces to indicate Name of the Division, Date of Posting and Signature of the Club Secretary.
- (ii) The return of the ballot paper and completion of the details on Envelope (B) shall be the responsibility of the Returning Officer.
- (iii) Envelope (A) must be sealed and placed inside Envelope (B)
- (iv) Envelope (B), containing Envelope (A) shall be returned to the designated address by Mail, so as to reach the office no later than 5.00pm on the Friday prior to the date on which

the election is to be declared.

- (v) The Division Secretary or the designated officer shall:
  - (a) open Envelope (B) and enter details of Envelope (B) into the Register kept for that purpose and the date and time of receipt;
  - (b) open Envelope (B) and place the sealed Envelope (A) in the Ballot Box; and
  - (c) initial the Register to indicate all procedures have been followed.
- (vi) Envelope (A) will remain sealed until opened by the Returning Officer at the commencement of counting.
- (vii) The Returning Officer shall ensure that each Ballot Paper clearly indicates the method of voting.
- (viii) The following procedure for the election of the Board will be followed when an election is required under the provisions of Rule 17 of the Constitution.
  - (a) Voters will be asked to tick/select one box on the ballot paper and this must be done for the vote to be counted as a formal vote.
  - (b) Where applicable in the ballot for the two Board Member positions, the male and female candidates with the highest number of votes will be determined elected as the Board Members of WGBD.
  - (c) Each candidate may appoint a scrutineer at the count of votes.

## **5.5 Ballot Results**

- (i) The result of each ballot shall be determined on the first-past-the-post system.
- (ii) If there is an equal number of votes for two or more candidates the Returning Officer in the presence of a scrutineer representative for each Candidate shall draw lots to determine the result.
- (iii) The results of the election shall be provided by the Returning Officer to the Chairperson at the Annual General Meeting or Extraordinary General Meeting or by mail as the case may be.
- (iv) In the case of an Annual General Meeting or Extraordinary General Meeting the Chairperson must declare the results of the report of the Returning Officer.
- (v) The result of the election shall be posted on the WGBD website as soon as practicable.

## **5.6 DUTIES OF BOARD MEMBERS**

### **5.6.1 Chairman**

The Chairman shall:

5.6.1.1 be an affiliated member of a club in the WGBD;

5.6.1.2 attend all meetings of the Board;

5.6.1.3 be the executive officer of the Division;

5.6.1.4 occupy the chair at all meetings other than committee meetings.

### **5.6.2 Secretary**

The Secretary shall:

5.6.2.1 be an affiliated member of a club in the WGBD;

5.6.2.2 attend all meetings of the Board;

- 5.6.2.3 carry out all those duties usually associated with such office;
- 5.6.2.4 receive all monies, record details and pass them to the Treasurer;
- 5.6.2.5 assist all committees in any matter requiring office facilities or use of administration equipment at the request of the chairman of such committee;
- 5.6.2.6 obtain and keep in safe custody a Common Seal;
- 5.6.2.7 establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of the Division together with a record of those present at General and Board meetings;
- 5.6.2.8 retain all records and minutes for a minimum of seven years.

### **5.6.3 Treasurer**

The Treasurer shall:

- 5.6.3.1 be an affiliated member of a club in the WGBD;
- 5.6.3.2 receive all monies through the Secretary and bank such monies as soon as possible;
- 5.6.3.3 keep faithful record of receipts and expenditure and of the assets and liabilities and all other financial transactions of the Division;
- 5.6.3.4 Furnish a properly prepared statement of accounts and balance sheet to the Annual General Meeting, subjected to audit;
- 5.6.3.5 Arrange for all cheques to be signed by two members of the Board.

