



# **BOWLS NT**

## **BY LAWS**

### **1 BOWLING MEMBER**

1.1 A member of an Affiliated Club as designated under Article 12.8 of the Association Constitution who in accordance with that Club's Constitution has access to Club Championships/Pennants and for whom a Capitation fee is payable under Article 14.6 of Bowls NT Constitution will be deemed a bowling member of Bowls NT by way of the club's annual affiliation with Bowls NT.

1.2 No bowling member shall be admitted or remain a member of any Club affiliated with the Association who is under suspension or an expulsion order enacted by a Club, the Association, State and Territory Associations or Bowls Australia.

1.3 Affiliated Clubs shall use Bowls NT Club Clearance Form when giving a clearance to a bowling member, and a copy shall be forwarded to Bowls NT Executive Officer.

### **2. COMMITTEES**

#### **2.1 Selection Committee**

The Selection Committee shall be elected and formulated in accordance with 17.4.5 of the Constitution.

Its duties shall be:

- a) to invite members to nominate for any Training Squad or Side prior to the final selection of teams
- b) following the closing date of nominations for players to a Training Squad, Bowls NT will provide all nominees and Selectors with a copies of the Player Agreement, the Side Manager Duty Statement and the Bowls NT Selection Policy for their information and records.

- c) after receiving instructions from the Board, select the Bowls NT Representative Sides as required and provide its decision to the Bowls NT Executive Officer who will in turn notify all clubs.
- d) to be responsible for final allocation of players to teams.
- e) From available players, fill any ad hoc vacancy as may arise in a selected Representative Side.
- f) to have total control of a Representative Side until the appointment of a Side Manager
- g) undertake such duties and responsibilities as may be referred to it by the Board

## **2.2 Greens Committee**

The Greens Committee shall consist of four (4) members and a Convener appointed by the Board but with no more than one (1) member from each of the Affiliated Clubs within the Darwin area (excluding the convener). It shall have the power from time to time to appoint a person, including green keepers, considered appropriate to advise the Committee.

The Convener shall advise Bowls NT Executive Officer of the names of members comprising their Committee prior to the date set for the first meeting of the Board following the Annual General Meeting.

Its duties shall be

- (a) to advise Clubs and prospective Clubs on the selection of sites, construction, maintenance and improvement of greens and associated facilities
- (b) to select a panel of greens for all matches and competitions organized by Bowls NT. Provide in writing to the Match Committee Convener details of such panel of greens selected for each competition.
- (c) undertake such other duties and responsibilities as may be referred to it by the Board.
- (d) the committee SHALL select and advise the Match Committee of the best green/s, for ALL Scheduled Association Matches, other than Pennant Games or Club Championships. Giving notice NO Later than 28 days prior to such scheduled match. Refer to 34 and 37 of the Constitution

## **2.3 Match Committee**

The Match Committee shall be of mixed gender and consist of four (4) members and a Convener appointed by the Board with no more than one (1) member from each of the Affiliated Club's within the Darwin area (excluding the Convener). It shall have power to co-opt from time to time any person considered appropriate to advise the committee.

The Committee shall advise Bowls NT Executive Officer of the names of members comprising their Committee prior to the date set for the first meeting of the Board following the Annual General Meeting.

Its duties shall be:

- (a) to determine conditions of play for all Bowls NT competitions in accordance with general or specific instructions from the Board
- (b) to arrange for the notification of all Bowls NT competitions and cause to have formulated and distributed entry or nomination forms for such events as required. Further to ensure that such notification contains details on the venue or venues, the date and time of competition, conditions of entry, conditions of play and the level of nomination fee and/or green fee as applicable
- (c) To be responsible for the conduct of all Bowls NT competitions, identify the member of the committee with overall responsibility for each competition, identify the various members of the Committee for each venue in the case where more than one club's greens are utilized and ensure the following is actioned
  1. The organization of opening and presentation ceremonies including the availability of trophies where required
  2. The display of sponsorship signage and other such acknowledgements where required
  3. Prior notification to Clubs of Bowls NT requirements of their greens and any other request concerning catering or protocol matters
  4. To appoint an Umpire for the day at each venue
  5. To arrange and present to the Board at its February meeting a proposed Association Bowls Calendar for the year.
  6. To undertake such other duties and responsibilities as may be referred to it by the Board.

## **2.4 Umpires Committee**

The Umpires Committee shall consist of not fewer than three (3) members nor more than five (5) qualified National Umpires, one of whom will be the Convener nominated by the Board.

The Convener shall advise Bowls NT Executive Officer of the names of members comprising his/her Committee prior to the date set for the first meeting of the Board following the Annual General Meeting.

