

# **BOWLS AUCKLAND INCORPORATED**

## **GENERAL REGULATIONS**

**COMMENCEMENT DATE: 30 April 2024**

# **Bowls Auckland Incorporated**

## **General Regulations**

### **1. Definitions**

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- 1.1 Every reference to the Constitution shall mean the Bowls Auckland Constitution unless specified otherwise.
- 1.2 The words and phrases used in this Regulation shall have the same meaning as defined in the Constitution of Bowls Auckland, unless otherwise specified in this Regulation.
- 1.3 In addition to clauses 1.1 and 1.2 of this Regulation, the following words and phrases used in this Regulation shall mean as follows:

**“Bowls Auckland Board”** means the management committee, board or other committee however described of Bowls Auckland that is responsible for the governance of Bowls Auckland and includes any sub-committee of Bowls Auckland, including a Judicial Committee.

**“Board Member”** means a person who is a member of the Bowls Auckland Board.

### **2. Commencement Date**

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- 2.1 These Regulations shall come into force on 30 April 2024 (“Commencement Date”). They shall continue in force until such time as they are revoked or amended by the Bowls Auckland Board.

### **3. Colours**

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- 3.1 Bowls Auckland and all Clubs shall comply with the clause relating to colours set out in the Bowls NZ Constitution.
- 3.2 The colours of Bowls Auckland shall be any combination of blue, white and black.
- 3.3 No Club shall use the colours which are the same or similar to the Bowls Auckland colours without the prior approval of the Bowls Auckland Board.

### **4. Bowling Attire**

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- 4.1 All players participating in Bowls Auckland competitions, tournaments and events must abide by clothing requirements, including footwear, that is published in the Conditions of Play and approved by the Bowls Auckland Board.

### **5. Matches, Tournaments and Competitions**

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- 5.1 Bowls Auckland under the powers given it in Rule 5.1 (p) shall establish, organise, and control bowls competitions, tournaments, and events in the Bowls Auckland District, including determining the rules and conditions of entry for such competitions, tournaments and events and ensure that all such determinations comply with the Bowls NZ Constitution and the Bowls NZ Regulations.

- 5.2 Bowls Auckland may promote open tournaments, competitions and events for its member Clubs, other Centres and Clubs affiliated to Bowls NZ, if such open tournaments, competitions, and events comply with the Bowls NZ Constitution and the Bowls NZ Regulations.
- 5.3 Bowls Auckland under the powers given it under Rule 5.1 (i) shall select sides and players to represent Bowls Auckland.
- 5.4 Bowls Auckland shall approve all Intercentre matches and competitions that the Bowls Auckland Representative Teams may play.
- 5.5 Only Playing Members, Playing Life Members and Student Members of Clubs within the Bowls Auckland District shall be entitled to play in Bowls Auckland Championship and Interclub events.
- 5.6 All persons, representing clubs as players, teams or sides in Bowls Auckland Championship and Interclub events must be members of that club. In certain circumstances, permission may be granted by the Operations Committee, for players from two or more clubs to form composite teams in Bowls Auckland Championship and Interclub events.

## 6. Committees

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- 6.1 **Establishment:** The Bowls Auckland Board under the powers given it in Rule 21.2 (d) may from time to time establish whatever Committees it thinks appropriate to assist it in carrying out its responsibilities.
- 6.2 **Duties:** the duties of each Committee shall be determined by the Bowls Auckland Board and recorded in a Reference Document. This shall include any reporting requirements and a timeline for completion of the work for which it was established.
- 6.3 **Powers of Committees:** Committees shall, in respect of the matters for which they have been established, have the power to:
  - a. Make enquirers on behalf of the Bowls Auckland Board including retaining advisors and experts to assist in such enquires, subject to (d) below;
  - b. Develop draft policies and procedures for approval by the Bowls Auckland Board;
  - c. Delegate it's powers and functions to an individual or a working group;
  - d. Only incur any expense which is approved by the Bowls Auckland Board;
  - e. Make recommendations to the Bowls Auckland Board.

Committees shall have no power to make decisions on behalf of Bowls Auckland or the Bowls Auckland Board, except to the extent they are directed to do so by the Bowls Auckland Board.

