Zone 5 Bowling Association

REGULATIONS

Draft

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Zone 5 Bowling Association

Regulations

TABLE OF CONTENTS

1 DEFINITIONS 1

2 MEMBERSHIP - CLUBS 1

2.1 Criteria 1
2.2 Procedure for renewal of Membership 1
2.3 Application for new Membership - Club 1
2.4 Financial Responsibilities of Clubs 1

3 MEMBERSHIP 2

3.1 Eligibility 2
3.2 Categories 2
3.3 Annual Membership Fees 2
3.4 Membership Registration Procedure 2
3.5 Declared Club 2
3.6 Club Clearance 2
3.7 Interstate Clearance 3
3.9 Suspension or Expulsion from a Club, District or Zone 3

4 ADMINISTRATORS OF THE ZONE 4

4.1 Executive 4

5 ELECTION OF EXECUTIVE 4

5.1 Voting for Election of the Executive 4
5.2 Call for Nominations 4
5.3 Voting Pack 4
5.4 Authorised Club Delegate to vote 4
5.5 Zone Returning Officer and Scrutineers 5
5.6 Distribution and Collection of Ballot Papers 5
5.7 Determination of Votes 5
5.8 Tied Vote 5

6 ORDER AND INTRODUCTION OF BUSINESS 5

6.1 Executive Meeting 5
6.2 Order of Business – Executive Meeting 6
6.3 Delegates Meetings 6
6.4 Order of Business – Delegates Meeting 6
6.5 General Meetings (including Annual General Meeting) 7
6.6 Order of Business – General Meeting 7
6.7 Standing Orders 8

7 REIMBURSEMENT OF EXPENSES 9

7.1 Executives/Committee Members 9

8 SPORTS COMMITTEES 10

8.1 Sports Committees 10
8.2 Appointment of Committees 11

8.3 Committee Meetings 11
8.4 Budgets of Committees 11
8.5 Returning Officer 11
8.6 Miscellaneous Appointments 12

9 DUTIES AND POWERS OF ELECTED COMMITTEES 12

9.1 Match Committee 12
9.2 Selection Committee 13
9.3 Umpires Committee 14
9.4 Coaching Committee 15
9.5 Junior Committee 16

10 ATTIRE 16

10.1 Compliance 16
10.2 Penalty for Non-compliance 16
10.3 Playing Attire, RNSWBA Events 16
10.4 Officials Attire 16

11 AWARDS AND RECOGNITION 17

11.1 Merit Badges/Tie Bars/ Ladies Brooches 17
11.2 Visit Plaques - President's Days 17

12 ZONE POLICIES 17

12.1 Selection Policy – Attachment A 17
12.2 Code of Conduct – Representative Players – Attachment B 17
12.3 Code of Conduct – Under 18 Representative Players – Attachment C 17
12.4 Code of Conduct – Match Officials 17
12.5 Code of Conduct – Junior Officials 17
12.6 Child Protection Policy 17
12.7 Event Attire Policy 17
12.8 Sport Sun Smart Policy 17
12.9 Smoke Free Green Policy (Refer to Bowls NSW Circular 07/13) 17

1. Policy Statement 1

Every person and organisation bound by this policy must always place the safety and welfare of children above all other considerations. 1

Bowls NSW acknowledges that employees and volunteers provide a valuable contribution to the positive experiences of junior bowlers under the age of 18. Bowls NSW aims to ensure this continues and to protect the safety and welfare of its junior participants. Several measures will be used to achieve this such as: 1

- **Prohibiting any form of abuse against children; 1**
- **Providing opportunities for junior bowlers to contribute to and provide feedback on our program development; 1**
- **Carefully selecting and screening people whose role requires them to have direct and/or unsupervised contact with children. (Screening procedures are outlined in Part B of the Zone 5 Member Protection Policy); 1**
- **Ensuring Codes of Conduct, particularly for roles associated with junior bowls, are promoted, enforced and reviewed; 1**
- **Providing procedures for raising concerns or complaints (the complaints procedure is outlined in Part C of the Zone 5 Member Protection Policy); and 1**
- **Providing education and/or information to those involved in the sport on child abuse and child protection. 1**

2. Procedures in place at Zone 5 1

Zone 5 requires that any child who is abused or anyone who reasonably suspects that a child has been or is being abused by someone within the sport, to report it immediately to the police or relevant government

agency and the Zone 5 Secretary. Descriptions of the sorts of activity which may be abuse are in the Dictionary at clause 11 of the Zone 5 Member Protection Policy. 1

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected. Our procedures for handling allegations of child abuse are outlined in attachment E of the Zone 5 Member Protection Policy. 1

If anyone bound by this policy reasonably suspects that a child is being abused by his or her parent/s, they should contact the relevant government department for community services. 1

1 DEFINITIONS

In these Regulations unless the contrary intention appears;

(a) All Definitions as outlined in the Constitution of the Zone shall be relevant to the definitions in these Regulations.

2 MEMBERSHIP - CLUBS

2.1 Criteria

(a) In accordance with clause 5.2 of the Constitution of the Zone, to be eligible as a Member Club of the Zone, the applicant Club shall;

(i) have no less than twelve (12) Financial Members;

(ii) have at least one (1) green on land of which it is the owner or has some other tenure, and of which the Club either has the control and management or has some agreement or arrangement with the person or body having control and management; and which will have on it at least four (4) rinks laid down in conformity with the Laws of the Sport of bowls;

(iii) have a Constitution and rules which are not inconsistent or in conflict with the Constitution or Regulations of the Zone or the RNSWBA Ltd.

2.2 Procedure for renewal of Membership

(a) Clubs Membership shall be renewed annually through the following process;

(i) Payment of all fees payable to the Zone

(ii) Updating of Constituent documents

(iii) Providing a copy of annual report

(iv) Completing the annual Membership return with deletions on the approved form

(v) Providing an update of all contacts and office bearers.

2.3 Application for new Membership - Club

(a) The Executive may consider and approve applications for Membership from new or established Club bodies subject to Regulation 2.1

(b) The Executive may refuse to grant membership to a club if in the opinion of the Executive there are sufficient bowling clubs in the vicinity of the club seeking membership to adequately meet the needs of the community

2.4 Financial Responsibilities of Clubs

(a) All Clubs affiliated with the Zone have an obligation to pay all monies due and payable to the Zone.

(b) Annual subscriptions (renewal of registration of all members of the affiliated club) are due and payable within one (1) month from the date of end of the club's financial year. Clubs that have not paid the annual membership fees within one (1) month from the date of end of the club's financial year shall be considered unfinancial members with the Zone and all members of that club shall be ineligible to enter or play in Zone events until the annual subscription account is paid.

(c) A Club failing to settle any account other than annual subscriptions with the Zone within three (3) months from the date of invoice shall have their membership suspended and the members of that club shall be ineligible to enter or play in Zone events during the period of suspension.

(d) Any Club experiencing financial difficulty in settling accounts may enter a payment arrangement with the Zone. Whilst the clubs remains within the terms of the arrangement, the clubs shall be deemed to be a member of the Zone.

3 MEMBERSHIP – BOWLING MEMBERS

3.1 Eligibility

(a) To be eligible as a member of the Zone, the applicant must be a natural person and must;

(i) be a bowling member, and

(ii) be identified as male in gender on their birth certificate

(b) A player who is not a bowling member of a Club and/or is not an Individual Member of the Association, is ineligible to enter or play in any RNSWBA event and is not entitled to play bowls on the greens of any member club or with an Individual Member, other than for the purpose of their being coached or participating in recruitment, promotional or corporate functions.

3.2 Categories

In accordance with Clause 5.1 (d) of the Constitution, bowling membership shall consist of the following sub-categories of membership as approved by the Executive;

(a) Full Member, who shall be a Bowling Member for whom a Club has paid the Full Membership Fee as defined in Regulation 3.3(a) to the Zone.

(b) Junior Member, which shall include any Bowling Member of a Club under the age of 18 years who is registered with the Association as a Junior Member, and who is financial having paid the Junior Membership Fee for the current period.

(c) Membership Fee as defined in Regulation 3.3(a) to the Zone.

3.3 Annual Membership Fees

(a) Annual Membership Fees for Bowling Members shall be determined by the Executive at the March Executive Meeting each year and distributed via Circular.

(b) Annual Membership Fees for Clubs shall be determined by the Executive at the March Executive Meeting each year and distributed via Circular.

3.4 Membership Registration Procedure

An individual wishing to become an Individual Member of the Zone is required to complete and sign an approved Application for Registration form and submit to their Club with the appropriate payment of the Annual Membership Fee.

3.5 Declared Club

(a) In accordance with the RNSWBA Conditions of Play and the Bowls Australia Affiliation Policy an Individual Member must nominate one (1) Club for the purpose of competing or being eligible to compete in RNSWBA Events. This shall be known as their Declared Club.

3.6 Club Clearance

(a) An Individual Member who wishes to change their Declared Club to another Club within NSW (new club), must complete and lodge with the RNSWBA a Club Clearance form and the Club Clearance fee if;

(i) They are currently an Individual Member of a Member Club or,

(ii) They have been an Individual Member of a Club in the past twelve (12) months.

(b) An Individual Member may not participate in RNSWBA Events at their new club, until that Club has lodged a signed NSW Club Clearance Application Form together with the applicable fee with the RNSWBA Office.

(c) An Individual Member, who is unable to obtain a signed NSW Club Clearance Application Form from the Club they are transferring from, may not participate in RNSWBA events at their new club without the written approval of the RNSWBA.

(d) If an Individual Member wishes to change their Declared Club to play Association events during the bowling season, they must also receive written permission to do so from the RNSWBA.

