



REGULATIONS



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Gippsland Bowls Region Regulations

1. Introduction

These Regulations are made under Clause 37 of the Region Constitution. In the event that the Regulations and Constitution do not align, the Constitution shall take precedence.

2. Objective of the Regulations:

To provide a formal process for the day-to-day administration of the Region within the boundaries defined in the Constitution of the Gippsland Bowls Region Inc.

3. Interpretation

3.1 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. (*Constitution, Clause 2.2 Interpretation*).

3.2 Definitions

Committee means any sub-committee of the Board created from time to time.

Terms of Reference means a description of the objectives and structure of a committee as delegated by the Board.

(For other definitions refer to the Constitution, Clause 2.1 Definitions).

PART 1 – Region structure - member clubs

4. Structure

There are 19 member clubs in the Region in two sections - Northern and Eastern

4.1 Northern Section:

Golden/Paradise Beach, Heyfield, Loch Sport, Maffra, Rosedale, Sale, Stratford, West Sale and Yarram

4.2 Eastern Section:

Bairnsdale, Bairnsdale Golf, Paynesville, Howitt Park, Lindenow, Bruthen, Tambo Valley, Metung, Lakes Entrance and Orbost

4.3 Delegation

- a) Within its respective jurisdiction, the Region delegates the power to each member club to assist the Region to:
 - (i) manage, promote and control bowls, the member clubs and their individual members
 - (ii) consider and deal with matters submitted to it
 - (iii) cooperate with other member clubs in any bowls related matters
 - (iv) conduct and control any Region events and functions in accordance with BV rules for competition
 - (v) promote the health and safety of all their individual members, 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 Region and bowls
 - (vii) promote the game and development of member clubs and Individual members
 - (viii) do all such things or activities which may be necessary for the accomplishment of these objectives.
- b) The delegation of power to each member club is expressly subject to the requirement that they must follow all lawful directions of the Region.

4.4 Member club representation

Each member club within the Region shall be entitled to representation at general meetings by one (1) delegate as specified in the Constitution (*Clause 6.2a Delegates of member clubs*).

4.5 Member club responsibilities

- a) Through their delegates, member clubs are encouraged to contribute proposals that may be implemented to advance the interests of the Region. Such proposals may relate to any matter to do with the administration and functions of the Region, provided that they do not conflict with the Constitution or existing Regulations. All proposals must be submitted in writing to the Board via the Region Secretary.
- b) Information requested by the Region must be submitted in writing by the deadline specified in the Constitution.
- c) Late submissions or verbal statements may not be considered.
- d) The Region and any committee delegated to fulfil a specific function shall give due consideration to the requests of member clubs and their delegates attending a General Meeting.
- e) The President may attend any committee meeting and, if deemed necessary by the committee, refer any matter from such meeting to the Board for resolution.

4.6 Individual members:

- a) Registration of membership
 - (i) Each member club is required to enter its membership on BowlsLink.
 - (ii) This list of affiliated members will be used by the Region to determine player eligibility and to strike fees.

4.7 Life membership

- b) Life membership is the highest recognition for service to the Region by an individual member or a person.
- c) The Board will consider a nomination for life membership from member clubs. To be considered a life member, an individual member or a person must satisfy the following prerequisites by:
 - (iii) rendering extraordinary service to bowls in a way that surpasses the contributions of their peers
 - (iv) assisting the advancement of bowls in Victoria as a player and/or an administrator at a national, state and Region level; and
 - (v) having demonstrated achievements considered to be unusual or exceptional and beyond what would normally be expected.
- d) A person or a member of a club recognised by the Board as a life member will receive a Life Member Badge and acknowledgement of their presentation; and will be invited to official Region events.

The Region Secretary is to maintain a register of life members.

A life member is entitled to attend any general meeting of the Region and shall have a voice but no vote unless an appointed delegate.

Part 2 – Governance

5. Governance Charter

Director role descriptions – see Appendix D.

