# Bowls NT logo

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BOWLS NT OPERATIONAL/MANAGEMENT PLAN 2016-2021

The operational plan has been derived from Bowls NT strategic plan. This Operational Plan is a detailed action plan to accomplish the objectives of the club. It outlines who is responsible to carry out the tasks, time frames, costs for each year of the plan’s duration and performance indicators.

The costs are noted in Bowls NT Long Term Financial Plan and therefore are events that will happen. If NO funding is indicated it will be subject to Bowls NT being able to seek and receiving Grant funding approval for the Project.

The information and projects are derived from the Public Forum meetings held in January 2013 and April 2015. This plan was reviewed by the Board on 26 April 2016 and updated on 30 May 2016.

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| **Strategic Priority** | **Objective** | **Strategy** | **Performance Indicator** | **Budget** | **Timeline** | **Responsibility** | **Progress** |
| **1 Participation/Membership**  Note: **SP** refers to Strategic Priority in the Strategic Plan | **1.1** To increase the number of registered junior and senior players by 5% every year.  ***SP 1.1 1.4 & 1.5*** | Seek from BA an increase in the number of hours allocated to BNT for the RDO from 1 day to 3 days a week | Submission to BA for increase in funding was not approved in 2015. Funding to come from own resources or sponsorship in 2016 | $1000 | Sponsorship funding for additional days be sought | Executive Officer |  |
|  |  | RDO to undertake extensive consultation with Local Schools, Aged Care/Senior groups , Business groups to increase knowledge and participation in Bare foot bowls, Jack Attack competitions and social events by local business. | Player participation increased by 5%  Barefoot Bowls & Jack Attack Competitions held with increase in numbers from previous years.  Bowls to be part of schools sports curriculum and Interschool sports.  Local coaches to be trained to assist as volunteers in the various programmes | $2500 | Visits made at the start of every school year.  3 Contacts per year undertaken with Senior groups.  Clubs to run Bare foot bowls competitions annually in June  Meetings held with School principals to develop a working arrangement with Bowls NT  Coaching Courses held in April of every year | RDO  RDO  RDO /EO  RDO |  |
| **Strategic Priority** | **Objective & Link** | **Strategy** | **Performance Indicator** | **Budget** | **Timeline** | **Responsibility** | **Progress** |
| **1.Participation/Membership** | **1.2** Increase the number of Coaches and officials to assist the RDO to promote Bowls within the community. ***SP 1.4*** | Work with Darwin University to train University graduates as Bowls coaches under specific training program coordinated through BA | 10 Coaches be trained annually. The National Program for Under Graduates be finalised | $4000 | Coaching Courses held in April of every year. Under Graduates National program be finalised. | RDO |  |
|  | **1.3** Pennant Games to be held in the Evening | Clubs to be consulted to consider some Pennant games to be played at night under lights. | 10% of Pennant games played at night under lights |  | Invitations sent out by end of March seeking pennant games that will be played at night | EO |  |
|  | **1.4** Recording by Clubs of Information on Participation by all forms of Bowlers  ***SP 1.2; 1.3*** | Clubs to record and provided information to BNT on participation numbers on a monthly basis | Increase in number of participants. BNT to meet with Clubs to seek information. |  | BNT to obtain information from Clubs on a 6 monthly basis | EO |  |
|  | **1.5** Plans be developed by BNT to keep people in the game of Bowls  **SP 1.4** | Plans be provided by BNT to assist Clubs to increase participation and means of keeping players in the game of Bowls | Number of Bowlers leaving the game is less each year. | $1000 | BNT to work with Clubs to develop plans that are reviewed annually. | EO/BA/Board. |  |
| **Strategic Priority** | **Objective & Link** | **Strategy** | **Performance Indicator** | **Budget** | **Timeline** | **Responsibility** | **Progress** |
| **1Participation/Membership** | **1.6** Develop an Annual Bowls program for Over 60’s. **SP 1.1** | Match Committee prepare annual competition events for Over 60’s and Investigate the holding of a mid-week Pennant competition | Number of Over 60 Bowlers competing each year and events held. | $8600 | Events calendar completed by February of every year. | Match Committee |  |
|  | **1.7** Liaise with STA’s for the development of Aus. Series Over 50 competition.  **SP 1.1** | BNT to prepare a submission to STA’s for the introduction of an Over 50 Aus. Sides series competition. | The 50 and Over series being established. |  | Submission be competed and sent by 31 August 2016 | EO |  |

