

Terms of Reference

Committee Objective

The role of the Region Pennant Committee is to administer pennant bowls in the Region and provide effective, transparent and professional decisions for Weekend and Mid-week Pennant, and any other competitions as deemed by the Region Board.

Membership of

Region Pennant Committee:

- Interested members of clubs from all playing areas must submit expressions of interest to the Region Board.
- 2 members shall be appointed by the Region Board from each playing area.
- For Country Regions with no playing areas, 5 members shall be appointed by the Region Board.
- The President of the Region Board must chair the first meeting of the Pennant Committee.
- The Chair of the Committee shall be appointed by the Committee.
- The Region Board member who is assigned the portfolio of Pennant, will be an ex officio member of the Pennant Committee.
- The Committee must report to the Region Board on a regular basis, through the Pennant Portfolio.

Operating Principles:

- The Pennant Committee must be autonomous.
- The Pennant Committee must establish a meeting schedule and methods of communication at the first meeting and inform the Region Board.
- Only members of the Pennant Committee (2 from each playing area) can vote on any issues to do with Region Pennant.
- Unexplained non-attendance at three consecutive meetings results in termination of a place on the Committee.
- The Region Board must fill any casual vacancy with a representative from the same playing area.
- To ensure that the Committee has the best interests of all Pennant bowlers in mind when

making decisions or recommendations, the Committee should not be influenced or biased by personal involvement and declare any conflicts of interest.

- Pennant Committee members must respect and honour the confidentiality of the Committee deliberations and decision making.
- The Pennant Committee must be cohesive and present a united front. Decisions and recommendations belong to the whole Committee.

Responsibilities of the Region Pennant Committee:

- To assign dates for pennant, including finals.
- To co-ordinate the clubs' pennant applications and requests.
- To co-opt other individual members to assist when required.
- To complete and publish the draw for each pennant season.
- To set Conditions of Play prior to the start of each pennant season.
- To review Conditions of Play at the end of the season and recommend changes to the incoming Committee.
- To manage and supervise the use of the BowlsLink competition module.
- To monitor the use of BowlsLink throughout the season and support clubs that may need assistance.
- To investigate and respond to any queries from member Clubs concerning Pennant.
- To assign greens for finals.
- To liaise with Umpiring Committee for umpires for finals.
- To co-ordinate trophies and presentations at the completion of the finals.
- To be cognizant of all relevant policies including Bowls Victoria Social Media policy.
- To communicate effectively and efficiently with the Region Board, other Committees, Clubs and bowlers.