- 6.4 **Procedures:** Committees shall meet at least once every quarter of the year and/or at such other times they deem necessary to carry out their functions. Each Member of the Committee is expected to attend every meeting unless there is a valid reason why they may not do so, in which situation they should

tender an apology. Any Member who is absent from three consecutive meetings without valid reason and without an apology is deemed to have forfeited their position on the Committee. Each Member shall be entitled to one vote and the Chairperson shall have both a deliberative and casting vote. Where there is any matter which may give rise to a conflict of interest the relevant Members of the Committee shall declare their interest and shall not vote.

## 7. Operations

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- 7.1 **Establishment:** The Bowls Auckland Board under the powers given it in Rule 21.2 (d) shall appoint an Operations Committee of up to seven people, one of whom shall be a Bowls Auckland Board member, and one whom shall be a Bowls Auckland employee, and up to a maximum of two employees, one of whom shall act as Secretary.
- 7.2 **Applications for Operations Sub-Committee:** Not later than the 1<sup>st</sup> day of June in each year, the Bowls Auckland CEO shall call for applications for the available positions on the Bowls Auckland Operations Sub-Committee. The call for applications shall contain a brief description of the duties of the Operations Sub-Committee. Applications should be made in writing on the proscribed form and be received by the Bowls Auckland CEO not later than the 15<sup>th</sup> day of July in the same year.
- 7.3 **Appointments:** From the applications received the Bowls Auckland Board under the powers given it in Rule 21.2 (e) shall appoint the applicants, it deems suitable, to the Operations Sub-Committee prior to the AGM. If from the applications received there are less than the required applicants the Bowls Auckland Board deems suitable, or if there are less than the required number of applications to fill the vacancies, the Bowls Auckland Board under the powers given it in Rule 21.2 (f) may seek out other members to appoint to form the Committee. The Bowls Auckland Board shall appoint the Chairperson.
- 7.4 **Term of Office:** The term of office of all members of the Operations Committee shall be for one year commencing from the conclusion of the AGM in the year they are appointed until the conclusion of the AGM in the following year. All retiring members are eligible for reappointment.
- 7.5 **Duties:** The Bowls Auckland Board under the powers given it in Rule 21.2 (i) has delegated to the Operations Committee, appointed pursuant to Rule 6.3 of these Regulations, the powers and duties of Bowls Auckland and the Bowls Auckland Board defined in Rule 5.1 (p) and Rule 21.2 (j), (k) and (l). The Operations Committee shall carry out their duties using the Operations Committee Terms of Reference as their guide.
- 7.6 **Appeals Against Decisions of the Operations Committee:** Any Member or Member Club dissatisfied with a decision of the Operations Committee shall have the right to appeal the decision to the Bowls Auckland Board by lodging an appeal in writing with the Bowls Auckland CEO within five days of the original decision being made.

## 8. Finance Committee

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- 8.1 **Establishment:** The Bowls Auckland Board under the powers given it in Rule 5.1 (n) and Rule 21.2 (d) shall appoint a Finance Committee of up to five Members, up to three shall be Bowls Auckland Board Members and two ex-officio members being the CEO and Finance Manager or their equivalents.
- 8.2 **Appointments:** At the first full Board meeting after the AGM in any year, the Bowls Auckland Board under the powers given it in Rule 21.2 (e) and (f), shall select from among its number the three Bowls Auckland Board Members to appoint to the Finance Committee. Whenever there is a need to appoint a Chairperson the Bowls Auckland Board under the powers given it in Rule 21.2 (f) should seek out a suitable person to appoint to fill the role.
- 8.3 **Term of Office:** The term of office of the three Bowls Auckland Board Members of the Finance Committee shall be for one year commencing from the time of their appointment at the first full Board meeting after the AGM in any year the until the conclusion of the first full Board meeting after the AGM in the following year at which the new Committee is appointed. All retiring members are eligible for reappointment. The term of office of the Chairperson shall be from the time of their appointment until they resign or until they are removed from the position by the Bowls Auckland Board in accordance with Rule 21.2 (e).
- 8.4 **Duties:** The Bowls Auckland Board under the powers given it in Rule 21.2 (i) has delegated to the Finance Committee, appointed pursuant to Rule 7.2 of these Regulations, the powers and duties of Bowls Auckland and the Bowls Auckland Board defined in Rule 5.1 (b) and Rule 21.2 (b). The Finance Committee shall carry out their duties using the Finance Committee Terms of Reference as their guide.

