

FINAL DRAFT
As at 26 January 2023 (GT)

SUNSHINE COAST DISTRICT
BOWLS ASSOCIATION INC.

BY-LAWS

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BY-LAWS OF THE SUNSHINE COAST DISTRICT BOWLS ASSOCIATION INC.

SECTION A

ROLE DESCRIPTIONS (rule 14.6)

President:

Abide by the District Constitution and By Laws.

At all times promote the image of the District and the Game of Bowls and goodwill throughout the district.

Attend and contribute to all Management Committee and other meetings as a member of the Management Committee.

Act as Chairperson at all meetings of the Association

Act in close relationship with the District Secretary and relevant Committee members to ensure the smooth running of the district affairs.

When necessary, make decisions on behalf of the Management Committee for urgent matters.

Attend all Club and District President's days, Inter District competitions, District competitions and other functions when invited

Attend sub-committee meetings as required.

Any other duties required by the Management Committee.

Vice Presidents (1 Female and 1 Male):

Abide by the District Constitution and By Laws.

At all times promote the image of the District and the Game of Bowls and goodwill throughout the district.

Attend and contribute to all Management Committee and other meetings as a member of the Management Committee.

When requested accompany the District President on visitations, President's Days, Inter District competitions and District Championships.

Carry out duties as requested by the President and any other duties required by the Management Committee.

Deputise for the President in his/her absence.

Secretary:

Abide by the District Constitution and By Laws.

At all times promote the image of the District and the Game of Bowls and goodwill throughout the district.

Attend and contribute to all Management Committee and other meetings as a member of the Management Committee.

In conjunction with the Executive have the general control and management of the administration of the affairs, property and funds of the Association.

Ensure all meetings are conducted according to the Constitution and By-laws.

Arrange meetings as required and compile an agenda for distribution to the members of the Management Committee, Committee Chairperson and the Club Delegates as appropriate.

Compile full and accurate minutes of all proceedings at every meeting. The accuracy of the minutes of every meeting shall be approved by the President or Vice President in the Presidents absence.

A record of all minutes to be stored digitally and distributed to all relevant recipients.

Answer all correspondence without undue delay after discussion with the relative Committee.

Maintain an accurate register of affiliated members consistent with the Bowls Queensland Data Base.

Compile the Annual General Report booklet.

Maintain an up-to-date record of all the district and inter district competitions in conjunction with the Chairperson of the Match Committee.

Control of the letting/rent and maintenance of the district rooms by all Committees, other bowls organizations and the public.

Treasurer:

Abide by the District Constitution and By Laws.

At all times promote the image of the District and the Game of Bowls and goodwill throughout the district.

Attend and contribute to all Management Committee and other meetings as a member of the Management Committee.

When requested accompany the District President on visitations, President's Days, Inter District competitions, all District competitions etc.

Compile an annual budget for the Association and report against that budget at each meeting of the Management Committee or as otherwise directed.

Ensure that the funds of the Association are banked in the name of the Association.

Maintain accurate records of accounts in printed form showing the financial affairs of the Association.

Deposit all moneys as soon as practicable after receipt thereof.

Ensure that any negotiable instrument issued by the Association is signed by at least two of the association executive members approved by the Association's Management Committee registered with the financial institution where the account is held.

Provide audited annual reports to the Association as required by the Constitution.

Submit a Treasurer's Report and "Out of Pocket" claims to the monthly Management Committee for ratification and/or approval

Assistant Secretary:

Abide by the District Constitution and By Laws.

At all times promote the image of the District and the Game of Bowls and goodwill throughout the district.

Attend and contribute to all Management Committee and Council meetings as a member of the Management Committee.

Oversee the maintenance of the district website and the district calendar of events and provide advice to the management committee on the use of social media.

Monitor Facebook and other digital media sites and report to the management committee cases of positive or negative publicity.

Deputise for the Secretary and/or Treasurer when they are unavailable.

Chairperson, District Selection Committee:

Abide by the District Constitution and By Laws.

At all times promote the image of the District and the Game of Bowls and goodwill throughout the district.

Attend and contribute to all Management Committee and Council meetings as a member of the Management Committee.