(e) The Club Clearance Fee shall be as set from time to time by the RNSWBA Ltd.

3.7 Interstate Clearance

(a) In accordance with the Bowls Australia Affiliation Policy, any Individual Member who wishes to change their Declared Club to another Club affiliated with another STA must complete and lodge an Interstate Clearance form with the STA they are transferring to.

(b) There shall be no Zone fee for an Interstate Clearance.

3.8 Interstate Pennant Declaration

(a) In accordance with the Bowls Australia Affiliation Policy, an Individual Member may be permitted to compete in an Interstate Pennant Competition controlled by another STA for a Club affiliated with that STA without changing their Declared Club, however must complete and lodge an Interstate Pennant Declaration form with the STA they are transferring to.

(b) There shall be no Zone fee for an Interstate Pennant Declaration.

3.9 Suspension or Expulsion from a Club or Zone

(a) An Individual Member who has been suspended or expelled from membership of any Club or Zone for an incident that is related to the game of bowls or to bring the game of bowls into disrepute, shall be ineligible to play or officiate at any level of bowls during their term of suspension, or for a maximum period of one (1) year from the date of suspension, whichever is the earlier.

(b) The Club or Zone referred to in regulation 3.9(a) must advise the RNSWBA (Chief Executive Officer) in writing, of the name and Registration number and term of suspension of the Individual Member who has been suspended or expelled as per Regulation 3.9(a) desirably within fourteen (14) days from the date of the suspension or expulsion and any subsequent appeals being resolved for recording purposes.

(c) An Individual Member who is under an order of suspension or expulsion, or has resigned their membership because of disciplinary proceedings as per Regulation 3.9(a) is not eligible for a Club Clearance.

(d) If an Individual Member is suspended for an incident which is deemed not to be related to the game of bowls or not to bring the game of bowls into disrepute, it is at the Club's discretion as to whether they allow the suspended member to play or officiate at bowls at their Club during the term of suspension.

(e) An Individual Member has the right of appeal in accordance with the Appeals Policy

4 ADMINISTRATORS OF THE ZONE

4.1 Executive

(a) Qualifications of Executive

(i) Must be an Individual Member of the Association

(ii) Must have demonstrated bowls administration experience in key roles at Club level

(iii) Are innovative and forward thinking

(iv) Must be computer literate with adequate IT skills

(v) Sound knowledge of word processing software, e.g. Word, Excel

(vi) Other qualifications as deemed necessary by the Executive Committee from time to time

5 ELECTION OF EXECUTIVE

5.1 Voting for Election of the Executive

(a) All voting for the election of the Executive shall follow the procedure as set out in Regulation 5.

(b) Any vote cast for the election of the Executive not conducted in accordance with Regulation 5 shall be declared invalid.

5.2 Call for Nominations

(a) In accordance with the Constitution of the Zone, the Zone Secretary shall call for nominations for the Executive at a date no less than sixty (60) days prior to the date of the Annual General Meeting.

(b) The closing date for nominations shall be no less than forty (40) days prior to the date of the Annual General Meeting.

5.3 Voting Pack

(a) In order to conduct the election of the Executive, the nominated officer shall issue one (1) Voting Pack to each affiliated club, no less than thirty (30) days prior to the date of the Annual General Meeting via electronic mail.

(b) A Voting Pack shall include;

(i) One (1) Ballot Paper.

(ii) A Resume of each candidate for Executive.

(iii) Voting Instructions

5.4 Authorised Club Delegate to vote

(a) Voting shall only be conducted by a Club Delegate who is authorised under the Constitution to vote on behalf of a Club. Proxy voting shall not be permitted for the election of Executive.

(b) A Club that is unfinancial at the time of the election shall be ineligible to cast a vote. Any vote that is cast by an unfinancial Club shall be invalid.

5.5 Zone Returning Officer and Scrutineers

(a) A Zone Officer nominated by the Executive shall perform the duties of the Returning Officer.

(b) Two Zone Officers shall also be appointed to act as scrutineers.

(c) No person, other than the Returning Officer, and scrutineers shall be entitled to see any Ballot Paper and the Returning Officer and scrutineers shall not disclose to any person the way in which any Club has voted.

5.6 Distribution and Collection of Ballot Papers

(a) The Zone Returning Officer shall distribute one (1) ballot paper only per Club to the authorised Club Delegate and shall ensure that the total number of Ballot Papers that are distributed is equal to the number of Ballot Papers collected.

(b) Voting instructions shall be outlined clearly on the Ballot Paper.

(c) Ballot Papers that have been completed by the authorised Club Delegate shall be returned by electronic mail to the Returning Officer, who shall ensure that each Ballot Paper is completed correctly. All valid and completed Ballot Papers shall be placed in an envelope until all Ballot Papers have been received.

(d) Any Ballot Paper that has been distributed and is left blank or is not completed correctly as per the Voting Instructions shall be declared invalid by the Returning Officer. The Returning Officer shall note on the back of the Ballot Paper the reason for being invalid and place the invalid paper in a separate envelope.

(e) All Ballot Papers must be received by the Returning Officer by close of business no less than seven (7) days prior to the Annual General Meeting.

5.7 Determination of Votes

(a) The election of the Executive shall be determined by the first-past-the-post, with the candidates with the most votes for each position elected as the Executive.

5.8 Tied Vote

(a) If there is a tied vote between one or more candidates for the position of Executive, the Returning Officer shall draw lots to determine the successful candidate.

6 ORDER AND INTRODUCTION OF BUSINESS

6.1 Executive Meeting

(a) The Executive Committee shall meet as often as is deemed necessary for the dispatch of business (and shall be at least 4 times in a financial year)

(b) Notice of any Executive Meeting shall be in accordance with Clause 13.6 of the Constitution of the Zone and shall state;

  (i) The day, date and hour and place of such meeting.

  (ii) The business to be dealt with at such meeting.

(c) Notice shall be deemed to have been given in accordance with Clause 32 of the Constitution of the Zone.

(d) Additional items may be placed on a supplementary agenda for distribution to Executives prior to the opening of the meeting.

6.2 Order of Business – Executive Meeting

(a) At Executive meetings the order of business shall be as follows;

(i) Opening of the meeting by the President.

(ii) Acceptance of apologies.

(iii) Advice of illnesses, hospitalisation and bereavements.

(iv) Confirmation of Minutes of previous Meeting.

(v) Business arising from the minutes.

(vi) Executive Report.

(vii) Correspondence.

(viii) Motions of which due notice has been given (refer to Regulation 6.2 (e) below).

(ix) General Business.

(x) Recommendation/s to the Delegates.

(xi) Events Ahead.

(xii) Date and time of next meeting.

(b) Under the item "Confirmation of Minutes" no discussion shall be allowed except as to the accuracy of the Minutes as a record of the proceedings.

(c) The item "Business Arising from the Minutes" shall include the consideration of matters arising out of instructions, etc, at former Meetings, other than matters listed elsewhere on the Agenda.

(d) Motions of which due notice has been given shall be taken in order in which the written notice was given.

(e) Except where otherwise provided, all notices of motion for any meeting of the Executive shall be in writing, and shall be in the hands of the Zone Secretary ten (10) clear days before the date of the Executive meeting.

(f) A matter of urgency may be submitted at any stage of the meeting of the Executive.

(g) An Executive will not be permitted to be present or to vote at an Executive meeting on any dispute in which a conflict of interest arises either directly or indirectly. However the Executive may request that Executive to address the meeting on the dispute prior to considering that dispute.

(h) A summary of the minutes of the Executive meeting shall be made available to members as deemed appropriate by the Executive.

6.3 Delegates Meetings

(a) Delegates meetings of the Association shall be held in conjunction with the Executive meetings (and shall be at least 2 times in a financial year).

(b) Notice of any Delegates Meeting shall be in accordance with Clause 17 of the Constitution of the Zone.

6.4 Order of Business – Delegates Meeting

(a) At meetings of the Delegates the order of business shall be as follows;

(i) Opening of the Meeting by the Chairman.

(ii) Acceptance of apologies.

(iii) Advice of illnesses and deaths.

(iv) Confirmation of Minutes of previous Meeting.

(v) Business arising from the minutes.

(vi) Executive Reports.

(vii) Business Arising from Reports

(viii) Correspondence.

(ix) Motions of which due notice has been given (refer to Regulation 6.4 (e) below).

(x) Recommendation/s from the Executive.

(xi) General Business.

(xii) Events Ahead.

(xiii) Date and time of next meeting.

(b) Under the item "Confirmation of Minutes" no discussion shall be allowed except as to the accuracy of the Minutes as a record of the proceedings, and when confirmed, such Minutes shall be signed by the Chairman of the Meeting.

(c) The item "Business Arising from the Minutes" shall include the consideration of matters arising out of instructions, etc, at former Meetings, other than matters listed elsewhere on the Agenda.

(d) Under the item "Executive Reports", all reports shall be taken as read. Executives are required to submit written reports no less than fourteen (14) days prior to the meeting.

(e) Except where otherwise provided, all notices of motion for any General Meeting shall be in writing, and shall be in the hands of the Zone Secretary not less than fourteen (14) days (excluding receiving date and meeting date) prior to the General Meeting in accordance with Clause 18 of the Constitution of the Zone.

(f) Motions of which due notice has been given shall be taken in order in which the written notice was given.

(g) A Delegate will not be permitted to vote at a General Meeting on any dispute in which a conflict of interest arises either directly or indirectly. However the meeting may request that Delegate address the General Meeting on the dispute prior to considering that dispute.

6.5 General Meetings (including Annual General Meeting)

(a) General meetings of the Association shall be held in accordance with Clause 17 of the Constitution of the Zone.