Its duties shall be:

- (a) To conduct tutorials, examinations and accredit candidates as accredited National Umpires or other such categories as may from time to time be determined by Bowls Australia
- (b) To report on such questions, interpretations, or decisions on the Laws of the Game as may be referred to it by the Board
- (c) To resolve urgent enquiries on the Laws of the Game

- (d) To maintain accurate and current records of all members holding accreditation under such terms and conditions as provided for by Bowls Australia
- (e) To provide the Convener of the Match Committee with the names and Club affiliations of umpires
- (f) To be responsible for the control, ordering, and acquittal of all materials, books, forms and badges for this area of responsibility
- (g) To liaise with all Affiliated Clubs to promote and encourage members to gain umpire qualification
- (h) Undertake such other duties and responsibilities as may be referred to it by the Board

## **2.5 Coaching Committee**

The Coaching Committee shall consist of not fewer than three (3) nor more than five (5) members of qualified National Coaches one of whom will be the Convener nominated by the Board.

The Convener shall advise Bowls NT Executive Officer of the names of the members comprising their Committee prior to the date set for the first meeting of the Board following the Annual General Meeting

Its duties shall be:

- (a) To conduct tutorials, examinations and accredit candidates as National Coaches or other such categories as may from time to time be determined by Bowls Australia
- (b) To report on such questions, interpretations, or decisions on coaching as may be referred to it by the Board
- (c) To resolve urgent enquiries on coaching
- (d) To maintain accurate and current records of all members holding accreditation under such terms and conditions provided for by Bowls Australia
- (e) To be responsible for the control, ordering and acquittal of all materials, books, forms and badges for this area of responsibility
- (f) To liaise with all Affiliated Clubs to promote and encourage members to gain coaching qualifications
- (g) In consultation with the selectors formulate and conduct a training program for the NT representative sides
- (h) Undertake such other duties and responsibilities as may be referred to it by the Board

## **2.6 Juniors Committee**

The Juniors Committee shall consist of four (4) members and a Convener nominated by the Board.

The Convener shall advise the Executive Officer of the names of members comprising their Committee prior to the date set for the first meeting of the Board following the Annual General Meeting

Its duties shall be

- (a) To determine conditions of play for all Association Junior competitions in accordance with general or specific instructions from the Board
- (b) To arrange for the notification of all Association Junior competitions and formulate and distribute entry or nomination forms for such events as required. Ensure that such notifications contain details on the venue or venues, the date and time of the event, conditions of entry, conditions of play and nomination fee and /or green fee as applicable
- (c) To be responsible for the conduct of all Association Junior competitions, identify the members of the Committee with overall responsibility for each competition, identify the various members of the Committee for each venue in the case where more than one club's greens are utilized, and ensure that the following is actioned
  - The organization of opening and presentation ceremonies including the availability of trophies where required
  - The display of sponsorship signage and other such acknowledgement where required
  - Prior notification to Clubs of the Association's requirements of their greens and any other request concerning catering or protocol matters
- (d) To appoint an Umpire for the Day at each venue
- (e) To liaise with all Affiliated Clubs to promote and encourage Junior bowls through out the Territory
- (f) Undertake such other duties and responsibilities as may be referred to it by the Board
- (g) Select, and in conjunction with the Coaching Committee, train juniors for national competitions from time to time designated by Bowls Australia

## **2.7 Constitution Committee**

The Constitution Committee shall consist of a minimum of three (3) or a maximum of five (5) members one of who shall be the Honorary Solicitor but with no more than (1) member from each Affiliated Club (excluding the Convener who is to be nominated by the Board)

The Committee shall have the power to co-opt from time to time any person considered appropriate to advise the Committee

The Convener shall advise the Executive Officer of the names of members comprising the Committee prior to the date set for the first meeting of the Board following the Annual General Meeting

Its duties shall be:

- (a) To advise and assist any Affiliated Club or any Club wishing to seek affiliation with the Association on constitutional matters as and when requested by such Club or the Board
- (b) To consider any Rules, amendments or additions as may be referred to it by the Board. The word “Rules” shall be deemed to include the Constitution and By- Laws of all Clubs
- (c) To submit recommendations to any Club related to (b) above and provide a final recommendation to the Board of the acceptance or otherwise of such Rules, amendments or additions
- (d) To maintain accurate and current records of each Affiliated Club’s Constitution and By-Laws at the Association Office
- (e) To draft and present to the Board any amendment to the Association Constitution and By-Laws as directed by the Board
- (f) To maintain an accurate and current copy of the Association Constitution and By-Laws at the Association Office
- (g) Undertake such other duties and responsibilities as may be referred to it by the Board

## **2.8 Promotions/Publicity Committee**

The Promotions/Publicity Committee shall consist of four (4) members and a Convener appointed by the Board.