## **6. WEST GIPPSLAND BOWLS DIVISION COMMITTEES**

### **Terms of Reference For Committees**

#### **6.1 Competitions & Selection Committee**

- 6.1.1 This committee shall consist of a minimum of five (5) members.
- 6.1.2 For **competitions** the committee or any of its sub-committees shall;
  - 6.1.2.1 Compile and publish a program of competition events for each season;
  - 6.1.2.2 prepare the necessary notices, entry forms and other documents for each event;
  - 6.1.2.3 elect members from its committee to be representatives of the WGBD and so assist in organising State Title events at division level;
  - 6.1.2.4 in conjunction with the Umpires Committee, appoint the appropriate number of umpires and markers for events under their control;
  - 6.1.2.5 settle questions of eligibility; and
  - 6.1.2.6 deal with any dispute on any matter concerning the games and their management.
- 6.1.3 For **Pennant** the Committee or any of its sub-committees shall:
  - 6.1.3.1 Accept entries for the Pennant competition;
  - 6.1.3.2 conduct and publish the draw for the competition immediately entries have closed;
  - 6.1.3.3 advise clubs in writing of the local rules and various procedures applicable to the competition for each season;

- 6.1.3.4 collect the results after each game and maintain up to date ladders for each level (division) of the competition; and
- 6.1.3.5 in conjunction with the Greens Committee allocate greens for the final series.
- 6.1.3.6 in conjunction with the Umpires Committee appoint umpires for the final series.
- 6.1.4 For the **selection** of teams representing the WGBD, the committee or sub-committee shall:
  - 6.1.4.1 select dates to conduct selection trials where invited players will participate;
  - 6.1.4.2 select sides to represent the WGBD in competitions conducted by the Strzelecki Region, BV and by other regions and divisions;
  - 6.1.4.3 organise, where appropriate, practice sessions prior to representative competition;
  - 6.1.4.4 through the Side Manager prepare a report for submission to the WGBD Board on the performance of the side for each representative event; and
  - 6.1.4.5 within seven (7) days of a meeting of the Committee and its sub-committees, send a copy of the minutes and any supporting documentation to the WGBD Secretary.

## **6.2 Club Development & Support Committee**

- 6.2.1 This Committee shall:
  - 6.2.1.1 provide advice to existing and prospective clubs on procedural matters relative to their compliance with legal requirements;
  - 6.2.1.2 liaise with clubs considering merging with or taking over the assets of another club;
  - 6.2.1.3 offer assistance to clubs that may be or appear to be experiencing difficulties;
  - 6.2.1.4 offer assistance to clubs on strategies for the recruitment of new members;
  - 6.2.1.5 within seven (7) days of a meeting of the committee, send a copy of the minutes and any supporting documentation to the WGBD Secretary.

## **6.3 Coaching Committee**

- 6.3.1 This committee shall consist of a maximum of five (5) with a minimum of three (3) members.
- 6.3.2 The Committee shall:
  - 6.3.2.1 ensure that coaches and potential coaches are properly educated in the methodology used in basic coaching;
  - 6.3.2.2 be responsible for the accreditation and reaccreditation of coaches in the WGBD;
  - 6.3.2.3 conduct required coaching seminars in all areas of the WGBD;
  - 6.3.2.4 liaise closely with the Bowls Victoria Coaching Committee on all matters of relevance; and
  - 6.3.2.5 within seven days (7) of a meeting of the committee, send a copy of the minutes and any supporting documentation to the WGBD Secretary.

## **6.4 Greens Committee**

- 6.4.1 This committee shall consist of a minimum of three (3) members.
- 6.4.2 The Committee shall:

- 6.4.2.1 arrange for the annual inspection and reporting on the greens of each club;
- 6.4.2.2 provide technical advice to clubs on matters associated with greens.
- 6.4.2.3 where required conduct or assist with the conduct of seminars;
- 6.4.2.4 in conjunction with the Strzelecki Region and the WGBD Competition Committee, recommend greens that are available and suitable for the playing of pennant finals and championship events;
- 6.4.2.5 maintain records of the number of greens and type of grass or artificial surface used in each green for each club within the WGBD;
- 6.4.2.6 within seven (7) days of a meeting of the committee, send a copy of the minutes and any supporting documentation to the WGBD Secretary.