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| **2.High Performance – Aus. Series and Under 18 Elite Athletes.** | **2.1** Development of coaches to deliver intensive training programmes and courses that will provide NT players with the ability to compete at a State/Aus. Level  SP 2.5 | | BNT to work with BA to assist local coaches to undertake advanced training courses. | | Number of coaches receiving advanced training certificate | | **$1000** | | Annual course to be conducted | | **EO** | |  | |
|  | **2.2** Selectors to develop a Men & Ladies State squad and that all State Players to complete intensive training programmes which is to be one of the criteria for selection in the NT Aus. Sides series team.  **SP 2.5** | | BNT to extend an expression of interest for players to join the BNT squad for the Aus. Series with conditions relating to training etc.  Coach/Selectors then extend an invitation for players to be part of the squad | | Number of Players meeting Min requirements from year to Year. | | **$1000** | | Coaches / Selectors appointed in May . EOI sent out in May of every year. | | **EO/Coaches/Selectors** | |  | |
|  | **2.3** BNT to investigate opportunities to undertake training/games sessions with other States or Asian countries prior to commencement of Aus. Series. **SP 2.1 ; 2.4** | | BNT investigate all opportunities for BNT players to play against other States or Asian countries and funding of such. | | Comparison of team performance at Aus. Series with or without State or Asian games played. | | **$3000** | | Matches programmed for two months prior to Aus. series being held. | | **Coaches/Selectors** | |  | |
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| **2.High Performance – Aus. Series and Under 18 Elite Athletes** | **2.4** BNT Selector and Coach to develop min standards that Aus. Series player’s must achieve before being eligible to be selected.  BNT work with BA to utilise Aus. development players should sufficient BNT players not achieve the nominated standard required to compete in the Aus. Series.  **SP 2.1** | | Min training standards to be set by BNT and National Coach. Players to be monitored to assess their performance against the required standard | | Number of Players achieving the Min standard. | | **$1000** | | Players monitored monthly and 4 weeks prior to Aus. Series to assess their eligibility for selection. | | **EO/Coaches/Selectors** | |  | |
|  | **2.5** BNT liaise with NT Institute of Sport to develop courses to assist players achieve high performance classification relating to an elite athlete. **SP 2.3** | | Institute of Sport Darwin to prepare courses to develop the performance standard for Bowls NT athletes. | | Number of Players achieving IOS Darwin standards | | **$1000** | | Courses to be conducted from May onwards. | | **EO/Coaches/Selectors** | |  | |
| **Strategic Priority** | | **Objective & Link** | | **Strategy** | | **Performance Indicator** | | **Budget** | | ***Timeline*** | | **Responsibility** | | **Progress** |
| **3. Events – All groups** | | **3.1** Development of Events calendar that covers all Local, State, Social and Australian events for BNT players. **SP 3.1** | | BNT to ensure that all Clubs are consulted to ensure all events that are played are properly recorded with dates, times and contacts. | | All Events are properly recorded and review completed by 28 Feb every year. | | **$1000** | | BNT to send events calendar 31 October to all Clubs to be completed by end of 28 Feb each year | | EO / Match Committee | |  |
|  | | **3.2** NT State Championships  **SP 3.2** | | BNT to continue to investigate the holding of State Events in Alice Springs | | Number of Events held in Alice Springs | | $9000 | | Reviewed in February each year | | EO / Match Committee | |  |
|  | | **3.3** Rules for holding of State Championships  **SP 3.2** | | BNT Match Committee to review all rules and procedures for the conduct of NT State Championships prior to the holding of all events | | Rules and procedures have been reviewed and all amendments resolved. | |  | | Reviewed in February each year | | EO / Match Committee/ Board. | |  |
|  | | **3.4** BNT Pennant competition to be reviewed every year to improve the standard of competition bowls in the NT **SP 3.1** | | BNT liaise with all Clubs following the end of each Pennant season to record changes required to the current BNT pennant format | | Club responses have been received and reviewed by Match Committee with recommendations to Board. | |  | | Reviewed in February each year | | EO / Match Committee/ Board. | |  |
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| **3. Events – All groups** | | **3.5** Australian series costings for under 18, State and Over 60 Sides.  **SP 3.2** | | BNT to prepare budget estimates for the cost of each side participating in Australian carnivals over the next 5 year period. | | Finalisation and adoption of Budget by Board | | **$30000** | | Reviewed by Board in October 2016 | | EO/Board | |  |
|  | | **3.6** Fund Raising for State sides  **SP 3.2** | | Teams to develop fund raising activities during the year to assist in offsetting costs and the development of team building | | Fund raising events held and $ raised | |  | | Fund raising committee formed in June 2016 | | EO/Board | |  |
|  | | **3.7** Major sponsor for State Teams & Competitions  **SP 3.2** | | Sponsorship be investigated for State teams and State championships | | Sponsorship obtained | |  | | Sponsorship program developed by July | | EO/Board | |  |
|  | | **3.8** Entries into State Events  **SP 3.1** | | Website has been developed to enable all nominations for State events to be undertaken via BNT website including payment of nomination fees. | | State nomination forms uploaded  onto BNT website. | |  | | All State entries to be completed by end of Oct 2016. | | EO/IT | |  |
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| **Strategic Priority** | | **Objective & Link** | | **Strategy** | | **Performance Indicator** | | **Budget** | | ***Timeline*** | | **Responsibility** | | **Progress** |
| **3. Events – All groups** | | **3.9** Development of BNT Presentation Night  **SP 3.1 & SP 6.6** | | Presentation night be coordinated that will include the presentation of Pennant flag, Male & female Bowler of the Year award , State Championship awards and other BNT awards as developed. | | Holding of BNT Presentation night | | **$2500** | | Event organised when endorsed by Clubs. | | EO/Clubs/Board | |  |
|  | | **3.10** Events are coordinated in accordance with OHS  **SP 3.4** | | Risk audits carried out on all events | | No accidents or claims received by BNT. Development of OHS checklist. | |  | | Risk assessment carried out prior to event | | EO/Clubs/Board | |  |

