



REGION/DIVISION COMMITTEES

As stated in the Bowls Victoria Regulations, the types of committees considered by Regions & Divisions may include, but are not limited to:

- (i) Championship/Pennant/Selection;
- (ii) Club Development & Support;
- (iii) Coaching;
- (iv) Greens;
- (v) Laws and Umpiring;
- (vi) Sponsorship, Marketing and Media; and
- (vii) Under 18 Development.

A Terms of Reference for each committee is listed below for Regions & Divisions to use as a guide only in establishing these committees.

Championship/Pennant/Selection Committee

This committee shall consist of a minimum of **five (5)** members.

For Championships the committee shall:

- prepare the necessary entry forms for each event;
- conduct all Region/Division events according to Bowls Victoria rules for competition;
- elect members from its committee to be representatives of the Region/Division and so assist in organising State Title events at region/division level;
- in conjunction with the Laws and Umpire Committee appoint the appropriate number of umpires and markers for events under their control;
- settle questions of eligibility; and
- deal with any dispute on any matter concerning the games or their management.
- every Member Club shall allow Bowls Victoria the use of its greens and facilities for the conduct of Bowls Victoria events, and when so requested, shall provide its best available rinks, and shall fully cooperate with Bowls Victoria conduct of such events; and

For Pennant the Committee shall:

- prepare the entry forms for Pennant competition and make them available to all clubs;
- conduct the draw for the competition immediately entries have closed;
- advise clubs in writing of the various procedures applicable to the competition for that season;
- collect the results after each game and maintain up to date ladders for each Region Division and Section of the competition; and
- in conjunction with the Greens Committee allocate greens for the final series.

For Selection of teams representing the Region the committee shall:

- conduct selection trials where invited players will be provided the opportunity to display their talents in front of Selectors;
- to select squads from which representative sides will be selected e.g. Senior Sides and Under 25 Sides and conduct necessary training days;
- through the Side Manager prepare a report for submission to the Executive Committee on the performance of the Region Side for each event; and
- within seven (7) days of any meeting of the Committee, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary.

Club Development & Support Committee

This committee shall consist of a maximum of five (5) with a minimum of three (3) members.

This Committee shall:

- provide advice to existing and prospective clubs on procedural matters relative to their compliance with legal requirements;
- liaise with clubs considering merging or taking over the assets of another club;
- offer assistance to clubs that may be or appear to be experiencing difficulties;
- offer assistance to clubs on strategies for the recruitment of new members;
- within seven (7) days of a meeting of the committee, the committee shall send a copy of the minutes and any supporting documentation to the Region/Division Secretary.

Coaching Committee

This committee shall consist of a maximum of five (5) with a minimum of three (3) members.

The Committee shall:

- ensure that coaches and potential coaches are properly educated in the methodology used in basic coaching;
- be responsible for the procedures around the accreditation and re accreditation of coaches;
- conduct required coaching seminars in all areas of the Region;
- liaise closely with the Division Coaching Committees on all matters of relevance; and
- within seven days (7) of a meeting of the committee, the committee shall send a copy of the minutes and any supporting documentation to the Region/Division Secretary.

Greens Committee

For Regions/Divisions not under the direct control of BV Metropolitan Pennant Committee for the conduct of pennant competitions and BV Championships Committee for the conduct of major events:

This committee shall consist of a minimum of three (3) members.

The Committee shall:

- arrange through the Region the annual inspection and reporting on each green of each club and on completion forward a copy of the green inspection report to the BV Greens Committee;
- arrange for records to be maintained of the number of greens and type of grass used in each green for each club within the Region
- appoint a person or persons approved by BV Greens Committee to conduct inspections of new or reconstructed grass or synthetic greens and issue an approval or list of requirements needed to be attended to before approval will be obtained;
- where clubs are constantly preparing greens that are running at speeds outside the recommended guidelines the Committee should arrange a meeting with the club concerned and their greenkeeper to see if the problem can be resolved or whether a consultant should be contacted. It is important to remember that Greens Committee members are not seen as experts on the establishment and maintenance of greens. Members should refrain from offering advice or criticisms but direct the enquiry to a recognised current or retired greenkeeper or a current or retired turf consultant. This person could be on the Greens Committee;