(b) Notice of any General Meeting shall be in accordance with Clause 17 of the Constitution of the Zone.

6.6 Order of Business – General Meeting

a. At meetings of the Delegates the order of business shall be as follows;

(i) Opening of the Meeting by the Chairman

(ii) Acceptance of apologies

(iii) Advice of illnesses and deaths.

(iv) Confirmation of Minutes of previous Meeting.

(v) Business arising from the minutes.

(vi) Executive Reports.

(vii) Business Arising from Reports

(viii) Correspondence.

(ix) Motions of which due notice has been given (refer to Regulation 6.4 (e) below).

(x) Recommendation/s from the Executive.

(xi) General Business.

(xii) Events Ahead.

(xiii) Date and time of next meeting.

b. Under the item "Confirmation of Minutes" no discussion shall be allowed except as to the accuracy of the Minutes as a record of the proceedings, and when confirmed, such Minutes shall be signed by the Chairman of the Meeting.

c. The item "Business Arising from the Minutes" shall include the consideration of matters arising out of instructions, etc, at former Meetings, other than matters listed elsewhere on the Agenda.

d. Under the item "Executive Reports", all reports shall be taken as read. Executives are required to submit written reports no less than fourteen (14) days prior to the meeting.

e. Except where otherwise provided, all notices of motion for any General Meeting shall be in writing, and shall be in the hands of the Zone Secretary not less than fourteen (14) days (excluding receiving date and meeting date) prior to the General Meeting in accordance with Clause 17 of the Constitution of the Zone.

f. Motions of which due notice has been given shall be taken in order in which the written notice was given.

g. A Delegate will not be permitted to vote at a General Meeting on any dispute in which a conflict of interest arises either directly or indirectly. However the meeting may request that Delegate address the General Meeting on the dispute prior to considering that dispute.

6.7 Standing Orders

(a) These Standing Orders may be temporarily suspended by a motion supported by five (5) Delegates and carried by a majority of two-thirds of Delegates present and voting.

(b) Movers of motions are limited to ten (10) minutes, and all other speakers to the motion (including the right to reply) to five (5) minutes, provided that such time limits may be extended by the Chairman with the consent of the Meeting.

(c) When a motion or amendment has been moved and seconded no further speech in support of such motion shall be heard until someone shall have spoken in opposition to such motion, and after such a speech in opposition has been made speeches in support and opposition must follow in rotation, except with the consent of the Meeting.

(d) A member shall be entitled to speak only once to each question, but, with the permission of the Chairman, may correct a misstatement. Every amendment moved shall be treated as a new question. The mover only of any original motion shall have the right to reply.

(e) No motion to dissent from the Chairman's ruling or decision shall be permitted unless made before any other business or speech has intervened, and no debate shall be allowed, except by the mover, who shall be limited to five (5) minutes, and the Chairman.

(f) It shall not be permissible to withdraw any motion that has been put from the Chair, except with the consent of the Meeting, one dissentient voice being sufficient objection.

(g) A speaker shall not be interrupted except on a point of order.

(h) Discussion shall not be permitted upon any motion for adjournment of a Meeting of the Zone. If upon the question being put on any such motion the same is negatived, the subject then under consideration or next on the business paper shall be discussed, and it shall not be competent for any member to again move for adjournment of a Meeting of the Zone until half-an-hour has elapsed from the time of moving the one that has been negatived.

(i) The proceedings of any Committee appointed by the Association shall be guided by these Standing Orders, so far as they are applicable.

(j) Notwithstanding anything to the contrary contained in these Standing Orders, any Member shall have the right to move that the Zone meeting be adjourned for the purpose of permitting them to speak on the matter of vital importance at any Meeting where "General Business" is not on the business paper.

(k) Where a speaker desires to quote from a letter or document a copy of such letter or document shall be tabled by them by handing the same to the Zone Secretary and it shall thereupon become part of the records of the Zone.

7 REIMBURSEMENT OF EXPENSES

7.1 Executives/Committee Members

(a) Travel

(i) Travel per individuals own (comprehensively and third party insured) vehicle to be reimbursed at the kilometre rate approved by the Delegates from time to time. Claims to be submitted to the Zone Secretary monthly.

(ii) Only one claim for the kilometre allowance is permitted and this must be lodged by the owner of the vehicle.

(iii) Bridge/expressway tolls are approved expenses.

(b) Accommodation

(i) Reimbursement for accommodation shall be made at the nightly rate, as determined by the Executive from time to time, regardless of whether it is single or shared accommodation.

(ii) An Executive/Committee Member is free to stay wherever they like or to take single rooms, but expenses for accommodation will only be reimbursed on a twin share cost basis.

(c) Meals

(i) Reimbursement of meals (i.e. breakfast, lunch, dinner) will be paid in accordance with the rates determined by the Executive from time to time. Receipts must be provided.

(ii) These expenses will be met with respect to food only.

(d) Sundry and General Expenses

(i) Sundry expenses for miscellaneous items of equipment will be paid, but receipts will be required and the Zone Treasurer reserves to right to reject exorbitant claims. Claimants have a right of appeal to the Executive.

(e) Accompanying Spouse or Partner.

(i) On occasions an Executive/Committee Member may wish their spouse or partner to accompany them.

a) Travelling costs for the spouse or partner are to be fully met by the Executive/Committee Member unless the Executive approves otherwise.

b) On those occasions when an Executive/Committee Member is accompanied by their spouse or partner the Executive/Committee Member will be reimbursed the cost of the accommodation to the maximum level of reimbursement determined by the Executive from time to time but they must meet the full cost of meals for their spouse or partner unless the Board approves otherwise.

(f) Claims

(i) All claims for reimbursement of expenses must be accompanied by relevant receipts; otherwise claims may be rejected except items under $10 once it has been approved. Where receipts are not available, full details of item/s making up the claim must be provided in writing.

(ii) All claims from Committee Members must be submitted through their Chairman, who must attest to the correctness of the claim.

(iii) The Zone Treasurer reserves the right at all times to reject claims for unauthorised expenses subject to appeal to the Executive. The only authorised expenses are those incurred;

a) during the course of official duties as an Executive or Committee Member, or

b) at Official Representation or other approved "Events Ahead" during the course of official duties, or

c) with the approval of the Executive.

8 SPORTS COMMITTEES

8.1 Sports Committees

(a) The sports committees of the Zone shall be:

(i) Match Committee (5)

(ii) Selection Committee (5)

(iii) Umpires Committee (3/4)

(iv) Coaching Committee (3/4)

(v) Junior Bowls Committee (3/4)

(b) Any Individual Member may, when nominations are called for, submit a nomination form setting out details of the experience and, if required, any qualifications they may have to fill a position on any elected committee. All nominations must have the approval of the member's club.

(c) Specific qualifications are required as set out in Table 2:

Table 2

	Committee	Qualifications
(i)	Match	Match Committee experience at club level for a minimum of twelve months
(ii)	Selection	Selection Committee experience of at least 2 years at club level or have played bowls as a District/Zone Representative. Has attended the BA Selection Module. No club shall be entitled to have more than one selector on this committee except with the approval of the Executive.

(iii)	Umpires	A current National Umpires Level 1 Certificate
(iv)	Coaching	A current accredited Club Coach Certificate
(vii)	Junior Bowls	Prohibited Person Declaration Form completed and/or Working With Children Check number.

8.2 Appointment of Committees

(a) Each Committee shall comprise the number of members as determined by the Executive at such time as the Executive from time to time determines.

(b) The Executive shall be responsible for considering nominations received and shall appoint the required number of members to each Committee outlined in Regulation 9 at the Executive Meeting held directly prior to the Annual General Meeting.

8.3 Committee Meetings

(a) The Chairman of each Committee, except the Match Committee, shall be selected at its first meeting after the Annual General Meeting.

(b) The President, or in their absence the acting President or Vice President shall be an ex-officio member of all Committees. They will be required to attend the election of the Chairman and will be entitled to vote on this matter only, if voting otherwise is equal.

(c) A quorum is constituted at a meeting where by the number of Committee Members present is;

(i) one-half of the total Committee Members, plus one; or

(ii) The whole number next above one-half of the total Committee Members.

(d) At any meeting of a Committee the person presiding shall have a casting vote as well as a deliberative vote.

(e) Each Committee shall meet at least once before each Executive meeting and minutes of all such meetings kept, shall be circulated through the Zone Secretary to all members of the Executive.

(f) At the conclusion of a meeting, the next meeting date shall be set and the Zone Secretary notified.

8.4 Budgets of Committees

(a) Each Committee Chairman shall submit, through the Zone Treasurer to the Executive for approval details of planned or proposed activities for the coming calendar year by the date of the last meeting of the year.

(b) Once plan and budget have been approved by the Executive, each Committee Chairman will be responsible for their implementation.

(c) Expenditure which has not been approved or budgeted for are not permitted unless approved by the Executive.

8.5 Returning Officer

(a) In accordance with Clause 11.9(e) of the Constitution of the Zone, a person as nominated by the Executive shall act as the Returning Officer.

(b) Returning Officer shall undertake normal duties associated with the position of Returning Officer at elections including:

(i) Distribution of Voting Packs for the Election of the Executive in accordance with Regulations and any other Postal Voting.

(ii) Coordinate collection and collation of Postal Ballot papers in accordance with Regulation 5.

(iii) Confirm the eligibility of each Executive and Committee nominee to hold office.

(iv) Oversee that all applicants are Registered Players or otherwise eligible to hold office under the Constitution of the Zone.

(v) Confirm the eligibility of clubs to vote at an Annual General Meeting and Special General Meeting.