Oversee the selection of players/teams to represent the district.

Recruit suitably qualified people to act as selectors for both male and female teams.

All selectors shall complete the BQ Selectors training module or be trained accordingly to act with fairness and respect in the selection of players.

Seek expressions of interest from clubs and individuals for suitably qualified bowlers to be considered for district selection.

Attend all events where district players are participating and arrange accommodation and transport when necessary.

Attend to all matters pertaining to Selection and submit written monthly reports to the Management Committee at least five days before each monthly meeting.

Adopt an appeal and selection policy as approved by the Management Committee.

Chairperson, District Match Committee:

Abide by the District Constitution and By Laws.

At all times promote the image of the District and the Game of Bowls and goodwill throughout the district.

Attend and contribute to all Management Committee and other meetings as a member of the Management Committee.

Develop and control the Association's match/game program and establish and publish an annual calendar of events.

Oversee the conduct of all District competitions including calling for nominations and completing the draw on closure of nominations.

Maintain a current record of all District competitions in conjunction with the District Secretary.

Manage the annual pennant competition and compile and publish the results of weekly events.

Advising clubs of all the necessary details to ensure smooth running of District events.

Act in accordance with the conditions of play and the laws of the Game.

Recruit qualified members to be appointed to the Match Committee.

Attend to all matters pertaining to the Match and submit written monthly reports to the Management Committee at least 5 days before each monthly meeting.

Chairperson, District Coaching Committee:

Abide by the District Constitution and By Laws.

At all times promote the image of the District and the Game of Bowls and goodwill throughout the district.

Attend and contribute to all Management Committee and Council meetings.

Recruit qualified members to be appointed to the district coaching panel.

Oversee the training and development of all district coaches.

Conduct regular development workshops to attain and maintain a professional standard of coaching within the district.

Maintain records to ensure that all coaches are advised when they are due to have their blue cards or qualifications renewed.

Attend to all matters pertaining to Coaches and submit written monthly reports to the Management Committee at least 5 days before each monthly meeting.

Chairperson, District Umpires Committee:

Abide by the District Constitution and By Laws.

At all times promote the image of the District and the Game of Bowls and goodwill throughout the district.

Attend and contribute to all Management Committee and Council meetings.

Recruit qualified members to be appointed to the district umpire's panel.

Oversee the training and development of all district umpires.

Conduct regular development workshops to attain and maintain a professional standard of umpiring at district events.

Appoint umpires to officiate at events within the district as requested by the clubs.

Maintain records to ensure that all umpires are advised when they are due to have their blue cards or qualifications renewed.

Attend to all matters pertaining to Umpires and submit written monthly reports to the Management Committee at least 5 days before each monthly meeting.

Chairperson, Junior Development Committee:

Abide by the District Constitution and By Laws.

At all times promote the image of the District and the Game of Bowls and goodwill throughout the district.

Attend and contribute to all Management Committee and Council meetings.

Recruit qualified members to be appointed to the district junior development panel.

Oversee the training and development of all junior players within the district.

Engage with specialist skills coaches to conduct regular development workshops to improve the skills of junior players within the district.

Liaise with the district selectors to nominate appropriately skilled junior players to play in district events.

Engage with the parents and guardians of junior players to ensure that they are protected and supported at all events in which they play.

Attend to all matters pertaining to the junior player development and submit written monthly reports to the Management Committee at least 5 days before each monthly meeting.

Bowls Queensland Delegates - (1 Female and 1 Male)

Abide by the District Constitution and By Laws.

At all times promote the image of the District and the Game of Bowls and goodwill throughout the district.

Attend and contribute to all Management Committee and Council meetings.

Represent the district and provide input to matters under consideration.

Advocate on behalf of the district and for the benefit of the district.

Receive reports and correspondence from Bowls Queensland and provide advice to the district secretary for distribution to clubs and bowling members as necessary.

Attend all Bowls Queensland delegates meetings and submit written reports to the next Management Committee meeting.

Chairperson, Winter Carnival Committee:

Abide by the District Constitution and By Laws.

At all times promote the image of the District and the Game of Bowls and goodwill throughout the district.