The Convener shall advise the Association Executive Officer of the names of members comprising the Committee prior to the date set for the first meeting of the Board following the Annual General Meeting.

Its duties shall be:

- (a) To cultivate harmonious relations with the community at large
- (b) To liaise with all Affiliated Clubs and arrange publication of results of Association and Club Competitions, any other items of general interest related to the sport or Association and generally promote the Association and its objectives(
- (c) To canvas the support of sponsors for Association competitions as directed by the Board
- (d) To organize hospitality arrangements in conjunction with Association activities
- (e) Actively seek corporate or other sponsorship
- (f) Promote bowls participation by youth, indigenous and disabled groups

- (g) In conjunction with the Junior Committee organize and promote school based youth program
- (h) Undertake such other duties and responsibilities as may be referred to it by the Board

## **2.9 Country Clubs Committee**

The Committee shall consist of two delegates, one of each gender, from each Affiliated Country Club as defined in Article 12.5 of the Constitution. .

The Convener shall advise the Association Executive Officer of the names of members comprising the Committee prior to the date set for the first meeting of the Board following the Annual General Meeting.

Its duties shall be:

- (a) to provide liaise between Country Clubs and may report to the Board on matters considered to be of concern to the majority of such Clubs
  - (b) to be responsible for the organization of all events, other than designated Association events not specifically delegated, involving co-operation between its member clubs at venues to be determined by the Committee and on the date or dates set in conjunction with the Match committee in the formulation of the Bowls NT Annual Calendar
  - (c) to be responsible for the organization of the Country Championships as delegated by the Board at a venue to be determined by the Committee and on a date or dates set in conjunction with the Match Committee in the formulation of the Bowls NT Annual Calendar
  - (d) undertake such other duties and responsibilities as may be referred to it by the Board
- 2.10 Each Convener of Committees appointed by the Board shall submit a written report to every monthly meeting of the Board and provide a written report on the Committee's activities for inclusion in the Association's Annual Report

## **3 ASSOCIATION REPRESENTATIVE SIDES**

- 3.1 Members Elected as Association Selectors shall be ineligible for selection as players to association representatives sides except for the over 60's National Championships, where should there be insufficient qualified nominations for the over 60's event, selectors may play subject to board approval. (25/3/11)
- 3.2 A member appointed as Side Manager shall be ineligible for selection as a player of the Association Side except as a reserve if required by the organizing body. The Manager of the over 60 side can also be a selected player

The Board will consider those members who have made themselves available for selection. The names of eligible players will be made available to the Association

Selection Committee for consideration. The Executive Officer shall action the Board's instructions to the Association Selection Committee which will include

- The title or name of the Association Side to be selected
  - The format of the Association Side i.e. the number and type of teams to be selected
  - The names and playing credentials of players made available for selection
- 3.3 The number of players to be selected may include one (1) reserve who may be selected as a reserve but not necessarily travel with the Association Side
- 3.5 Members joining a club in the Northern Territory from Interstate are required to have an appropriate Interstate Clearance issued by their previous State/Territory to the Bowls NT and show proof that they have resided in the Northern Territory for a continuous period of three (3) months before they can be selected to Represent the NT
- 3.6 The Association Selection Committee shall after receiving instructions from the Board, select the Association Representative Side and provide under confidential cover its decisions to the Executive Officer who will in turn notify the Board, and all Affiliated Clubs
- 3.7 If, after selection, any vacancy occurs, the Selection Committee shall select a replacement player from eligible players or the nominated reserve.
- 3.8 All selected players, the Side Manager and the Side Coach will be required to sign the Player Agreement Form and/or other Indemnity Form as appropriate and pay a levy as prescribed by the Board. This form must be completed prior to leaving the Northern Territory and will be stored at the office of Bowls NT. Payment of the nominated levy must be forwarded to Bowls NT prior to leaving the Northern Territory.
- 3.9 The Board shall call for applications for the position of Side Manager for the event . The Board will evaluate the applications and appoint the most suitable applicant in accordance with the approved Duty Statement for the position. If the Board determines that none of the applicants are deemed suitable, the position may be filled in such manner as determined by the Board.
- 3.10 The appointed Side Manager will be an authorized official of the Board and shall have complete control over the representative side from date of appointment prior to leaving the Northern Territory and while at the event.
- 3.11 The appointed Side Manager shall constitute the



Selection Committee for the competition and shall have the power to make changes in teams providing the Controlling Body of the event allows for such changes.