(vi) Confirm the eligibility of Clubs to vote for the Election of the Executive.

8.6 Miscellaneous Appointments

(a) At the first meeting of the Executive, following the Annual General Meeting, the Executive may appoint suitable persons to fill the undermentioned positions;

(i) Delegates to the RNSWBA Ltd (who shall be the President)

(ii) Signatories to cheques etc. (Any two (2) to sign/authorise, President, Secretary, Treasurer, Chairman, Match Committee).

9 DUTIES AND POWERS OF ELECTED COMMITTEES

9.1 Match Committee

(a) Chairman of the Match Committee shall:

(i) Preside at meetings of which the Committee members have been duly notified.

(ii) Ensure that the Match Committee carries out the duties as specified below.

(iii) In collaboration with their Committee, prepare a report setting out the job responsibility of the Chairman and Committee for the information of any succeeding members.

(iv) Notify members of the Committee of the time, date and location of meetings of the Committee; ensure that accurate minutes of the meeting are compiled, and that a copy of the minutes is provided to the Zone Secretary.

(v) Submit a Match report to form part of the Executive Report.

(vi) Attend meetings of the Executive when required, or arrange a proxy.

(b) The Match Committee shall:

(i) Carry out duties as delegated by the Chairman of the Match Committee.

(ii) Draw up Conditions of Play applicable to Zone Events including the Schedule of Play and be responsible for the conduct of such other events declared as Zone Events by the Executive.

(iii) review potential venues for Zone Events for ultimate approval by the Executive.

(iv) secure compliance with the Conditions of Play, and settle all disputes arising during the conduct of Zone Events, in accordance with agreed protocol (i.e. through the club/Zone hierarchy of controlling bodies) subject to an appeal to the Executive, who shall be the final arbiter in disputes of this nature and whose decision shall be binding and final on all parties;

(v) submit any proposal and amendments to the Conditions of Play and Schedule of Play for Zone Events through the Chairman Match Committee to the Executive no later than mid-May in the year preceding the bowling season to which the Conditions and Schedule apply;

(vi) Prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book.

(vii) Establish and maintain records relating to Zone Events.

(viii) Prepare a budget for the Committee's activities for the conduct of Zone Events.

(ix) Before the end of February of each year, through the Association office, order all badges, trophies, flags and pennants required for Association Events.

(x) Produce, approve and/or distribute forms, letters and similar documents for the conduct of Zone Events.

(c) All nominees for appointment to the Match Committee:

(i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Match Committee are required to sign and return to the Zone Secretary an undertaking of compliance of duties as set out in this Regulation.

(ii) Committee Members must be available to travel to events as rostered by the Chairman. It is envisaged that this may preclude Match Committee Members from participating in Zone Events or other tournament and competitions.

9.2 Selection Committee

(a) Chairman of the Selection Committee shall:

(i) Prepare a short list of players who will be considered for selection to be handed to the Executive for perusal.

(ii) Promptly advice details of all sides selected to the Zone Secretary, who shall be responsible for release of information regarding the selections to the clubs within the Zone.

(iii) Liaise with Zone Secretary over team travel and accommodation, meals, laundry, Player Attire, selection and recommendation of the Side Manager, any other incidental matters arising.

(iv) Determine and allocate the attendance of Zone selectors at events within the Zone.

(v) Prepare a report on the Committee's and Zone Representative Side's activities for publication in the Annual Report/Year Book.

(vi) Notify Committee Members of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Zone Secretary.

(vii) attend meetings of the Executive when required, or arrange a proxy;

(viii) Meet regularly each year with the Executive and others as required, to review the performance of the Selection Committee.

(ix) establish and maintain records relating to the conduct of Inter Zone Events, including:

a) match reports;

b) register of players (personal details and playing career);

c) register of Inter Zone matches and results;

d) photographic record of Zone Sides

(x) In collaboration with their Committee, prepare a report setting out the job responsibility of the Chairman and Committee for the information of any succeeding members.

(xi) Submit a Match report to form part of the Executive Report.

(a) Members of Selection Committee shall:

(i) assist the Chairman to carry out the duties of Chairman of the Selection Committee, specified above, as required and delegated by the Chairman;

(ii) Attend regular meetings of the Selection Committee at the time and place advised by the Chairman.

(iii) participation in the preparation of a list of players under consideration for selection;

(iv) At the commencement of each playing year, prepare a calendar of events, and submit same to the Zone Secretary for approval by the Executive.

(v) Attend Matches as required.

(b) All nominees for appointment to the Selection Committee:

(i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Selection Committee are required to sign and return to the Zone Secretary an undertaking of compliance of duties as set out in this Regulation.

(ii) Committee Members must be available to travel to events as rostered by the Chairman. It is envisaged that this may preclude members of the Selection Committee from participating in RNSWBA Events or other tournament and competitions.

9.3 Umpires Committee

(a) Chairman of the Umpires Committee shall:

(i) administer the National Officiating Accreditation Scheme throughout Zone 5 Bowling Association which includes:

(ii) establish and maintain a register of National Umpires, and records regarding accreditation/re-accreditation,

(iii) establish and maintain a register of Rulings, Interpretations and Advising and promulgate advice regarding same,

(iv) oversee the accreditation/re-accreditation process,

(v) develop educational programmes regarding the laws of the game for umpires and bowlers,

(vi) Ensure that a high standard of umpiring is attained and maintained throughout the Zone.

(vii) Liaise directly with clubs in respect of umpiring matters; resolve all problems associated with interpretation of the Laws of the Sport (through the club/zone hierarchy) and promulgate advice with respect to same.

(viii) Prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book.

(ix) Notify Committee Members of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Zone Secretary.

(x) In collaboration with their Committee, prepare a report setting out the job responsibility of the Chairman and Committee for the information of any succeeding members.

(xi) Submit an Umpire's report to form part of the Executive Report.

(xii) Attend meetings of the Executive Committee or arrange a proxy.

(xiii) Meet regularly each year with the Executive Committee and others as required, to review the performance of the Umpires Committee.

(b) Members of Umpires Committee shall:

(i) assist the Chairman to carry out the duties of Chairman of the Umpires Committee, specified above, as required and delegated by the Chairman;

(ii) Attend regular meetings of the Umpires Committee at the time and place advised by the Chairman.

(iii) arrange distribution of law books and updates of same to accredited umpires

(iv) Organise Zone seminars requiring attendance by Zone umpires.

(c) All nominees appointment to the Umpires Committee:

(i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Umpires Committee are required to sign and return to the Zone Secretary an undertaking of compliance of duties as set out in this Regulation.

9.4 Coaching Committee

(a) The Chairman of the Coaching Committee shall:

(i) administer the National Coaching Accreditation Scheme throughout the Zone, which includes:

a) establish and maintain records regarding accreditation and re-accreditation;

b) oversee the accreditation and re-accreditation process at all levels;

c) Liaise directly with Clubs in respect of coaching matters;

d) Develop coaching programmes for all levels from beginner, intermediate and elite.

(ii) in association with the State Coaching Committee, be responsible for the promotion and maintenance of all matters connected with coaching within the Zone;

(iii) implement coaching documentation and administrative procedures;

(iv) prepare and plan for all Zone conducted courses and seminars;

(v) prepare a draft report on the Committee's activities for publication in the Annual Report/Year Book;

(vi) notify Committee Members of the time, date and location of meetings of the Committee; ensure that accurate minutes of all meetings are compiled, and a copy of the minutes is provided to the Zone Secretary;

(vii) Submit an Coaching report to form part of the Executive Report;

(viii) attend meetings of the Executive when required, or arrange a proxy;

(ix) Meet regularly each year with the Executive and others as required, to review the performance of the Coaching Committee.

(b) Members of the Coaching Committee shall:

(i) administer the promotion and maintenance of development of coaching within their allotted clubs;

(ii) attend monthly Coaching Committee meetings as scheduled or as required;

(iii) Attend to other appointed coaching-related duties as required, or as delegated by the Chairman.

(c) All nominees for appointment to the Coaching Committee:

(i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Coaching Committee are required to sign and return to the Zone Secretary an undertaking of compliance of duties as set out in this Regulation.

9.5 Junior Bowls Committee

(a) The Junior Bowls Committee shall:

(i) Promote, arrange and conduct Junior Bowls.

(ii) Conduct Junior Bowls events and provide the best possible bowls experience for all young people of both genders to participate in bowls.

(iii) Liaise with the Secretary of the Association, with respect to team and travel accommodation, meals, laundry, Zone Junior Representative Player's attire, selection and recommendation of the side manager, any other incidental matters arising.

(iv) Meet as required and provide a written report to the Executive Committee and have a representative attend the Executive committee meeting when required.

(v) Prepare a report on the committee's activities for publication in the Annual Report.

(vi) Prepare and submit for approval a program of activities for each bowling season. Program to be submitted in October of the year preceding the program.

(b) All nominees for appointment to the Junior Committee:

(i) Prior to nominations closing for the Annual General Meeting, all nominees for appointment to the Junior Bowls Committee are required to sign and return to the Zone Secretary an undertaking of compliance of duties as set out in this Regulation.

10 ATTIRE

10.1 Compliance

(a) Registered Players competing in RNSWBA Events are required to comply with this Regulation, the Regulation of the RNSWBA and the Bowls Australia National Logo Policy as in force in New South Wales.

(b) Clubs must purchase uniforms from Official Licensed Manufacturers in accordance with the Bowls Australia National Logo Policy.

(c) Designs for Club attire must be submitted to the Zone and will be assessed before formal approval.

(d) Designs must incorporate the Bowls Australia logo on shirts, jackets and vests.

10.2 Penalty for Non-compliance

(a) Penalty for non-compliance of Regulation 10 is disqualification.

