



Policy Title: Performance Administrative Policy

Related Documents:	Performance Selection Policy Performance Framework / Strategy / Team Structure Performance Personnel Support Structure Code of Conduct General Regulations Constitution
Responsible Staff:	Chief Executive Officer Performance Lead
Authority:	Bowls Auckland Board
Approval Date:	July 2024
Review Date:	June 2025

1. Objectives of Policy

1.1 The objectives of this policy are to clearly document and make available to all players and team management the key requirements of the Performance Program.

2. Code of Conduct / Alcohol

2.1 All Team Officials and Players must sign the Code of Conduct prior to representing Auckland.

2.2 All Team Officials and Players must always adhere to the Code of Conduct, not doing so may result in removal from selection.

2.3 All Staff, Team Officials and Players are not to consume alcohol on match days until all players have completed their days play and are off the green.

3. Media

3.1 By being included in the performance program players and team officials agree to use of image for media and marketing promotional material.

3.2 Be available when requested for promotional activities.

3.3 Players and team officials shall uphold the values and behaviours of Bowls Auckland on all social and other media. This means no player or team official may bring Bowls Auckland into disrepute through any comments that involve the centre, it's members or opposition.

4. Uniforms

4.1 All Team Officials and Players selected to represent Auckland shall be provided with a Bowls Auckland representative uniform. The uniform shall consist of at least a shirt, jacket, and cap.

4.2 The Manager of each squad shall keep a record of the kit that is provided to each player. At the end of season, it is the responsibility of the Manager to return all of the kit (excluding the headgear) to Bowls Auckland.

4.3 Bowls Auckland will determine the playing uniform prior to the season.

4.4 All players representing Auckland will wear Auckland apparel as specified above.

5. Travel, Travel Expenses and Accommodation

5.1 For fixtures outside of the greater Auckland region, Bowls Auckland shall fully cover travel, accommodation and lunch costs plus provide a daily allowance for other meals.

5.2 For local fixtures players are responsible for their own travel requirements, with lunches being provided by Bowls Auckland.

5.3 For local fixtures team officials will be allocated a small travel allowance in terms of petrol vouchers to cover travel costs, with lunches being provided by Bowls Auckland.

5.4 In the case of unforeseen circumstance, the Manager has the authority to incur the necessary extra expenditure to deal with an emergency i.e., Health and Safety. Bowls Auckland will reimburse the extra expenditure.

6. Review

6.1 At the end of each event, the Team Officials shall hold a review as per the template provided by the Performance Lead, and send a report to the CEO, Performance Lead and Development Lead including key aspects i.e., player performance.

6.2 At the end of every playing season the Team Officials and players of each squad shall hold a review. The review shall include but not be limited to the following.

6.2.1 The names of those participating in the review, the results of all games, challenges experienced during the season, and suggested improvements.

6.3 A written report of the review shall be provided to the Bowls Auckland Chief Executive.