- in conjunction with the Region and Division Championship/ Pennant and Selection Committees recommend greens that are suitable for conducting pennant finals and championship events;
- every Member Club shall allow BV the use of its green and facilities for the conduct of BV events, and when so requested, shall provide its best available rinks, and shall fully cooperate with BV conduct of such events; and
- within seven (7) days of a meeting of the committee, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary.

For Regions/Divisions under the control of BV Metropolitan Pennant Committee for the conduct of pennant and BV Championships Committee for the conduct of major events:

This committee shall consist of a minimum of three (3) members.

The Committee shall:

- arrange through the Region the annual inspection and reporting on each green of each club to the BV Greens Committee;
- Arrange for records to be maintained of the number of greens and type of grass used in each green for each club within the Region;
- Inspections of new or reconstructed grass or synthetic greens to be conducted by a member or members of the BV Greens Committee and issue an approval or list of requirements needed to be attended to before approval can be obtained.
- Where clubs are constantly preparing greens that are running at speeds outside the recommended guidelines the Committee should arrange a meeting with the club concerned and their greenkeeper to see if the problem can be resolved or whether a consultant should be contacted. It is important to remember that Greens Committee members are not seen as experts on the establishment and maintenance of greens. Members should refrain from offering advice or criticisms but direct the enquiry to a recognised current or retired greenkeeper or a current or retired turf consultant. This person could be on the Greens Committee;
- in conjunction with the Region and Division Championship/Pennant/Selection Committee recommend greens that are suitable for conducting pennant finals and championship events;
- every Member Club shall allow BV the use of its green and facilities for the conduct of BV events, and when so requested, shall provide its best available rinks, and shall fully cooperate with BV conduct of such events; and
- within seven (7) days of a meeting of the committee, the committee shall send any relevant documentation to the Region Secretary.

Laws & Umpiring Committee

This committee shall consist of a maximum of five (5) and a minimum of three (3) members who shall each hold the National Officiating Accreditation Scheme card.

The Committee shall:

- ensure that umpires and potential umpires are properly educated in the interpretation of the Laws and Rules of the Sport and other umpiring skills such as measuring and other relevant skills;
- be responsible for the procedures around the accreditation and reaccreditation of umpires;
- maintain a panel of elite umpires to be used at Region/Division events;
- be the committee responsible for the interpretation of all Laws and Rules as they relate to specific events;
- draft any suggested changes to the Laws of the Sport of Bowls for consideration by the BV Laws and Rules Committee; and
- within seven (7) days of a committee meeting, the committee shall send a copy of the minutes and any supporting documentation to the Region/Division Secretary.

Sponsorship/Marketing/Media

This committee shall consist of a minimum of three (3) members.

The Committee shall:

- actively seek out major sponsorship opportunities for the Region;
- establish a portfolio outlining the marketing opportunities available to sponsors of the Region;
- ensure that existing arrangements with sponsors are adequately documented and that the requirements of the sponsorship arrangement are properly serviced;
- in conjunction with the Under 18 Development Committee be aware of the availability of Government and other grants; and
- within seven (7) days of a committee meeting, the committee shall send a copy of the minutes and any supporting documentation to the Region/Division Secretary.

Under 18 Development Committee

This committee shall consist of a minimum of three (3) members.

The Committee shall:

- encourage clubs to establish contact with key personnel in the education field in an endeavour to have the sport included in the school curriculum;
- encourage clubs to host information sessions in their local schools;
- be aware of and encourage activity in the Junior Development Squads operating throughout the State;
- conduct Under 18 championships;
- have representation at fixtured events; and
- within seven (7) days of a committee meeting, the committee shall send a copy of the minutes and any supporting documentation to the Region Secretary