10.3 Playing Attire, RNSWBA Events

Covered by the RNSWBA Event Attire Policy.

10.4 Officials Attire

Covered by the Official Attire Policy of the RNSWBA Ltd.

11 AWARDS AND RECOGNITION

11.1 Zone Merit Badges/Tie Bars/ Ladies Broaches (if applicable)

(a) Merit Badges/Tie Bars shall only be awarded to registered members of the RNSWBA for services rendered. These awards shall not be duplicated in respect of any nominee and are presented on official days by the RNSWBA's representative.

(b) Ladies broaches to be awarded for services rendered to a Men's club. The award shall not be duplicated in respect of any nominee and is presented on official days by the RNSWBA representative.

11.2 Visit Plaques - President's Days

(a) Each affiliated club shall receive a plaque. A shield showing the year of visitation by the State President, or their representative shall be attached thereto on each visit.

(b) Each affiliated club shall receive a plaque. A shield showing the year of visitation by the Zone President, or their representative shall be attached thereto on each visit.

12 ZONE POLICIES

12.1 Selection Policy – Attachment A

12.2 Code of Conduct – Representative Players – Attachment B

12.3 Code of Conduct – Under 18 Representative Players – Attachment C

12.4 Code of Conduct – Match Officials

12.5 Code of Conduct – Junior Officials

12.6 Child Protection Policy

12.7 Event Attire Policy

12.8 Sport Sun Smart Policy

12.9 Smoke Free Green Policy (Refer to Bowls NSW Circular 07/13)

Attachment A

SELECTION POLICY
ZONE 5 BOWLING ASSOCIATION

Selection Committee
The Selection Committee shall consist of a minimum of three (3) and a maximum of five (5) members.

1. Philosophy (Aim)

The objective of this Zone 5 Selection Policy is to ensure that the best possible teams are selected to achieve maximum success when representing the Zone.
The policy applies to bowlers, selectors, coaches, team managers and other Zone officials.
All participants with strong claims for selection will be considered by the Selectors for selection in accordance with this policy.
Upon selection to a team all participants must sign the Zone 5 Code of Conduct in order to be eligible for competition.
This policy remains in force until amended or revoked by the Zone 5 Executive.

2. Interpretation

Unless the context otherwise requires, the terms used in this policy shall have the same meaning as in the Zone 5 Constitution and/or Regulations.
No particular selection criteria shall be weighted more or less significantly by reason only of the order in which that criterion appears in the policy.

3. Selection

3.1 Zone Selectors

Zone Selectors will be appointed annually by the Executive and announced at the Annual General Meeting. The nomination form must be accompanied by a copy of the nominee's Bowls Australia Selection Module certificate and a Letter of Interest stating previous selection experience.

3.1.1 Zone Selection Committee

The committee will consist of no more than five (5) members. All members wishing to be considered on the Zone 5 Selection committee must:
Meet the eligibility criteria as may be prescribed from time to time by the Zone 5 Executive
Be willing to comply with Zone 5 policies and directives

3.1.2 Zone 5 Selection Committee Compliance

The Zone 5 Selection Committee must comply with the following:

- Comply with all Zone 5 policies and directives
- Select all sides to represent Zone 5
- Assess each player during trials and such assessment to be recorded and handed to the Chairperson of Selection Committee for retention by Zone 5 for future use
- Have a selector/s present at Zone championship Semi Finals and Finals and Pennant playoffs as required
- Set Examples at all times on decorum, dress standards and shall wear attire as prescribed by Zone 5
- Be available to advise the Manager/Coach on any requirements for the benefit of the selected team
- Represent the Zone 5 at all times in a professional manner
- Be accountable to the Zone 5 Executive through the Zone President

3.1.3 Duties of the Chairperson

- Arrange and chair all selection meetings, face to face, by telephone or by email
- Prepare reports on selections as required
- Advise the President and Executive Committee of recommendations by selectors and be able to substantiate recommendations
- Advise the Zone Secretary of selected teams so the names can be announced

3.1.4 Criteria for Zone Selectors

Preferred qualities and skills desirable for the position of Zone Selector include:

- The ability to make impartial judgements
- Prior playing, coaching and/or selection experience at club or Zone level
- Knowledge of the sport
- Communication skills
- An open minded attitude
- Honesty and integrity
- Contemporary awareness of elite sport

3.1.5 Criteria for the position of Chairperson of the Zone Selection Committee

Preferred qualities and responsibilities desirable for the position include:

- The ability to be unbiased and impartial in discussions and decisions
- To be well informed about the objectives of the sport and the purpose of selection meetings
- To have communication skills with emphasis on having the capacity to listen and represent the views of all the selectors and to be able to counsel and provide feedback to team members
- To be responsible for open discussion within selection meetings
- To have the ability to summarise the view points of the selection meetings to finalise decision making
- To be well organised for and in meeting formats
- To be aware of the future of the sport when making selection decisions
- To be supportive of all selection committee members
- To ensure that committee responsibilities are understood and fulfilled by the committee members

3.2 Selection Procedure

The selectors shall select such teams as are required by Zone 5

The selectors shall have total discretion in selecting and may have regard to anyone or more of the criteria in any selection process. The selectors need not have regard to any of the criteria

A majority decision of the selectors is required. The decision of the selectors shall be final. No reason need be given for any selection or other decision of the selectors. This shall not prevent, limit or restrict the selectors changing the selection of any team at any time in their sole discretion, having regard to all the circumstances

3.3 Team Selection Criteria

Selection Criteria may include the following:

- Performance in Club / Zone titles
- Performance in previous Zone representation
- Demonstrated and/or potential ability to work with the team officials and other players
- Demonstrated attitude and commitment to Zone 5 and, in particular but not only, regarding Zone 5 representation
- The player's ability to play in the expected game conditions

- Any current or potential injury or condition which will impair, inhibit or prevent the participant's performance to the required level
- The potential of the participant to successfully achieve the objectives of this Policy and of the Zone 5 under its Constitution
- Behaviour on and off the green
- Leadership qualities
- Any other factor considered relevant in the circumstances

3.3.1 In addition the following matters may be taken into account:

- In determining the composition of any Zone team, the makeup of that team may be influenced by the importance of the event to achieving Zone 5 long term success
- The players comprising any Zone team must provide the team as a whole with the flexibility to perform against diverse competition and players of differing styles and venue conditions
- Competitive ability of players will be of importance for Zone selection. Any player who fails consistently to perform in major competitions at a level appropriate to their ability may at the discretion of the Selection Committee, not be selected, even if they have complied with all other criteria

4 Overriding Factors

In considering the performance of players at events, trials or other attendances required under this Policy, the Selection Committee may in its discretion give weight to extenuating factors
Players unable to attend or compete at events, trials or other attendances required under this Policy must advise the Zone Secretary in writing of this fact and the reasons therefore before the commencement of the event, trial or other attendance required under this Policy
In the case of illness or injury, players may be required to produce a Doctor's Certificate
In the case of bereavement, equipment failure, travel delays or other extenuating circumstance, the Selection Committee will make a decision on an individual basis

5 Team Manager Policy

6 Removal from a Selected Team

6.1 Any participant which includes a Player, Selector and Official who:

- Breaches or fails to observe this Policy, the Zone Constitution or the Regulations
- By means of illness or injury is unable to perform to the required standard in the opinion of the Selectors (after having received advice from a medical practitioner)
- Brings Zone 5, the Zone Team or the sport of bowls into disrepute or acts in a manner unbecoming of a member of the Zone team or prejudicial to the interest of Zone 5 and the sport of bowls
- Breaches or fails to fulfil a requirement of the NSW Anti-Doping Policy
- Breaches or fails to comply, fulfil and observe the requirements in the Code of Ethics
- Is ineligible for selection to, or continued membership of, the Zone team as the case may be
- Any player may be removed from any selected team by Zone 5 in consultation with the selectors as the circumstances may require including where the participant has failed to sustain their performance and attitude to a satisfactory level, provided that the required performance levels had first been discussed with the participant and the participant had been given the opportunity to attain those performance levels.
- A Selector or Official may be removed by resolution of the Zone 5 Executive

7 Appeal Procedure

7.1 Grounds of Appeal

An aggrieved person may appeal against a decision of the Selectors in accordance with the Policy on the grounds that a decision of the Selectors was not made in accordance with this Policy.

7.2 Procedure for Appeals

Any appeal against a decision of the Selectors must be made within 7 days of any public announcement.

The appeal must be lodged in writing with the Zone Secretary setting out:

- The decision of the Selectors in question
- The grounds on which the appeal is made
- The reason or circumstances supporting the alleged ground of appeal

Nothing in this Policy prevents the withdrawal of an appeal at any time in writing. On receipt of an appeal in accordance with this Policy, the Zone Secretary must forthwith forward the appeal documents to the Selection Review Panel

7.3 Constitution of Selection Review Panel

The Selection Review Panel shall be constituted by any three persons available to hear the appeal which must include the following:

- a member of the Zone 5 Executive
- Australian Sports Commission or NSW Communities, Sport & Recreation representative; and
- a person being legally qualified, chosen by the other two.

No member of the Selection Review Panel may be a party to or interested in the matter under consideration.

7.4 Function of the Selection Review Panel

The Selection Review Panel has no power of selection or re-selection. The Selection Review Panel may review the matter set out in the appeal and may (as appropriate) refer the matter back to the Selectors for consideration.

7.5 Procedures of the Selection Review Panel

7.5.1 On receipt of the appeals papers, the chairperson of the Selection Review Panel shall immediately notify the Panel members of the appeal, and shall forward copies of the relevant appeal to the Panel members as a matter of urgency.