Attend and contribute to all Management Committee and Council meetings

The Winter Carnival Committee shall have the responsibility of arranging the financing, the distribution of nomination forms, publicising the Carnival, to receive nominations, arrange the draw and select the Greens for the conduct of the Carnival.

Engage and manage oversee an Event Manager to carry out the specified duties as defined in the role description for that position.

Recruit qualified members to form the Committee each year.

Liaise with the seconded members of the committee on a regular basis.

Attend to all matters pertaining to the Carnival and submit written monthly reports to the Management Committee at least 5 days before each monthly meeting.

SUB-COMMITTEES:

- District Selection Committee - Chairperson (EG) plus 3 Female and 3 Males
 - District Match Committee - Chairperson (EG) plus 1 Female and 1 Male
 - District Coaching Committee - Chairperson (EG) - number variable.
 - District Umpires Committee - Chairperson (EG) - number variable.
 - Junior Development Committee - Chairperson (EG) - number variable.
 - Winter Carnival Committee - Chairperson (EG) - number variable.
 - Any other sub-committee as the Management Committee may appoint.
- (a) The Chairperson of any sub-committee shall keep the President of the Association informed of all decisions and other business of the sub-committee.
- (b) The Chairperson of any sub-committee and any delegate to Bowls Queensland may also be members of the Management Committee

APPOINTMENT OF SUB COMMITTEES:

Expressions of Interest shall be used when a vacancy occurs on the sub-committees.

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APPOINTMENT OF PATRON:

A Patron may be appointed at a General Meeting on the recommendation of the Management Committee. A Patron shall not be a member of the management committee.

RESIGNATIONS OF APPOINTEES:

A person appointed to any position, including those on Match or Selection Sub-Committees, may resign their position at any time by giving notice in writing to the District Secretary and such resignation shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice, when it shall take effect on that later date.

SECTION B

ATTIRE:

SCDBA will be responsible for ensuring that all players, markers and umpires participating in games on greens of an affiliated Club shall wear the correct attire as determined by SCDBA Policy.

ASSOCIATION BADGES:

Will be provided to Management Committee members, appointed Sub-Committee members, Life Members and Patron of SCDBA.

ASSOCIATION HAT BANDS:

May be provided to Management Committee members, appointed Sub-Committee members and Life Members of SCDBA.

SECTION C

PLAYER COMMITMENTS:

When a member of a Club has been called to fulfill a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment in a match or on official business, on any day on which they are drawn to play in a Bowls Australia, Bowls Queensland, SCDBA or Club commitment, the onus shall be on the player to notify the Bowls Queensland, SCDBA or Club, as the case may be.

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The Association Match Committee will develop the Conditions of Play for all District competitions provided such conditions do not conflict with the current Laws of the Sport of Bowls (including the Domestic regulations for Australia), Bowls Queensland Conditions of Play and Bowls Australia Policies.

Conditions of play set down by the Match Committee for all District events will not be overturned by the Management Committee or Clubs.

The Association is empowered to impose and collect penalties in respect to any breaches of any Conditions of Play for any competitions conducted by the Association, provided that such penalty does not conflict with any penalty provided by the current Laws of the Sport of Bowls (including the Domestic regulations for Australia) and Bowls Australia Policies.

MEMBERS OF 2 OR MORE CLUBS OR DISTRICTS:

The matter of Club membership is the responsibility of the Club.

In accordance with Bowls Australia policy "Affiliation, Eligibility to Play and Player Clearance Policy", (Registration of Players and Dual Registrations), a member of an affiliated club shall lodge a Declaration declaring his/her intention for which club the player wishes to represent for all District/Championship of Club Championship events and for the District sides. This declaration shall be lodged with the District Secretary by the 1 January of each year. Should any player fail to lodge such a declaration, that player will be deemed to have declared for the Club for that year where he/she plays or played his/her first championship game regardless of where he/she paid his/her subscriptions. This declaration shall cover all Champion of Club championship disciplines, that is, he/she can only represent the 1 club for the year where he/she either declared for or played his/her first championship game. Any player having played in a Champion of Club Championship event cannot play in any Champion of Club Championship event in any other Club. See Bowls Queensland By-Laws 9.1. All other Championship events are the responsibility of the club and their by-laws and conditions of play.