5.1 Region Board

- a) Following the nomination process, the Region Board will be elected at each Annual General Meeting in accordance with the Act and the Region Constitution (Clause 17).
- b) The Secretary of the Region will notify Bowls Victoria of the names and contact details of the Region Board and the Bowls Victoria Regional Representatives within five working days of the Annual General Meeting being conducted.
- c) The Region Board will establish playing areas, if required, as per the Purposes of the Region Constitution (Clause 3, Purposes of the Association).

5.2 Director election process

The following procedure will be followed when an election is required by *Clause 17* of the Constitution.

- a) Nominees must have due regard to the following criteria:
 - (i) commitment to the Purposes of the Region as set out in Clause 3 of the Region Constitution
 - (ii) knowledge and understanding of the obligations of directors under the Act and other relevant legislation

- (iii) possess appropriate qualifications, expertise and/or experience to contribute to the sport of bowls in the Region.
- b) Where possible a gender balance of directors should be sought and elected.
- c) If there is more than one candidate for a vacant position, a poll will be conducted. Voting papers with candidates' names will be distributed to delegates (or their approved nominee).
- d) The Region Secretary (or their nominee) shall act as returning officer for the secret ballot.
- e) In the event of an equality of votes between two or more candidates, the returning officer will determine the result by drawing lots to determine the outcome.
- f) The announcement of the elected directors will be made as a standing order of business at the Annual General Meeting.
- g) Prior to the election, the Board will determine any additional regulations required for the conduct of the election.

Board position descriptions – Appendices E-H

5.3 Director rotation

All directors are elected for a three-year term on a rotation basis.

Following the initial rotation of directors (2021-2023) one third of positions shall become vacant each year. The sequence of retirements shall continue as prescribed, with the Secretary keeping an updated record of each director's due retirement date.

Note: The Vice President shall be elected annually by the Board directors at the first Board meeting following the AGM.

Part 3 – Committees

6. Region committees

6.1 Number of committees

The Region will establish and empower the following committees as per the Constitution (*Clause 21 Delegations*):

- a) Competitions Committee (Appendix A)
- b) Region Sides Selection Committees (Appendix B)
- c) Region Disciplinary Committee (delegated when required) (Appendix C).

6.2 Nominations for committees

The Board shall call for nominations at an appropriate time by sending notice to all member clubs. Nominees must:

- a) be an individual member from a Region member club

- b) submit their nomination in writing on the form provided by Region Secretary or substitute
- c) specify the office for they are nominating
- d) be proposed and seconded by individual members from the Region's Member clubs
- e) ensure the nomination form is signed by all parties
- f) be endorsed by the nominee's own member club
- g) ensure the nomination form is delivered to the Region Secretary or substitute by the date specified in the call for nominations.

6.3 Appointment to committees

- a) The Board shall consider all nominations and appoint appropriate persons to the committees.
- b) When appointing individual members to the committees, the Board must seek to ensure gender balance where possible.
- c) The Board will advise successful applicants and announce all committee positions to the member clubs.

6.4 Meeting conduct

Subject to anything in the Constitution, this Regulation or in the Terms of Reference, delegated committees:

- a) will have as an ex-officio member, the President, who will be entitled to attend any committee meeting to observe, have a voice, but not vote
- b) must have a majority (more than 50%) of the members of the committee at a meeting for there to be a quorum for the transaction of the business
- c) are not authorised, entitled or empowered to legally bind the Region or to incur liabilities on the Region's behalf, unless specifically authorised in its Terms of Reference
- d) hold meetings as needed online or face to face to facilitate any necessary business
- e) circulate all outgoing correspondence to the member clubs through the Region Secretary.

Part 4 - Delegated officer/coordinator positions

The Region will establish and empower the following positions as per the Constitution (*Clause 21 Delegations*):

7. Positions

- a) The Board will appoint the following coordinators and officers to undertake key roles (as in Appendices) as detailed below:
 - (i) Umpiring Coordinator (Appendix I)
 - (ii) Coaching Coordinator (Appendix J)

- (iii) Communications Officer (Appendix K)
- (iv) Sponsorship Officer (Appendix L)
- (v) Web Manager (Appendix M)
- (vi) Pennant and State Events Recorder - BowlsLink (Appendix N)
- (vii) Junior Development Coordinator (Appendix O)
- (viii) Region Sides Managers (Appendix P)

PART 5 - Region program of events

8. Calendar

8.1 The Region program

- a) The Competitions Committee in consultation with other committees and officers will facilitate the Region program to include:
 - (i) Weekend and Midweek Pennant
 - (ii) State and Region events
 - (iii) Region Representative teams matches
 - (iv) Junior development events
 - (v) Any other relevant event as necessary

Member clubs shall provide the Region with details of their season's major events to enable the Region Secretary to compile a consolidated program for publishing on the GBR website and distribution to clubs.