7.5.2 The Selection Review Panel shall, as soon as practical after receiving a notice under clause 7.5.1, investigate and consider the matter and shall within 7 days of receiving such notice, determine whether:

- the matter should be dismissed, because in its determination, the matter is trifling in nature or has no merit; or
- the appeal warrants further review and determination with this Policy.

7.5.3 If the Selection Review Panel determines the matter warrants further review under clause 7.5.2 second dot point, it shall as soon as practicable, having regard to the timing of selection and proximity of relevant events, serve a notice in writing on the aggrieved party stating that the aggrieved party may address the Selection Review Panel at a meeting to be held as soon as practicable, being not earlier than four days from the date of the notice stating the date, place and time of that meeting; and informing the aggrieved person that they may do any one or more of the following:

- attend that meeting (personally or by their representative, not being legally trained or qualified); or
- give the Selection Review Panel, no later than 24 hours before the time of that meeting, a further written statement setting out relevant information surrounding the appeal.

The Selection Review Panel may conduct a meeting convened in accordance with clause 7.5.2 (or any adjournment thereof) in such manner as it sees fit, but shall:

- give the aggrieved party and the Selectors every opportunity to be heard
- give due consideration to any statement by the aggrieved person
- allow the aggrieved person to be present along with their adult representative (not being legally trained or qualified)and may
- request or require the aggrieved person or any other witness to attend the meeting or provide such evidence as is available

Following consideration of all relevant available information, the Selection Review Panel shall arrive at a finding. A decision of the Selection Review Panel shall be a majority decision. The Selection Review Panel shall notify the Zone Secretary of its findings as soon as practical.
If the Selection Review Panel considers the ground alleged by the aggrieved person to be satisfied, it shall recommend that the Selectors again consider the selection of the relevant, team or individual. The Selectors shall comply with any direction of the Selection Review Panel in this regard, any further selection decision of the Selectors under the direction of the State Review Panel shall be final, and no further appeal shall be available to the aggrieved person in respect of that selection.

8 Notification of Policy

This Policy shall be available upon request to all Members of Zone 5.
Zone 5 shall have no general responsibility to give notice of this Policy to individual persons, other than in accordance with this Policy.

8.1 Notification to Relevant Parties

Subject to constraints imposed upon Zone 5 by third parties, individuals selected by the Selectors ('Selected Parties') shall be notified of their selection by mail as soon as practicable after their individual selection or finalization of the relevant team or official position(s).

Attachment B

Codes of Conduct – Zone 5 Representative Players

1. Players Code of Conduct

1.1. Be frank and honest with your coach/side manager concerning illness and/or injury and your ability to train or compete at the best of your ability.

1.2. Maintain a high standard of personal behaviour at all times.

1.3. Abide by the rules and respect the decision of any official, ensure appeals are made through the formal process and accept the final outcome.

1.4. Be honest in your attitude and preparation to training.

1.5. Work equally hard for yourself and for the team.

1.6. Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.

1.7. At all times when competing in an event involving youth or junior players, act in an appropriate manner which sets an example of expectable behaviour for a Zone 5 Representative.

1.8. Players participating in events in which the participant is a member of a Side Selected by or is nominated by Zone 5 are expected to behave in an appropriate manner whilst playing in or in attendance at the event.

1.9. Disciplinary action may be taken against any player who behaves in an inappropriate manner.

1.10. This may include immediate removal from the event and/or further disciplinary action as provided for in the Constitution of the Zone Association.

2. Players are expected to:

2.1. Dress appropriately, both on and off the green

2.2. Be punctual – be where you need to be on time

2.3. Play as a team – be supportive and encouraging to your team mates

2.4. Play by the rules and conditions of the competition

2.5. Be a 'good sport'

2.6. Comply with the requests of the Side Manager

2.7. Comply with the entry requirements and rules of the Club at which the event is held.

2.8. Be friendly to all participants.

2.9. Present a good image of themselves and Zone 5.

2.10. Behave appropriately in motel accommodation (consider other guests of the motel)

2.11. Stay with the Side under the supervision of the Side Manager when not playing (when staying in motel accommodation for a series)

2.12. Meet all costs not normally incurred by Zone 5.

3. Players must not

3.1. Take any drugs that have not been prescribed for them.

3.2. Not engage in the use of any illegal or banned substances during the event.

3.3. Be under the influence of any substance or in a condition that may affect their ability to perform at their best.

3.4. Argue with an officials or umpire's decision.

3.5. Leave the Side's accommodation without the permission of the Side Manager.

3.6. Enter the room of another player without the permission of player/side manager.

3.7. Engage in any harassment, discrimination, vilification or other conduct liable to bring Zone 5 and or the sport of lawn bowls into disrepute.

3.8. Engage in any violent or threatening behaviour.

3.9. Use foul or abusive language.

4. General Association Core Values

Zone 5 have developed core values in our working environment that set the standard and tone for our interactions internally and externally.

- We will strive for excellence and maximise our performance.
- We will be cooperative and work as a team
- We will be leaders in our field.
- We will listen and communicate openly.
- We will accept full accountability for decisions and actions.
- We value the well being and diversity of our people.
- We treat each other with dignity and respect.
- We will create inclusive opportunities for involvement.

5. General Code of Conduct

Give your best at all times. Participate for your own enjoyment and benefit. Do not tolerate harmful or abusive behaviours. Adopt appropriate and responsible behaviour in all interactions. Adopt responsible behaviour in relation to alcohol and other drugs.

Act with integrity and objectivity and accept responsibility for your decisions and actions. Ensure your decisions and actions contribute to a safe environment free from harassment. Support and encourage people to participate in all aspects of sport. Treat each person as an individual. Display control and courtesy to all involved in our sport. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.

Wherever possible, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist). Wherever possible, avoid unaccompanied and unobserved one-on-one activity with people under the age of 18 years. Encourage and support opportunities for people to learn appropriate new behaviours and skills.

Help each person reach their potential, respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.

Attachment C

Codes of Conduct – Zone 5 Junior (Under 18) Representative Players

1. Introduction

All players participating in Junior Events conducted by Zone 5 or who are members of Representative Sides selected by or nominated by Zone 5 are expected to behave in an appropriate manner whilst playing in or in attendance at the event.

Disciplinary action may be taken against any player who behaves in an inappropriate manner. This may include immediate removal from the event and/or further disciplinary action as provided for in the Constitution of the Zone.

2. Junior Players are expected to:

2.1. Dress appropriately, both on and off the green.
2.2. Be punctual – be where you need to be on time.
2.3. Play as a team – be supportive and encouraging to your team mates.
2.4. Co-operate with your Side Manager and team mates.
2.5. Play by the rules and conditions of the competition.
2.6. Be a 'good sport'.
2.7. Comply with the requests of the Side Manager.
2.8. Comply with the entry requirements and rules of the Club at which the Event is held.
2.9. Be friendly to all participants.
2.10. Present a good image of themselves and Zone 5.
2.11. Behave appropriately in motel accommodation (consider other guests of the motel).
2.12. Stay with the Side under the Supervision of the Side Manager when not playing (when staying in motel accommodation for a series).
2.13. Meet all costs not normally incurred by Zone 5.

3. Junior Players must not

3.1. Drink alcohol.
3.2. Smoke.
3.3. Take any drugs that have not been prescribed for them.
3.4. Not engage in the use of any illegal or banned substances during the event
3.5. Enter licensed premises unless under the supervision of Side Officials
3.6. Argue with an umpire's decision
3.7. Leave the Side's accommodation without the permission of the Side Manager
3.8. Enter the room of another player without the permission of the Side Manager.
3.9. Engage in any harassment, discrimination, vilification or other conduct liable to bring Zone 5 and or the sport of lawn bowls into disrepute.
3.10. Engage in any violent or threatening behaviour.
3.11. Use foul or abusive language

4. Core Values

Zone 5 have developed core values in our working environment that set the standard and tone for our interactions internally and externally.

- We will strive for excellence and maximise our performance.
- We will be cooperative and work as a team
- We will be leaders in our field.
- We will listen and communicate openly.
- We will accept full accountability for decisions and actions.
- We value the well being and diversity of our people.
- We treat each other with dignity and respect.
- We will create inclusive opportunities for involvement.

5. General Code of Conduct

Give your best at all times. Participate for your own enjoyment and benefit. Do not tolerate harmful or abusive behaviours. Adopt appropriate and responsible behaviour in all interactions.

Act with integrity and objectivity and accept responsibility for your decisions and actions. Ensure your decisions and actions contribute to a safe environment free from harassment. Support and encourage people to participate in all aspects of sport. Treat each person as an individual. Display control and courtesy to all involved in our sport. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.

Wherever possible, avoid unaccompanied and unobserved one-on-one activity (when being supervised or where a power imbalance will exist). Encourage and support opportunities for people to learn appropriate new behaviours and skills.

Help each person reach their potential, respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.

Review date: Two years after the date of publishing or where appropriate.

Attachment D

Codes of Conduct – Match Officials
Zone 5 Bowling Association

1. Coaches Code of Conduct

1.1. Place the safety and welfare of the athletes above all else.
1.2. Help each person reach their potential, respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
1.3. Any physical contact with a person should be appropriate to the situation.
1.4. Be honest and do not allow your qualifications to be misrepresented.
1.5. Be consistent and impartial when making decisions.
1.6. Do not allow prejudice, conflict of interest or bias to affect your objectivity.
1.7. Abide by the Bowls Australia Coaches Code of Ethics at all times.