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| **4. Commercial Development** | 4.1 Development of a long term plan for the future of Bowls in the NT  ***SP 4.2; 4.7*** | Obtain Government Funding to engage a consultant to review all lawn bowls playing surfaces and facilities in the NT | Lodgement of Grant application and Government funding approved.  Consultant appointed | $20000 Grant Funding to be approved | November 2016 | EO/Board |  |
|  | ***SP 4.2; 4.7*** | Develop or identify a centralised Bowls facility at Marrar or another location for Bowls NT that includes greens, office, conference rooms etc. | Identification of a site or location for the home of Bowls NT in the Top End. | $20000 Grant Funding to be approved | November 2016 | EO/Board |  |
|  | ***SP 4.3; 4.8*** | Development of Long Term strategy that provides for the short, medium and long term sustainability of BNT. | Completion of a financial strategy for the sustainability of Bowls in the NT | $10000 Grant Funding to be approved | December 2017 | EO/Board |  |
|  | **4.2** Improve the sustainability of Clubs in the NT  ***SP 4.4; 4.8*** | Liaise with all Clubs to monitor their viability and work with them to consolidate, or amalgamate, to ensure long term viability | Meetings held with Clubs. Financial audits on clubs sustainability be reviewed by BNT.  Assist Clubs to develop financial and strategic plans. |  | May 2017 | EO/Board |  |
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| **5. Leadership and Governance** | **5.1** Annual review of BNT constitution and By-Laws  ***SP 5.2*** | BNT Board to undertake six monthly review of constitution and by-laws to ensure they meet current needs of clubs. | Six monthly reviews completed and sent to Clubs for comment.  Changes approved at AGM in November.  NT Dept. of Business approval of constitutional changes |  | First review completed by September 2016 then six monthly intervals | EO/Board |  |
|  | **5.2** Appointment and review of Committee positions on Board  ***SP 5.2*** | The committee responsibilities as per BNT constitution to be reviewed by BNT board. | Final committee review completed and committee recommendations adopted. |  | First review completed by September 2016 then six monthly intervals | EO/Board. |  |
|  | **5.3** Review of BNT Boards role , director rotation and future functions  ***SP 5.2*** | Complete a total review of the Boards role, length of service, director rotation period and current and future functions that the Board is to undertake. | Completion of review and changes approved to BNT constitution and by-laws completed |  | First review completed by September 2016 then six monthly intervals | EO/Board. |  |
|  | **5.4** Review of Council operations, role and future direction  ***SP 5.4*** | BNT liaise with Clubs to develop a strategy for the role of the Council moving forward. | Liaison with clubs completed and report submitted to Board for adoption.  Changes to constitution approved. |  | First review completed by September 2016 then six monthly intervals | EO/Board |  |
| **Strategic Priority** | **Objective & Link** | **Strategy** | **Performance Indicator** | **Budget** | **Timeline** | **Responsibility** | **Progress** |
| **5. Leadership and Governance** | **5.5** Review of all BNT Policies undertaken on annual basis  ***SP 5.2*** | Two / Three Polices be reviewed each month by BNT Board. | All policies reviewed within a 12 month period. |  | Ongoing | EO/Board |  |