No member of an affiliated club shall play for more than one club in any pennant championship competition conducted by SCDBA in any calendar year without written permission from the District Management Committee. Any player wishing to play Pennant at any other club other than their declared club must lodge with the District Secretary and both clubs a Pennant Permit Request form. This form must be lodged before the commencement of the Pennant season. Any request after the commencement of the Pennant season shall only be approved by the District Executive and will need to be of a substantial nature. A player may play in any Club Championship event in any club that he may be a member of, (subject to that's Clubs Constitution and By-laws), however he/she may only represent the club that he/she has declared for as per the preceding paragraph. In the event of any member of an affiliated club so doing he/she will be disqualified and the club for which he/she is not qualified may also be disqualified from such competitions or championships.

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No member of an affiliated club who has played in any State or District Association match or competition (excluding Carnivals) arranged by a State or District Association outside of this State or District Association shall in the same calendar year play in any match or competition (excluding Carnivals) arranged by SCDBA unless he/she has obtained written permission from the District Management Committee. If permission has not been granted he/she shall be disqualified from such match or competition arranged by SCDBA.

No member, who has played in any other State or District Representative team in that same calendar year, shall be eligible for selection of SCDBA representative teams without first obtaining the written permission from the District Management Committee.

COMPETITIONS AND CONDITIONS OF PLAY:

All competitions and other matches played or held under the patronage and auspices of SCDBA shall be played in accordance with the BA Laws of the Game and Conditions of Play from time to time in force set down by Bowls Queensland.

SCDBA shall set the conditions of play for competitions provided such conditions shall not conflict with these By-laws or the By-laws of the Game. The SCDBA is empowered to impose and collect penalties in respect of any breach of any conditions of play pertaining to competitions conducted by SDCBA provided that such penalty is not in conflict with any Laws of the Game.

Whilst SCDBA is conducting a Carnival, Inter District competition or District competition, no club or any other organization, clubs, companies etc. shall conduct any carnival, or any other competition during the same period without prior approval in writing from SCDBA.

Where a player has nominated in 2 competitions controlled by different controlling bodies and the matches are called for the same time the player must elect in which event he/she wishes to participate. No substitute will be allowed for him/her in the other event. (The current DR rules 2.4.10 and 2.4.11 refer).

CONTROLLING BODY:

The controlling Body for all matches will be the SCDBA Match Committee or such person (s) as appointed by the Match Committee.

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SECTION D

REPRESENTATION OF MANAGEMENT COMMITTEE MEMBERS

All requests by Clubs for official SCDBA Management Committee representation or attendance at any meeting, competition or event must be made in writing to the Secretary of SCDBA.

SECTION E

CLUB RESPONSIBILITY - AFFILIATION WITH BOWLS AUTHORITIES

1. Clubs will affiliate with Bowls Australia, Bowls Queensland and accept and abide by the Rules and By- Laws of each entity.
2. Clubs will become a member of SCDBA and will abide by the Constitution and By- Laws of SCDBA.
3. Clubs will renew their affiliation with Bowls Australia, Bowls Queensland each year and forward the annual affiliation fees to Bowls Queensland by the due date of payment.
4. Clubs will renew membership with the Association each year according to the Association Constitution and pay annual membership to the Association by the due date of payment.
5. Clubs will provide Bowls Queensland and the Association such returns as are required by these bodies including –
 - (a) monthly returns of names and details of new members, resignations, dual members, deceased members and the suspension or expulsion of members.
 - (b) copies of Clearance Certificates, including:
 - (i) all inter-Club Clearances and
 - (ii) applications to Bowls Queensland for an Interstate Clearance
 - (c) Members of two or more clubs
 - (i) Declaration for Championship Events (Singles, Pairs, Fours)
 - (d) Queensland Intra Club Pennant Permit Request Form or Interstate Renewal Declaration Request Form
6. Clubs will not make, amend or repeal any Conditions of Play or Rules in relation to the playing of the game of bowls that conflict with the Conditions of Play or Rules of Bowls Queensland and the SCDBA and Bowls Australia Policies.
7. It is a Bowls Queensland Policy that no one shall hold a position in the Bowls Queensland organizational structure, including District and Clubs, unless they hold a current Queensland Government issued Blue Card.