2. Technical Officials Code of Conduct

2.1. Place the safety and welfare of the athletes above all else.
2.2. Help each person reach their potential, respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
2.3. Any physical contact with a person should be appropriate to the situation.
2.4. Be honest and do not allow your qualifications to be misrepresented.
2.5. Be consistent and impartial when making decisions.
2.6. Address unsporting behaviour and promote respect for all people.
2.7. Do not allow prejudice, conflict of interest or bias to affect your objectivity.
2.8. Act honestly, in good faith and in the best interests of the sport as a whole.
2.9. Ensure that any information acquired or advantage gained from the position is not used improperly.
2.10. Conduct your responsibilities with due care, competence and diligence.
2.11. Be aware that your decisions, actions and behaviour may be the subject of investigation at some later stage and you should be able to demonstrate the process and provide documentation to back up your decisions, action and behaviour.
2.12. Abide by the World Bowls Laws of the Sport, Bowls Australia Domestic Regulations and Bowls NSW Conditions of Play at all times.

3. Core Values

Zone 5 have developed core values in our working environment that set the standard and tone for our interactions internally and externally.

- We will strive for excellence and maximise our performance.
- We will be cooperative and work as a team
- We will be leaders in our field.
- We will listen and communicate openly.
- We will accept full accountability for decisions and actions.
- We value the well being and diversity of our people.
- We treat each other with dignity and respect.

- We will create inclusive opportunities for involvement.

4. General Code of Conduct

Encourage and support opportunities for people to learn appropriate new behaviours and skills. Support and encourage people to participate in all aspects of sport. Treat each person as an individual. Display control and courtesy to all involved in our sport. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.

Wherever possible, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist). Wherever possible, avoid unaccompanied and unobserved one-on-one activity with people under the age of 18 years. Adopt appropriate and responsible behaviour in all interactions.

Adopt responsible behaviour in relation to alcohol and other drugs. Act with integrity and objectivity and accept responsibility for your decisions and actions. Ensure your decisions and actions contribute to a safe environment free from harassment. Do not tolerate harmful or abusive behaviours.

5. Additional Information

Policies: *RNSWBA Member Protection Policy*
Bowls Australia Coaches Code of Ethics
World Bowls Laws of the Sport (Crystal Mark Edition)

Review date: Two years after the date of publishing or where appropriate.

Attachment E

Codes of Conduct – Junior (Under 18s) Officials
Zone 5 Bowling Association

1. Introduction

The Association has a legal and moral obligation to ensure the safety of all members of the Zone 5 Junior sides when competing or under care of the Association.

The following is prepared as a guide to ensuring that all activities undertaken are done so within a set of guidelines to ensure that the Association's duty of care is met.

At no time should a Junior Official be under the influence of alcohol or other drugs. To be so could expose the individual and the Association to liability.

All Junior Officials regardless of position must abide by these Codes of Conduct.

2. Code of Conduct

1. RESPECT the rights, dignity and worth of every person.
    1.1. Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion.
2. ENSURE the bowler's time spent with you is a positive experience
    2.1. All bowlers are deserving of equal attention and opportunity.
3. TREAT each as an individual.
    3.1. Respect the talent, development stage and goals of each bowler and help them reach their full potential.
4. BE FAIR, considerate and honest with bowlers.
    4.1. Help each athlete reach his or her full potential.
5. BE PROFESSIONAL and accept responsibility for your actions.
    5.1. Language, manner, punctuality, preparation and presentation should display high standards.
    5.2. Display control, respect, dignity and professionalism
    5.3. In line with Bowls NSW Junior Policy, obey a zero tolerance policy regarding Alcohol, Drugs, Tobacco and Gambling while in the presence of Juniors Bowlers.
6. MAKE A COMMITMENT to providing a quality service to your bowlers.
    6.1. Maintain or improve your current NCAS accreditation.
    6.2. Seek continual improvement through performance appraisal and ongoing coach education and training.
    6.3. Provide a coaching program, which is planned and sequential.
    6.4. Maintain appropriate records.
7. OPERATE WITHIN THE RULES of lawn bowls.
    7.1. The Laws of the Sport of Bowls in Australia shall be followed, in addition to any rules, policies or guidelines set down by the relevant bodies.
    7.2. Coaches should be guided by the Australian Sport Anti-Doping Authority (ASADA) when educating their athletes about drugs in sport.
8. ANY PHYSICAL contact with bowlers should be :
    8.1. Appropriate for the situation and

8.2. necessary for the bowler's skill.

9. REFRAIN from any form of personal abuse towards your bowlers.
   9.1. This includes verbal, physical and emotional abuse directed towards your bowlers from other sources while they are in your care.
10. REFRAIN from any form of harassment.
   10.1. This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability. You should not only refrain from initiating a relationship with a bowler, but should also discourage any attempt by a bowler to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
   10.2. Refer to the "Harassment Free Sport" guidelines available from the Australian Sports Commission.
11. PROVIDE A SAFE environment for coaching.
   11.1. Ensure equipment and facilities meet safety standards.
   11.2. Equipment, coaching and the environment need to be appropriate for the age and ability of the bowler.
12. SHOW CONCERN and caution towards a sick or injured bowler.
   12.1. Provide a modified coaching program if necessary.
   12.2. Allow further participation in coaching or competition when appropriate.
   12.3. Encourage bowlers to seek medical advice when required.
   12.4. Maintain the same interest and support towards sick and injured bowlers.
13. BE A POSITIVE role model for lawn bowls and bowlers.

3. Core Values

Zone 5 have developed core values in our working environment that set the standard and tone for our interactions internally and externally.

- We will strive for excellence and maximise our performance
- We will be cooperative and work as a team
- We will be leaders in our field
- We will listen and communicate openly
- We will accept full accountability for decisions and actions
- We value the well being and diversity of our people
- We treat each other with dignity and respect.
- We will create inclusive opportunities for involvement.

4. General Code of Conduct

General, Association wide

Encourage and support opportunities for people to learn appropriate new behaviours and skills. Support and encourage people to participate in all aspects of sport. Treat each person as an individual. Display control and courtesy to all involved in our sport. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.

Wherever possible, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist). Wherever possible, avoid unaccompanied and unobserved one-on-one activity with people under the age of 18 years.

Adopt appropriate and responsible behaviour in all interactions. Act with integrity and objectivity and accept responsibility for your decisions and actions. Ensure your decisions and actions contribute to a safe environment free from harassment. Do not tolerate harmful or abusive behaviours.

Athletes

Give your best at all times. Participate for your own enjoyment and benefit.

Coaches

Place the safety and welfare of the athletes above all else. Help each person reach their potential, respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback. Any physical contact with a person should be appropriate to the situation. Be honest and do not allow your qualifications to be misrepresented. Be consistent and impartial when making decisions. Do not allow prejudice, conflict of interest or bias to affect your objectivity.

Officials

Place the safety and welfare of the athletes above all else. Be consistent and impartial when making decisions. Address unsporting behaviour and promote respect for all people. Do not allow prejudice, conflict of interest or bias to affect your objectivity.

Administrators

Act honestly, in good faith and in the best interests of the sport as a whole. Ensure that any information acquired or advantage gained from the position is not used improperly. Conduct your responsibilities with due care, competence and diligence. Do not allow prejudice, conflict of interest or bias to affect your objectivity.

Spectators

Respect the performance and efforts of all people.

Attachment F

Child Protection Policy
Zone 5 Bowling Association

1. Policy Statement

Every person and organisation bound by this policy must always place the safety and welfare of children above all other considerations.

Bowls NSW acknowledges that employees and volunteers provide a valuable contribution to the positive experiences of junior bowlers under the age of 18. Bowls NSW aims to ensure this continues and to protect the safety and welfare of its junior participants. Several measures will be used to achieve this such as:

- Prohibiting any form of abuse against children;
- Providing opportunities for junior bowlers to contribute to and provide feedback on our program development;
- Carefully selecting and screening people whose role requires them to have direct and/or unsupervised contact with children. (Screening procedures are outlined in Part B of the Zone 5 Member Protection Policy);
- Ensuring Codes of Conduct, particularly for roles associated with junior bowls, are promoted, enforced and reviewed;
- Providing procedures for raising concerns or complaints (the complaints procedure is outlined in Part C of the Zone 5 Member Protection Policy); and
- Providing education and/or information to those involved in the sport on child abuse and child protection.

2. Procedures in place at Zone 5

Zone 5 requires that any child who is abused or anyone who reasonably suspects that a child has been or is being abused by someone within the sport, to report it immediately to the police or relevant government agency and the Zone 5 Secretary. Descriptions of the sorts of activity which may be abuse are in the Dictionary at clause 11 of the Zone 5 Member Protection Policy.

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected. Our procedures for handling allegations of child abuse are outlined in attachment E of the Zone 5 Member Protection Policy.

If anyone bound by this policy reasonably suspects that a child is being abused by his or her parent/s, they should contact the relevant government department for community services.

3. Further Information

Policies

- *Zone 5 Member Protection Policy*

Review date: Annually

Attachment G

Association Event Attire Policy
Zone 5 Bowling Association

1. Policy Statement

This Policy outlines the requirements for playing attire for competing in Zone 5 Bowling Association Events as defined in the Zone 5 Bowling Association Conditions of Play.

The health and well-being of members is of the utmost importance for Zone 5 Bowling Association, and in the application of this Policy, Zone 5 Bowling Association encourage and promote Sun-Smart attire options for Members where possible.

Australia has the highest rate of skin cancer in the world. It is acknowledged that skin cancer is a preventable disease and that a preventative strategy will be promoted by Zone 5 Bowling Association through this Policy and others.

Players in NSW Association Events are required to comply with the Bowls Australia National Logo Policy as in force in New South Wales.