- 3.12 The Side Manager shall submit in writing a full and detailed confidential report to the Board. The report must be lodged with the Executive Officer within twenty eight (28) days of the completion of the competition and will be tabled at the next scheduled meeting of the Board.
- 3.13 In the case of disciplinary action taken or recommended relating to team members attitudes, behavior, failure to carry out a lawful instruction etc given by the Side Manager, a detailed "Report in Confidence" dealing with matter shall be provided to Board which will assess the report and act accordingly. The timelines and processes as outlined in the Player Agreement and the Side Managers duty statement shall take precedence to the requirement of this By-Law notwithstanding a general courtesy requirement to inform Bowls NT of the issue at hand.

#### **4. MEMBERS OF TWO OR MORE CLUBS**

- 4.1 No member shall play in Club Championships of more than one Affiliated Club in any given year nor have access to Association matches other than by membership through their designated club. The only exception will be in accordance with provisions under Bowls Australia Laws of the Game.
- 4.2 A member who is a member of two or more Affiliated Clubs must declare in writing to their clubs which club is their designated Club for any given year and that Club will be responsible for the members Association Capitation Fee. A member who fails to make the declaration as required by this article will be deemed to be a member of the Club in which they played in any of that Club's Championships in a given year.
- 4.3 A member who has played in a competition arranged by any other Bowls Association in the same year, shall not play in any Bowls NT competition without first obtaining a written permit from the Association Match Committee. If he/she plays without authorization, he or she and the Club for which they played may be disqualified from such competition.

#### **5 COMPETITIONS**

- 5.1 All competitions played under the patronage and auspices of Bowls NT shall be played in accordance with Bowls Australia Laws of the Games and any other Conditions set for each competition.
- 5.2 The date and conditions of play for every carnival or competition proposed to be conducted by any Affiliated Club and entry is open to members of other Clubs, must be approved by Bowls NT.
- 5.3 Affiliated Clubs may determine the conditions of their own competitions provided such conditions shall not conflict with the Articles of the Association or the Laws of the Game. The conduct of informal, social or similar events shall remain within the jurisdiction of the Clubs.
- 5.4 The Association is empowered to impose and collect penalties in respect of any breaches of any Conditions of any Competition conducted by the Association provided that such penalty is not in conflict with any penalty provided by Laws of the Games.
- 5.5 Any Bowling Member who owes the Association money in the way of outstanding levies, will be ineligible to compete in any Association competition.
- 5.6 Venue for the Pennant, Grand Finals (all divisions to play at the same venue) shall be played at a NEUTRAL location where possible, if the neutral grounds that are available are deemed unsatisfactory for finals play, the Greens Committee shall decide on a location within the guides of the BNT constitution.

## **6 CONDUCT**

- 6.1 Any bowling member who fails to observe any Article or By-Law of the Association or who is deemed guilty of an act, practice, or conduct calculated to bring discredit on the game of bowls or to a Club or its members or the Association may render themselves liable for disciplinary action.
  - 6.1.1 Any affiliated club who forfeits/cancels a designated Pennant Match without due course and approval of Bowls NT. By making this decision may render themselves liable for disciplinary action and or fine as determined by the Council of the Board. Any objection will be dealt with under item 40.1 of the constitution.

## **7 TROPHIES AND PRIZES**

- 7.1 The Association may seek and accept sponsorship and determine the value of any trophies or cash prizes for any Association event.

## **8 ASSOCIATION BOWLER OF THE YEAR**

- 8.1 A male and a female member may, each year be accorded the title of Bowls NT Bowler of the Year.
- 8.2 Affiliated Clubs will be requested to nominate for this award prior to the end of January in recognition of the bowlers achievements in the preceding year and provide written justification for the nomination.
- 8.3 Nominations received shall be considered by Bowls NT Selection committee and its recommendation presented to the Board at its February meeting.
- 8.4 Criteria for selection shall be competitive and based on relative suitability determined as being the member's achievement at International, National, Association and Club level in that order of priority.
- 8.5 A member who is accorded this honour shall be presented with an Association Bowler of the Year Badge specifically struck for this purpose and a suitable trophy.
- 8.6 The Board reserves the right not to make such an award in any given year regardless or quality of nominations received.

## **9 ALTERATIONS TO BY-LAWS**

Adoption of alterations and/or additions to these By-Laws shall be made by special resolution of the Board and or the Council after notice of the motion for the special resolution has been given at least thirty (30) days prior toe meeting at which the notice is to be submitted. The meeting may amend such motions and pass them in the amended form.