## 9. Head Selectors, Selectors, Trainers/Coach and Managers

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- 9.1 **Establishment:** The Bowls Auckland Board under the powers given it in Rule 21.2 (o) shall appoint Team Officials for the Performance programme.
- 9.2 **Structure:**
- Head Selector – Open Men and Women, 1-5 Men and Women, Under 26
  - Selector – Open Men, Open Women, 1-5 Men and 1–5 Women, Under 26
  - Trainer/Coach – Open Men and Women, 1-5 Men and 1–5 Women, Under 26
  - Manager – Open Men, Open Women, 1-5 Men and Women, Under 26
- 9.3 **Term of Office:** All appointments may be for one or two years based on the recommendations of the Selection Panel.
- 9.4 **Applications:** When the term of office of Head Selector is becoming vacant for any of the Representative Squads approved by the Bowls Auckland Board, then no later than the 1<sup>st</sup> day of June in that year, the Bowls Auckland CEO shall call for applications to fill the vacant positions. The call for applications shall contain Job Descriptions for the roles of Head Selector, Selector, Trainer/Coach and Manager and shall also include a copy of the Bowls Auckland Performance Policy Document. Applications shall be made in writing on the proscribed form and be received by the Bowls Auckland

CEO not later than the 15<sup>th</sup> day of July in the same year. In applying the Head Selectors should include with their application the team they wish to work with.

#### 9.5 **Selection Panel:**

- The Performance Lead.
- The Bowls Auckland CEO.
- A Board Member, appointed by the Board.

9.6 **Appointments:** From the applications received the Selection Panel, following an interview process shall select and recommend the most suitable candidates for the Bowls Auckland Board to appoint.

9.7 **Duties:** The Bowls Auckland Board under the powers given it in Rule 21.2 (i) has delegated to the Team Officials, appointed pursuant to Rule 8.3 of these Regulations, the powers and duties of Bowls Auckland and the Bowls Auckland Board defined in Rule 5 1 (r) and 21.2 (n). The Team Officials shall carry out their duties in accord with Bowls Auckland Performance Policy document.

### 10. **Avondale Fund Committee**

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10.1 **Establishment:** The Bowls Auckland Board under the powers given it in Rule 5.1 (n) and Rule 21.2 (d) shall appoint an Avondale Fund Committee.

10.2 **Background:** As per the Registrar's direction, Bowls Auckland will establish a fund of the nett surplus remaining funds held from the sale of the Avondale Bowling Club, this fund will be known as the Avondale Fund. The Fund will be administered in accordance with the Registrar's Direction and incorporated in the Deed of Agreement. A copy of the Deed may be available to Clubs on request.

### 11. **Coaching Committee**

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11.1 **Establishment:** The Bowls Auckland Board under the powers given to it in Rule 21.2 (d) shall appoint a Coaching Committee of up to seven people, and up to two Bowls Auckland employees or representatives. One of the Bowls Auckland employees or representatives shall act as the Secretary.

11.2 **Applications for Coaching Sub-Committee:** Not later than the 1<sup>st</sup> day of May in each year, the Bowls Auckland CEO shall call for applications for the available positions on the Bowls Auckland Coaches Sub-Committee. The call for applications shall contain a brief description of the duties of the Coaches Sub-Committee. Applications should be made in writing on the proscribed form and be received by the Bowls Auckland CEO not later than the 15<sup>th</sup> day of June in the same year. Please note that this process will be established from 2025 onwards, with the 2024 year including the incumbent convenors of the dissolved Auckland Coaches Bowling Association.

11.3 **Appointments:** From the applications received the Bowls Auckland Board under the powers given it in Rule 21.2 (e) shall appoint the applicants, it deems suitable, to the Coaches Sub-Committee prior to the AGM. If from the applications received there are less than the required applicants the Bowls Auckland Board deems suitable, or if there are less than the required number of applications to fill the vacancies,

the Bowls Auckland Board under the powers given it in Rule 21.2 (f) may seek out other members to appoint to form the Committee. The Bowls Auckland Board shall appoint the Chairperson.

- 11.4 **Term of Office:** The term of office of all members of the Coaches Committee shall be for one year commencing from the conclusion of the AGM in the year they are appointed until the conclusion of the AGM in the following year. All retiring members are eligible for reappointment.
- 11.5 **Duties:** The Bowls Auckland Board under the powers given it in Rule 21.2 (i) has delegated to the Coaches Committee the duties as described in the Terms of Reference.

## **12. Alteration to Regulations**

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- 12.1 The Bowls Auckland Board under powers given it in Rule 32.3 may rescind, amend, or add to these Regulations as it deems appropriate.