New designs must be submitted to the Association through zones and will be assessed before formal approval. Designs must incorporate the Bowls Australia logo on shirts, jackets and vests as a minimum.

Any NSW Player who competes in a National Event shall be required to comply with the National Logo Policy.

2. Upper Body Attire

All players competing in Association events are required to comply with this section.

2.1. Shirt

- Playing Shirt must be white or cream or otherwise feature a colour-coordinated design which has been approved by Zone 5 Bowling Association.
- Playing Shirt Style may be Polo or 'Button-Up' and must have an attached collar and either long or short sleeves (no singlet).
- Bowls Australia logo to be shown on shirt, in accordance with National Logo Policy and purchased through a licensed manufacturer.
- Additional design features such as Sponsor names and/or logos, Club/Zone names and/or logos, Player names and/or numbers may be displayed on shirts.
- Note: Shirts shall not be see-through.

2.2. Jacket

- Playing Jacket must be white or cream or otherwise feature a colour-coordinated design which has been approved by Zone 5 Bowling Association.
- Bowls Australia logo to be shown on jacket, in accordance with National Logo Policy and purchased through a licensed manufacturer.
- Additional design features such as Sponsor names and/or logos, Club/Zone names and/or logos, Player names and/or numbers may be displayed on jackets.

2.3. Vest

- Playing vest must be white or cream or otherwise feature a colour-coordinated design which has been approved by Zone 5 Bowling Association.

- Bowls Australia logo to be shown on vest, in accordance with National Logo Policy and purchased through a licensed manufacturer.

- Additional design features such as Sponsor names and/or logos, Club/Zone names and/or logos, Player names and/or numbers may be displayed on vests.

2.4. Upper Body Outerwear (Including knitwear jumpers, rainwear)

- Outwear such as knitted jumpers and rainwear must be white or cream or otherwise feature a colour-coordinated design which has been approved by Zone 5 Bowling Association.

- Bowls Australia logo is optional and the National Logo Policy should be considered on replacement of existing garments or when competing in National Events sanctioned by Bowls Australia.

3. Lower Body Attire

3.1. Trousers / Pants/ Shorts

- Playing Trousers/Pants/Shorts must be white or cream or otherwise feature a colour-coordinated design.

- Playing Trousers/Pants/Shorts Style may have belt buckles, 'Draw string' or elastic waist.

- Bowls Australia logo is optional and the National Logo Policy should be considered on replacement of existing garments or when competing in National Events sanctioned by Bowls Australia.

- Additional design features such as Sponsor names and/or logos, Club/Zone names and/or logos, Player names and/or numbers may be displayed on Trousers/Pants/Shorts.

- If required, belts or braces shall be white, cream or colour-coordinated.

3.2. Underwear

- Underwear (including briefs, boxers, shorts etc.) worn during play must be white or cream or otherwise colour-coordinated so as not to be clearly visible through Lower Body garments.

4. Footwear

4.1. Shoes

- Playing Shoes shall be predominantly white, brown or colour-coordinated with approved Upper/Lower Body Attire.

- Playing Shoes style must be Bowls Australia Approved Footwear, or otherwise be 'non-bowls' shoes which have been 're-soled' to comply with the Laws of the Sport. All Playing shoes shall be flat-soled*, heel-less with the minimum width of the sole beneath the heel to be 52mm.

- *The term 'flat soled' does not preclude the sole having a texture on the sole, allowing for some 'grip'. Such texture or ripple should not cause damage to the green's surface, and should be approved by Bowls Australia if a bowls shoe, or by the Controlling Body if a 'non-bowls' shoe prior to play).

4.2. Socks

- Playing Socks must be white or cream or otherwise feature a colour-coordinated design.
- Playing Socks style may range from knee-high length to 'anklet' sock, and all styles may be worn with Trousers, Pants and Shorts.
- Bowls Australia logo is optional and the National Logo Policy should be considered on replacement of existing garments or when competing in National Events sanctioned by Bowls Australia.

4.3. Other Footwear (Thongs, slippers, Medical Cast/Boot)

- Players must gain approval from the Controlling Body to wear footwear other than an approved shoe for any Association Events and must provide a medical certificate or other evidence/documentation to justify any non-compliance.
- Players are not permitted to play in an Association Event at any level unless footwear is worn.

5. Headwear

5.1. Hats (Inc. Wide-brim, bucket-hat), Caps (inc Legionnaire style), Visors/Eye-shades, Beanies

- Headwear worn during play may be white or cream or otherwise feature a colour-coordinated design.
- Bowls Australia logo is optional and the National Logo Policy should be considered on replacement of existing garments or when competing in National Events sanctioned by Bowls Australia.
- Additional design features such as Sponsor names and/or logos, Club/Zone names and/or logos, Player names and/or numbers may be displayed on headwear.

5.2. Hatbands

- On Wide-brimmed headwear, Hatbands are optional, but if worn;
    - *By a Player who has/is not holding official office with Zone5 Bowling Association* - shall be bowler's blue in colour with the Player's Club name embroidered in gold Uppercase Lettering or colour-coordinated.
    - *By an Official currently holding office or who has held office after 1st January 2012 with Zone 5 Bowling Association* - may be Sky-Blue in colour with the letters RNSWBA or ZONE 5 BOWLING ASSOCIATION embroidered in white Uppercase lettering;
    - *By an Official who has previously held office with Zone 5 Bowling Association prior to 1st January 2012 (but not after*) - may be Sky-Blue in colour with the letters RNSWBA embroidered in white Uppercase lettering only.

6. Other Accessories (optional)

6.1. Bowls Cloths, Towels, Chamois

- Bowls Cloths/Towels are optional for Association Events and may be any colour.
- Design features such as Sponsor names and/or logos, Club/Zone names and/or logos, Player names and/or numbers may be displayed on Cloth/Towel.

6.2. Name Bar

- Name Bars are optional for Association Events, however are encouraged. Zone 5 Bowling Association Representative Sides may be required to wear Name Bars.
- If worn, Name bars must display the player's first name or preferred nickname (non-offensive)
- Name Bars may also include a Club/Zone Logo and/or name of the Player's Club and or their official title if an Official office is held.

6.3. Sunglasses

- Wearing of Sunglasses or other sun-protective eye-wear whilst playing in Association Events is encouraged in accordance with the Zone 5 Bowling Association Sun-Smart Policy.
- Sunglasses may be of any style and/or colour, however it is suggested that a Category 2 or 3 Sun protection lens is used.

6.4. Gloves / Mittens

- Gloves/mittens may be worn where required, and may be white, cream or colour-coordinated.
- Purpose made 'Bowling Gloves' may be worn if so approved by the Laws of the Sport.

7. Teams and Sides

- In an Association Event played in a Team or Side format, all members of the team or Side must be similarly attired.
- 'Similarly Attired' does not require all players to be identically dressed, however all items from within a category must be of similar design and colour scheme.
    - Members of a team/side may wear shorts or trousers, however shorts and trousers must be of the same colour scheme and design.
    - Members of a team/side may wear different items of headwear, however
        - all caps worn shall be of the same design and colour scheme,
        - all hats with hat bands shall be of the same colour scheme,
        - all bucket hats shall be of the same design and colour scheme.
- Substitute: In the event of a last minute substitute being necessary, and similar coloured team or side attire not being available, the substitute may wear approved white or cream attire.

8. Penalty

- Penalty for non-compliance with this Association Event Attire Policy is disqualification.

9. Additional Information

- Bowls Australia National Logo Policy
- Zone 5 Bowling Association Sun Smart Policy
- Zone 5 Bowling Association Officials Attire Policy

- Zone 5 Bowling Association Conditions of Play

Review date: As required

Attachment H

SunSmart Sport Policy
Zone 5 Bowling Association

1. Policy Statement

The health of members is of primary concern for Zone 5.

Australia has the highest rate of skin cancer in the world. It is acknowledged that skin cancer is a preventable disease and that a preventative strategy including the following actions outlined in this Policy will be promoted by Zone 5.

2. Application

a. Shade

- Zone 5 will encourage clubs to maximise the use of natural shade provided from buildings, trees, and other shade structures around greens for use by officials, spectators and players.
- Clubs will be informed of appropriate Grants which become available through Government bodies for this purpose.

b. Clothing

- Zone 5 will promote or supply participants and officials with sun protective clothing as an option when supplying representative uniforms.
- This will include:
    - Shirts or playing tops which have long sleeves and a collar
    - Wide brimmed or legionnaires hats whenever practical.
- Zone 5 will encourage members to be conscious of sun protection, when purchasing attire for playing in Association Events.
- Zone 5 will encourage Affiliated Clubs, to provide 'sun smart' clothing options for Representative and Officials Uniforms for Association Events.

c. Sun Protection

- At all Affiliated Bowling Clubs in NSW, Sunscreens SPF 30+ sunscreens should be promoted or provided by the club.
- Prior to training or playing in peak UV periods, players and participants will be encouraged to apply sunscreen to exposed body parts.
- At all Zone 5 Finals and Representative Fixtures conducted by Zone 5, Sunscreen SPF 30+ will be made available to all players and officials.

d. Education

- Zone 5 will provide skin cancer information links through its website and magazine to increase the awareness of this health issue among members.
- Club officials/staff will act as suitable SunSmart role models.

Review date: Two years after the date of publishing or where appropriate.

Office Bearers & Committee Members
Election Notes

If the Annual General Meeting is on Sunday 11th September, 2016, then

Call for nominations	Wednesday 13th July, 2016 (60 days)
Nominations close	Tuesday 2nd August, 2016 (40 days)
Voting Pack sent to clubs	Friday 12th August, 2016 (30 days)

Zone 5 Bowling Association

www.zone5bowlingassociation.org.au