|  | **5.6** Review of Strategic /Operational/Long Term Financial Plan to be undertaken on an Annual basis  ***SP 5.1*** | The Board consult annually with all NT Bowls Clubs to review the strategic /operational and Long Term financial plans. | All Plans reviewed. |  | Meetings held with Clubs in and plans amended in October of every year. | EO/Board/Clubs |  |
|  | **5.7** Staff and contract positions be reviewed on an annual basis.  ***SP 5.5*** | Annual reviews of EO, RDO and contractors be completed by the Board prior to June of every year. | Reviews completed with recommendations to the June board meeting |  | Reviews to commence in May of every year and be completed by mid-June | EO/Board |  |
|  | **5.8** Review and Update of Dept. of Sport & recreation performance objectives  ***SP 5.1*** | Six monthly review of Dept. of S&R performance objectives to ensure BNT is compliant. | BNT Board meeting performance objectives |  | Reviewed Sept and March of every year | EO | ***dept. of sport and recreation.*** |
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| **6. Communications** | **6.1** Development of communication plan to increase the use of Technology both internally and externally within Bowls NT and its members and stakeholders.  ***SP 6.3*** | Establish a working party to prepare a communication plan for all parties within bowls NT | Communication plan completed, tested and implemented. | $1100 | Plan developed by June 2017 | EO/Board |  |
|  | 6.2 BNT, IMG Website to be developed to improve clubs internal & external communication and advancement.  ***SP 6.3; 6.4*** | BNT to work with BA to improve and make the IMG website user friendly.  BNT program IT courses to assist clubs in website development. | Bowls NT and Club websites updated and information readily available on club events and results. | **$1000** | Ongoing | EO/Clubs |  |
|  | **6.3** Clubs to be competent in the IMG software relating to events, membership and results ***SP 6.3*** | BNT to provide training on IMG software and provide step by step instruction on the data input process. | Clubs utilising the software on a weekly basis and providing all relevant information required by BNT. | $1000 | Ongoing and be operational by December 2016 | EO/IT / Clubs |  |
|  | **6.4** Social media be utilised to improve the image and enjoyment of lawn bowls “ A game for Life “***SP 6.4*** | BNT to work with Clubs on the use of Facebook to promote club events and future happening within their clubs. | Upgrading of sites to be undertaken on a regular basis |  | Ongoing and be operational/upgraded by December 2016 | EO/IT / Clubs |  |
| **Strategic Priority** | **Objective & Link** | **Strategy** | **Performance Indicator** | **Budget** | **Timeline** | **Responsibility** | **Progress** |
| **6. Communications** | **6.5** Newspapers be utilised to promote the game of bowls by the submission of game results with stories ***SP 6.4*** | BNT and Club secretaries/media personal submit weekly report on event results with stories to local newspapers’. | Local Newspapers print weekly stories and results | $2000 | Ongoing | EO/Clubs |  |
|  | **6.6** New games and events be published on websites and local newspapers | Clubs to promote the game of Jack Attack, barefoot Bowls and Corporate cup events through local media and club outlets | New players attracted to the club to partake in the game of bowls. | $1000 | Ongoing | Clubs |  |
|  | **6.7** Board & Council Minutes, Policies and Constitutions be available on BNT website , | BNT place all Board, Council minutes, Polices, Competition rules and constitutions on its website within 14 days of every meeting. | Number of hits on website |  | Monthly | EO |  |
| **Total Budget Excluding Grants** |  |  |  | **$72,700** |  |  |  |

Lee Farrell Executive Officer BNT

18 May 2016.