8.2 Event scheduling

- b) In the true spirit of the sport of bowls and the recognition of the right of each club to generate income to further promote the sport, the Region shall:
 - (vi) make every effort to ensure that events do not clash with those of member clubs
 - (vii) expect member clubs to communicate with each other when clashes may be anticipated, especially where public holidays are involved.
- c) While every effort will be made to avoid clashes, the Region cannot guarantee that none will occur.

9. Competitions

9.1 Weekend and Midweek Pennant Competitions

- a) The Region shall run Weekend and a Midweek Pennant Competition.
- b) The pennant competitions will be administered by the Competitions Committee.
- c) All rules pertaining to pennant will be published in the BV and Region Conditions of Play.

9.2 State and Region events

- a) The Competitions Committee shall administer and manage all aspects for the operation of the State and Region events in conjunction with host clubs.
- b) State and Region events shall be conducted under the BV and Region Conditions of Play
- c) The GBR will be the controlling body for all Region and State events.
- d) The Region will seek expressions of interest (EOI) from clubs interested in hosting a State or Region event. Host clubs must undertake the following:
 - (i) run the event, including rink allocation and collection of entry fees, with support from GBR; fees to be handed over to GBR representative, and host club to invoice GBR for its 50% share
 - (ii) have a qualified umpire available
 - (iii) catering – have tea and coffee facilities available before during and after play (players bring their own lunch)
 - (iv) enter results on BowlsLink.

9.3 Region representative sides

The Representative Sides Selection Committees will select the men's and women's sides chosen to represent the Region at the annual Bowls Victoria Region Sides Championships. On behalf of the Region, they will

- a) seek expressions of interest (EOI) from bowlers for inclusion in the squad at least three months before the scheduled championships
- b) consider the list of available players and select a team of 12 men and women respectively, plus an emergency
- c) select players according to clearly defined criteria (refer Appendix B).

9.4 Additional competitions

- a) The Region may introduce additional competitions as required.
- b) The administration and management of any additional competition will be overseen by the Competitions Committee.

Part 6 – Finances and Assets

10. Region finances (refer Constitution, Clause 33 Income)

10.1 Fees

- a) The Board will calculate and set an annual capitation fee for each member club.
- b) The member clubs will be invoiced for the number of affiliated individual members in the Bowls Victoria member database on 30 June each year.
- c) The Board will issue invoices for the annual Region membership fee applicable to each member club in August each year, with fees payable by 30 September.
- d) The Board will set entry fees for State and Region events each year, 50% for the prize fund, 50% for the host club.

10.2 Expenses

a) Officers of the Region who incur expenses in the performance of their duties may claim reimbursement provided:

- (i) for travel, any journey shall have prior approval of the Board
- (ii) a claim shall be presented in writing at a Board meeting.

10.3 Honoraria (Constitution Clause 33 c ii)

No member club or individual member who holds any office of the Gippsland Bowls Region will be offered or accept an honorarium or payment of any description for duties rendered.

10.4 Refund of expenses

a) Any expense incurred or payment made by a member club or individual member who holds any office of the Gippsland Bowls Region through carrying out any business pertinent to their position can be claimed by:

- (iii) presenting evidence of the cost incurred by invoice, receipt or like document to the Board at the next available meeting
 - (iv) the claim being confirmed by the treasurer and approved by the meeting
- b) No expense incurred or payment made over \$150 will be reimbursed if the member or officer has not sought and received prior Board authorisation.

10.5 Green fees

Member clubs may ask for fees from a member club when hosting Region Pennant finals.

