

# Coaches Committee

## Terms of Reference

Introduced April 2024

Updated March 2026

### 1. Constitution

- a. In accordance with the Bowls Auckland Constitution (Clause 5.1n and 21.2d, g, k, m, and n) the Bowls Auckland Board (Board) has established the Coaches Committee (Committee).

### 2. Powers

- a. The Board has delegated certain powers to the Committee, always noting that the Committee must act within the rules of the Bowls Auckland Constitution and Regulations, the Laws of the Sport of Bowls, and at the direction of the Board through the Bowls Auckland CEO.

### 3. Objectives

- a. To support Bowls Auckland, create a connected and integrated coaching network which attracts, retains, develops and promotes coaches. Ensuring Bowls Auckland continues to deliver quality experiences to all participants, with a focus on those newer to our game (i.e., Year 0 to 5).

### 4. Decision Making Authority

- a. The Committee will oversee all aspects of the Year 1 to 5 Winter Program, including the coaching, and tournaments (tournament dates will be made in collaboration with the Playing Programme Committee). This will be deemed as the Committee's primary function.
- b. The Committee will provide guidance, support and recommendations on all other aspects of the Coaching Strategy, with the decision making and authority falling on Bowls Auckland through the designated staff lead. This will be deemed as the Committee's secondary function.

### 5. Members

- a. The Committee shall comprise of up to seven people including.
  - o The convenors of each zone (being, Central, East, South-East, South-West, and West).
  - o And up to two Bowls Auckland Representatives.
- b. In some instances, zones may have co-convenors, if this is the case, both can attend meetings, however, that particular zone will only get one vote.
- c. The Chair will be appointed by the CEO through the Bowls Auckland Board.
- d. The Bowls Auckland CEO or another appointment Bowls Auckland staff member may serve from time to time or stand in the stead of the designated employee/s as applicable.

## **6. Function and Duties**

### **Primary**

- a. Plan and deliver a winter coaching program, targeted at players Year 0 to 5 culminating in the Canoe, Campi and ABCA Cup.
- b. To support the delivery of the program, to establish a delivery plan that outlines the key operational aspects of the tournaments and coaching hubs (this includes but is not limited to, conditions of play, dates, entries, venues, communications etc..).

### **Secondary**

- c. To support Bowls Auckland, deliver the Coaching Strategy which includes but is not limited to assisting with the following.
  - Developing and delivering (bi-monthly) networking opportunities for coaches.
  - The formation and circulation of a coaches newsletter.
  - The updating of the coaches database.
  - Communicating with coaches.
  - Supporting in the establishment of a best practice coaching program for new bowlers for clubs to use in their environments.
  - Supporting clubs to have at least one qualified coach, and therefore, at least one coaching program.
  - Supporting clubs when requested to help deliver their coaching programs.
  - To champion Bowls Auckland when liaising with clubs and players.

## **7. Agreement**

- a. All members will work in good faith to come to an agreement that seeks to achieve the overall objective, and function of the Committee.
- b. Each Zone shall receive one vote when there is a topic to vote on at the direction of the Chair. The chairperson shall also be entitled to a vote.
- c. A majority is 51% of eligible votes present.
- d. A quorum is 51% of the members.
- e. If an agreement cannot be reached or there is a conflict the CEO through the Board will have the power to intervene.

## **8. Meetings and Reporting**

- a. The Committee will meet bi-monthly to fulfil its obligations and or as required at its discretion.
- b. The Bowls Auckland appointed staff member will act as Secretary and ensure all pre-reading documents including an agenda and minutes are circulated.
- c. The Bowls Auckland staff member will act as the main contact point between the Committee and coaches.
- d. The CEO will provide updates and reports as necessary to the Bowls Auckland Board and/or clubs.

## **9. Conduct**

At all times the Committee members:

- a. Shall always act honestly and in good faith in the interest of Bowls Auckland and its stakeholders, ensuring that all stakeholders, particularly its members, are treated according to their rights.
- b. Shall observe the confidentiality of non-public information acquired by them in their role as committee members and not disclose to any other person such information.
- c. Shall avoid conflicts of interest as far as this is possible. Where such conflicts arise, the committee member/s concerned shall not vote on that issue. Only with the unanimous agreement of all other committee members present may the committee member/s concerned participate in any discussion on that topic. Failing such agreement being reached, the individual shall either refrain from participation or leave the room.
- d. Shall be diligent, attend meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the decision-making.
- e. Shall interact with the Board and Bowls Auckland staff positively and constructively.
- f. Shall be loyal and supportive to the Board, abiding by Board decisions once reached.
- g. Shall not do anything that in any way denigrates Bowls Auckland or harms its public image.
- h. Shall not undermine the decisions made by the Committee.

## **10. Finance**

- a. Any monies held by the Auckland Bowling Coaches Association will be ringfenced, and an account created under Bowls Auckland, that is tracked and reported on to the Committee at each meeting, with the Committee having complete authority over it.
- b. The Committee strives to ensure that the PnL for the 1 to 5 Year program 'breaks even' each year.

## **11. General**

- a. The Bowls Auckland CEO (or his/her nominee) will take a lead role in ensuring that the Committee meets its obligations to Bowls Auckland.
- b. Where a decision-making power is not clearly stated a recommendation should be put forward by the Chair to the CEO for consideration in which he/she may consult with the Board prior to determining an outcome.
- c. Where the Committee wishes to contribute to a matter that falls outside its decision-making power, a recommendation should be put forward by the Chair to the CEO for consideration in which he/she may consult with the Board prior to determining an outcome.