



Event Support Committee

Terms of reference

The objective of the Event Support Committee is to assist the Operations Manager and the Game Development Department in relation to the planning, preparation, conduct and review of allocated major events (Championships) and promotional activities.

Key Responsibilities:

- To Liaise with the Championships Committee and provide the physical support required to set up and conduct designated Bowls Victoria major events.
- To assist in the organisation of official dinners at designated Bowls Victoria major events.
- To assist in the arrangements for accommodation of players and officials at designated Bowls Victoria major events.
- To assist the Game Development Department in the setting up and conduct of various Promotional Activities and Events.
- To assist in other areas of Bowls Victoria activities when invited to do so.

Membership of the Committee

The Committee should be appointed by the Board on the recommendations of the Chief Executive and shall consist of no more than 8 members.

The Chairman of the Committee shall be appointed by the Board on the recommendation of the Chief Executive.

Members of the Committee are expected to:

- have sufficient knowledge, training and/or expertise in the management of bowls championship and promotional events to enable them to discharge their duties and, where required, challenge the information presented by fellow Committee members and Clubs;
- have a reasonable knowledge of Bowls Victoria Inc.(BV) and its activities in Victoria;
- be of good health and have a capacity to devote the required time and attention to carry out the activities of the Committee;

- display a willingness and ability to communicate regularly and openly with Bowls Clubs, Divisions, Regions and other key stakeholders;
- be prepared to meet with and learn from other experts in event management, and
- have no significant commercial relationship which would compromise their involvement with Bowls Victoria activities during their term on the Committee.

Meetings of the Committee

- Event Support Committee meetings will be held on a regular basis as determined by the Operations Manager in consultation with Game Development staff and the Event Support Committee Chairman, and scheduled to correspond with timelines for key tasks;
- With the agreement of the Chief Executive, the Operations Manager may obtain external voluntary resources to assist with the work of the Committee;
- Committee meetings and activities must be minuted;
- The Operations Manager will present to the Board reports on the activities of the Event Support Committee along with recommendations in relation to planning and management of events;
- The Chairman of the Committee shall annually conduct an assessment of the effectiveness of individual Committee members and report these to the Operations Manager, and
- Changes in personnel, roles or responsibilities of the Committee shall be determined by the Board.

Duties & Responsibilities of the Committee

The Event Support Committee's primary responsibilities are:

- to ensure that designated Championship events operating under Bowls Victoria are conducted to a standard and to a budget as specified by the Operations Manager;
- to ensure that, where required, off-green management of the event (including catering, accommodation, transport and equipment) is efficiently managed;
- to provide reports and recommendations via the Operations Manager to assist the Board in ensuring that the quality of championship events is maintained and where possible modified and improved.

- To assist the Game Development Department in the management and conduct of promotional events, such as Kids Fun Days, Expos and other events as required.

In seeking to achieve these objectives, the Event Support Committee will:

- establish clear procedures, timelines and protocols for the areas of event management for which the Event Support Committee is responsible;
- establish in consultation with the Operations Manager budgets for areas of event management for which the Committee is responsible;
- establish in consultation with the Game Development Department budgets for areas of event management for which the Committee is responsible;
- make recommendation through the Operations Manager to the (Metropolitan) Pennant Committee and to the Championship Committee on matters relating to the planning and preparation for events by these Committees;
- be fully informed of all forms, policies and procedures in relation to the staging and conduct of events and championships;
- ensure that any matters that may lead to the convening of a disciplinary hearing are made known to the Operations Manager as a matter of urgency;
- consult regularly with the bowls community and experts in the field in relation to staging of championships and major events.

Major Interactions

- Bowls Victoria Operations Manager;
- Bowls Victoria Operations Staff;
- Bowls Victoria Game Development staff;
- Bowls Victoria Laws & Rules Committee;
- Bowls Victoria Metropolitan Pennant Committee;
- Bowls Victoria Championship Committee;
- Bowls Victoria Disciplinary Committee, and
- Bowls Victoria Greens Committee.