10.6 Other charges

- a) When hosting pennant finals or other Region events, member clubs may offer refreshments to players, officials and spectators for an appropriate amount.
- b) When invoicing a visiting member club for such charges, the host member club will itemise all charges.

11. Region Assets

11.1 Acquisition of assets

Beyond the day to day running of the Region, including repair and replacement when required, no assets greater than \$500 are to be acquired or replaced without first obtaining approval at a Board meeting.

11.2 Disposal of Assets

No Region asset shall be disposed of without first obtaining approval at a Board meeting.

Part 7 – Disciplinary processes, Region standards and policies

12. Disciplinary processes

12.1 Discipline of a member club or an individual member by the Region

- a) Events for which the Region is the controlling body is the only time a Region can take disciplinary action against a member club or individual member.
- b) The disciplinary procedure in *Clause 10* of the Region Constitution must be followed.

- c) Disciplinary action against a member club or individual member must follow a consultative process.
- d) Any ensuing processes and actions must be clearly communicated in writing to all parties involved.
- e) A Region Disciplinary Committee (Terms of Reference: Appendix C), which takes disciplinary action against a member club or individual member and involves suspension, will, after all rights of appeal at Region level are exhausted notify Bowls Victoria within seven (7) days of:
 - (i) the details of the offence, and
 - (ii) the disciplinary action taken by the Region.

12.2 Appeal by a member club or an individual member to the Region

- a) A member club or an individual member, who has been suspended or fined, shall have a right of appeal to the Region Board. Such appeal shall be lodged within seven (7) days of such Region disciplinary action.
- b) Such appeal will be dealt with in accordance with the provisions of the Region Constitution or any other disciplinary procedures approved by the Region Board from time to time.
- c) A member club or individual member, who has been suspended by a Region Disciplinary Committee, who has lodged an appeal with the Region Board, may continue to play in member club, Region, state and national events pending the hearing and decision on the appeal, unless the Region Board determines otherwise.

13. Standards of behaviour

When taking part in any manner of a BV or member club event, member clubs, individual members, life members or any other membership category will abide by the Laws, Rules and Regulations of BV, Bowls Australia, World Bowls, the Gippsland Bowls Region and the host club.

13.1 Region Code of Conduct (Appendix T)

- a) The Board has adopted a Code of Conduct which outlines the Region's commitment to conducting itself with honesty, fairness and integrity and observing the rules and spirit of the legal and regulatory environment in which it operates.
- b) When taking part in any manner of a BV or member club event, member clubs, individual members, life members or any other membership category will abide by the Region Code of Conduct.
- b) The Board's policies require directors, delegates and committee members to conduct themselves with the highest ethical standard, deal fairly and with good dignity with all members and associates of the Gippsland Bowls Region.
- c) When taking part in any manner of a BV or member club event or meeting, directors, delegates and committee members will abide by the Directors, Delegates and Committee Members Code of Conduct.

d) Directors, delegates and committee members must act at all times with integrity and objectivity, actively promote compliance, striving at all times to enhance the reputation and performance of the Region.

14. Policies

14.1 Health and Safety Policy (Appendix Q)

When taking part in any manner of a BV or member club event, member clubs, individual members, life members or any other membership category will note the Region Health and Safety Policy. This policy is to provide a safe and healthy sporting environment for players, spectators, volunteers, coaches and officials. This policy encourages everyone to take a role in accident / incident prevention.

14.2 Board Diversity Policy (Appendix R)

When considering applications for directors and committee positions and/or the running of events, the Gippsland Bowls Region will consider and apply where possible the Board Diversity Policy. The purpose of this policy is to demonstrate the Gippsland Bowls Region's commitment to and value for diversity and inclusion across all levels of the organisation. The policy also articulates the Region's responsibility and commitment to supporting member clubs to be inclusive, value diversity and be free of discrimination.

14.3 Social Media Policy (Appendix S)

When using media, especially electronic media, all members of the Region should consider and abide by the guidance provided by the Region's Social Media Policy. The Region and its members must ensure that adequate measures are in place, to safeguard the Region and its members against any impacts from inappropriate use.