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SECTION F

PRIVACY OF INFORMATION

All information received is for the exclusive use of the SCDBA Management Committee and any appointed sub-committees. This information is to be used only if a player is taking part in, or is selected for, any SCDBA event or competition.

This information shall be treated as strictly confidential by the SCDBA and will not be sold or given to any other person or business.

The SCDBA will take no responsibility for the security of information conveyed to the Association by players using social media.

SECTION G – Policies and Procedures

The following attachments have been developed for consideration of the inaugural Management Committee and shall not take force until endorsed by that committee.

ATTACHMENTS

CODE OF CONDUCT – Draft document attached

COMPLAINTS POLICY – WIP

ATTIRE POLICY – To be determined by amalgamated committee.

DISCIPLINE POLICY – WIP

APPEALS POLICY ???

SOCIAL MEDIA POLICY -

SUNSHINE COAST DISTRICT BOWLS ASSOCIATION INC – CODE OF CONDUCT

The SCDBA Code of Conduct is intended to guide all Committee and Sub-Committee Members and representatives and in their dealings with players, other personnel and agencies.

The Code of Conduct is a set of principles that provide guidance on acceptable and unacceptable behaviour and to promote honest and ethical conduct and deter wrongdoing.

Whether you are on SCDBA premises, at a SCDBA function or handling information relating to SCDBA, you are required to conduct yourself in a professional manner consistent with the highest community standards and within applicable laws and regulations.

Where these standards are breached, counselling and disciplinary action will occur, which could result in termination of your relationship with the SCDBA for acts of serious misconduct and, in appropriate circumstances, legal and criminal proceedings.

All members shall conduct themselves in accordance with the following principles:

- **Honesty / Truthfulness.** Members are placed in a position of trust and are expected to be honest in carrying out their duties.
- **Integrity.** Integrity results from consistent decisions to act ethically in different situations and to consistently uphold the ethical principles of the SCDBA.
- **Respect.** A respectful workplace is safe, free from discrimination and harassment. Members should treat everybody with courtesy, fairness and equity; avoid behaviour that may be perceived as harassing, intimidating, bullying or physically or emotionally threatening and refrain from acting in a way that would harm the reputation of the SCDBA.
- **Quality.** Quality means doing everything to the best of one's ability and striving to better meet the needs of our associates.
- **Responsibility and Accountability.** Responsibility calls on us to accept the obligation to act in certain ways. Accountability is the willingness to accept the consequences of our actions. Together they are the cornerstone of mature, ethical behaviour.
- **Professionalism.** Members should carry out their duties in a professional, responsible manner ensuring that they always exercise the best possible professional judgement.
- **Privacy.** Members should respect the privacy of our Clubs and players and maintain the confidentiality of information received in the course of their duties in as far as is practicable.

I will:

- Ensure that the confidentiality of sensitive information relating to SCDBA or its operations is always respected.
- Ensure the protection and enhancement of SCDBA's image and success.
- Refrain from engaging in exploitation, misinformation and misrepresentation regarding SCDBA's operations.

- Refrain from any behaviour that is bullying, harassing or discriminatory.
- Refrain from using the SCDBA’s computers, phones, internet for personal use (unless they forms part of an agreement).
- Refrain from soliciting gifts or gratuities from sponsors.
- Recognise and deal appropriately with any conflict of interest.
- Be punctual for meetings and diligently perform my tasks, using my skills and best judgment.
- Maintain an appropriate businesslike standard of appearance while performing duties.
- Undertake my duties conscientiously, efficiently, economically and effectively, working safely and ensuring the safety and security of all SCDBA’s members.
- Act as an ambassador for the SCDBA, and not directly or indirectly engage in any behaviour or activity which could, by association, cause the SCDBA public embarrassment or bring their image into disrepute.
- Have regard to the protection of the environment.

Your signing of this Code of Conduct confirms your acceptance of the responsibilities it entails as listed above.

I, accept and agree to adhere to the SCDBA Code of Conduct.

Name:

Position:

Date:/...../ 2023