## **6.5 Umpires Committee**

- 6.5.1 This committee shall consist of a maximum of five (5) and a minimum of three (3) members who shall each hold the National Officiating Accreditation Scheme card.
- 6.5.2 The Committee shall:
  - 6.5.2.1 ensure that umpires and potential umpires are properly educated in the interpretation of the Laws and Rules of the Sport of Bowls and other umpiring skills such as measuring;
  - 6.5.2.2 be responsible for the accreditation and reaccreditation of umpires;
  - 6.5.2.3 establish and maintain a panel of elite umpires and markers to be used at WGBD and Strzelecki Region events;
  - 6.5.2.4 be the committee responsible for the interpretation of all Laws and Rules as they relate to specific events;
  - 6.5.2.5 draft and submit to the WGBD Board, any suggested changes to the Laws of the Sport of Bowls for consideration by the Bowls Victoria Laws and Rules Committee; and
  - 6.5.2.6 within seven (7) days of a committee meeting, send a copy of the minutes and any supporting documentation to the WGBD Secretary.

## **6.6 Under 18 Development Committee**

- 6.6.1 This committee shall consist of a minimum of three (3) members all of whom shall hold a current Working With Children Check card.
- 6.6.2 The Committee shall:
  - 6.6.2.1 encourage clubs to establish contact with key personnel in local schools in an endeavour to have the sport included in the curriculum;
  - 6.6.2.2 encourage and assist clubs to host information sessions in local schools;
  - 6.6.2.3 encourage, promote and support activity in a Junior Development Squad;
  - 6.6.2.4 conduct BV Under 18 championships;
  - 6.6.2.5 sponsor and encourage under 18 team and side participation at selected fixtured events; and
  - 6.6.2.6 within seven (7) days of a committee meeting, send a copy of the minutes and any supporting documentation to the WGBD Secretary.

## **6.7 The Board reserves its right to establish additional Committees at any time in accordance**

with the Constitution. Further, the Board reserves its right to wind up any Committee or revoke its delegation to such Committee.

**6.8** The Board delegates to each of the Committees, the functions, powers and duties which are set out in the particular Committee's Terms of Reference.

**6.9** Subject to anything in the Constitution, this Regulation or in the Terms of Reference, Committees:

6.9.1 will have as ex-officio members, the Chairman or a designated Board Member, who will be entitled to attend any Committee meeting but not vote;

6.9.2 must conduct their meetings in the same manner as the Board would, according to the procedures set out in the Constitution, subject to any necessary or incidental amendment;

6.9.3 must have a majority of the members of the Committee at a meeting for their to be a quorum for the transaction of the business;

6.9.4 are not authorised, entitled or empowered to legally bind or to incur liabilities on behalf of BV, Strzelecki Region or WGBD, unless specifically authorised in its Terms of Reference.

#### **6.10 Committee Vacancies**

If any vacancy occurs in any committee position the Board shall appoint any eligible person to the vacancy.

### **PART V – MEMBERSHIP**

#### **7. LIFE MEMBERS**

7.1 Under rule 6.1(b) of the Constitution, the Board may determine to grant a person life membership of WGBD. The Board will consider awarding a Life Membership according to the following procedure.

7.1.1 The Board shall receive any proposals for Life Membership

7.1.2 The Board may recommend to Members at the Annual General Meeting that any Affiliated Members who has rendered distinguished service to Bowls be appointed as a Life Member. The Affiliated Member must have rendered service which the Board has deemed to have assisted the advancement of Bowls in the WGBD, whether as a player, administrator or otherwise.

7.1.3 Life Membership may be granted **when there are less than six (6) Life Members** where the recommendation:

7.1.3.1 is approved by a resolution of 75% of the Board;

7.1.3.2 is then approved by a resolution of the Annual General Meeting where 75% of those present, and entitled to vote are in favour of the resolution.

7.1.4 An Affiliated Member must accept or reject WGBD's resolution to confer Life Membership in writing. Upon written acceptance, the individual's details shall be entered upon or updated in the Register.

#### **8. SUBSCRIPTIONS AND FEES**

##### **8.1 Capitation Fee**

In accordance with **Rule 7** of the Constitution and **Regulation 4.4 (b)** of these Regulations, the Board may impose a levy in the form of a Capitation Fee on Affiliated Members, based on the total club membership in the Division, as at the end of the previous financial year.

The Capitation Fee will cover the costs and expenditure incurred by the Board and Committees of the Region. The Fee will be set by the Board from time to time.

## **8.2 Other Fees**

To meet the cost to implement and conduct Events, such as, Victorian Championships, Pennant Division Championships, and Trial Games, the Board may set a Fee to meet extraneous expenditure that may arise from time to time. There is no limit to the type of Events where this Fee may apply.

## **PART VI – CODES OF CONDUCT, PROHIBITED CONDUCT AND DISCIPLINE**

### **9. CODE OF ETHICS AND CODE OF CONDUCT FOR SPORT**

- 9.1.1 Bowlers shall at all times (both on and off the green) conduct themselves in a manner that does not reflect unfavourably on Bowls, fellow bowlers and BV, Strzelecki Region and WGBD. Failure to do so will render the Bowler liable to disciplinary action under these Regulations
- 9.1.2 All Members and Clubs shall abide by the Victorian "Code of Conduct for Community Sport". This code requires all to have a responsibility to ensure participation in any community sport event is free from any anti-social behaviour both on and off the green which prevents others from taking part and getting active. WGBD strongly endorses the principle that every person (be they a spectator, player, club member, official, participant, administrator, coach, parent or member of the community) involved with Bowls should work to ensure:
  - 6.1.2.1 inclusion of every person regardless of their age, gender or sexual orientation;
  - 9.1.2.2 inclusion of every person regardless of their race, culture or religion;
  - 9.1.2.3 opportunities for people of all abilities to participate in the sport and develop to their full potential;
  - 9.1.2.4 respect is shown towards others, the club and the broader community;
  - 9.1.2.5 a safe and inclusive environment for all;
  - 9.1.2.6 elimination of violent and abusive behaviour; and
  - 9.1.2.7 .protection from sexual harassment or intimidation.
- 9.1.3 As provided in Rule 10 of the Constitution, people that fail to meet these standards may be subject to action by WGBD.

### **9.2 BETTING AND MATCH FIXING**

#### **9.2.1 Prohibited Conduct**

- 9.2.1.1 It will be a breach of these Regulations for any Bowler or Official to directly or indirectly (through an associate or otherwise), alone or in conjunction with another:
- 9.2.1.2 bet (which will include, but is not limited to, financial wagering) on any Game in which he or she, or any associate or Official, is involved; or
- 9.2.1.3 participate (whether by act or omission) in Match Fixing. The term "Match Fixing" means offering or receiving a bribe, inducement or otherwise to cause or attempt to cause a game to be determined otherwise than on its merits.

## **PART V - ANNEXURE**

### **APPENDIX “A”**

In accordance with regulation 3.1 (a) the will consist West Gippsland Bowls Division Inc., and the clubs within this Division will form the boundaries of the Division, as hereunder.

The WGBD Division and Clubs are constituted and Incorporated under the *Associations Incorporation Act 1981, (Victoria)*, as amended from time to time.

#### **WEST GIPPSLAND BOWLS DIVISION INC.**

Boolarra Bowls & Recreation Club  
Drouin Bowling Club  
Garfield Bowling Club  
Longwarry Bowls Club  
Moe Bowling Club  
Morwell Bowling Club  
Morwell Club Bowling Club  
Neerim District Bowling Club  
Thorpdale and District Bowling Club

Trafalgar Bowls Club  
Trafalgar Park Bowls Club  
Traralgon Bowls Club  
Traralgon RSL Bowls Club  
Warragul Bowling Club  
Yallourn Bowling Club  
Yallourn North Bowling Club  
Yarragon Bowling Club  
Yinnar Bowls Club