

OPERATIONAL PROCEDURES FOR DISTRICTS

Introduction

Purpose	This document needs to be read in conjunction with the District and State Constitutions and By-Laws, as well as the District Expenditure Policy and the Club/District Roles and Responsibilities Handbook. These procedures are effective from 1 January 2019 . The purpose is to ensure consistency of methodology between all Districts and District Committees within the State. It is recommended that all members of District Committees are provided with a written copy of these Operational Procedures and that they are kept in a central file by the District Secretary, for reference.
Core District Role	Each District is established by Womens Bowls NSW to act as a coordinating body for a number of bowling clubs within a defined geographical area. All functions and activities must be conducted in accordance with the State and District Constitutions. The core function of a District is to conduct State events at District level and to coordinate beyond that with designated neighbouring Districts within a Region for Regional events.

District Management Committee

Management Committee Positions	Management positions include the District President, Vice Presidents, Secretary, Treasurer, Chairs of Match, Selection, (where both committees exist) and Chair of Social.
Communicating to Clubs	District Secretaries are <u>not</u> to distribute memos or other communications from Womens Bowls NSW to other parties, unless specifically requested to do so. Womens Bowls NSW communicates important information to clubs and members either via direct emails, through Roll Up, Facebook, Bowls Matters, our Website and/or Clubhouse News.
Communicating to Women's Bowls NSW	Communication from individual players and clubs does not need to come through to the Womens Bowls NSW via the District. It may be sent directly to Women's Bowls NSW by any party.
Committee Numbers	Membership of any District Committee is restricted to 2-member players from the one club. Only where all other avenues have been exhausted will a District be permitted to allow 3-member players from the same club. Written approval from Womens Bowls NSW is required and will be effective for one year only . This information will be recorded. No club may have more than 2-member players on any one committee . This is to ensure that no club(s) dominate District decision making. The only time 3-member players from the one club will be CONSIDERED to serve on any District Committee will be where the workload is such that it requires that number

	of members and will only apply to larger Districts. Committee roles are not to be filled just for the sake of it, if the workload does not require it.
Voting	Where 3-member players from the same club stand for election at District level, only two of those member players will be permitted to be voted into office so that the club in question cannot obtain any advantage by gaining more votes than any other club. If for example, a District Committee is comprised of 4 members and 6 apply for the committee but 3 are from the same club, it will be automatic that the applicant member players from different clubs will be taken onto that committee first.
Voting Agreement	If the situation arises where a District, has received written approval from Womens Bowls NSW for 3-member players from one club for the year, only two of those may vote. The positions to be permitted to vote must be agreed by the club membership and noted in writing prior to the people taking up their roles on the District and that voting right cannot be shared by those positions or substituted if the committee member is not at a meeting. Approval to allow 3-member players from one club to serve on a District committee for a year must be sought in writing from Womens Bowls NSW, stipulating the reasons and justification for such action.
Meetings	All members of the Management Committee must be informed of the running of a meeting and allowed sufficient time to make themselves available for that meeting. If a quorum is not reached for any meeting, it must not proceed. A quorum is half of the committee plus one. Please see the Constitution and By-Laws for clarification of notice periods.
Disciplinary Action	Districts must not impose any penalty or disciplinary action whatsoever on clubs or individual member players/teams, for any reason. This includes but is not limited to imposing fines, sanctions, disqualifications, warning letters, suspensions and the like. Issues must be referred to Womens Bowls NSW, in writing. Womens Bowls NSW will provide advice on how to proceed with a matter and take into consideration any recommendations for disciplinary action, once procedures have been followed. This is to provide consistency of treatment across the State and to ensure fair and just treatment of all members. Any recommendation for disciplinary action or penalty must be referred to Women's Bowls NSW who will investigate the matter thoroughly before taking any action required or instructing the District to take such action or deciding to take no action. The decision of Womens Bowls NSW is final. This point is also covered in Clause 11 of the District Constitution.
Member Complaints	Complaints from members players and member clubs are not required to be forwarded via a District but may be forwarded directly to Womens Bowls NSW where they will be investigated confidentially. The need for a response or remedy will be notified to the complainant and the District concerned, in writing, so that there can be no confusion about any ruling or action.

<p>Succession Planning</p>	<p>It is incumbent upon members in management roles to mentor and train other committee members in the workings of their role. District Presidents especially, have the responsibility to mentor people for positions in the future, so that the transition, when it occurs, is seamless. Vice Presidents have as their goal a view to becoming a District President in the future. If they do not, they should consider their position and whether they are standing in the way of a genuine future contender for that role. Succession planning involves Vice Presidents acting in the role of President, when required, and learning as an understudy to the current President. Of course, this does not prevent any member player of a club within a District, from nominating for any future role on a District. For other responsibilities see the Roles and Responsibilities Handbook.</p>
<p>Meeting Minutes</p>	<p>The minutes of all District meetings, including Management Committee meetings, should be made available for all members, member players and member clubs. It is recommended they be published on the District website or on club noticeboards</p>

District Match Committee

<p>Event Draws</p>	<p>Draws are to be open and advertised to all members players, who are free to attend as witnesses. A District draw must be witnessed by all of the Match Committee, but if this is not possible then the majority of the Match Committee members must be present. Computer generated random draws are preferred but not essential at this time</p>
<p>Pennant</p>	<p>Districts must do all in their power to facilitate the playing of games when it is convenient for clubs to do so considering the needs of the member players including but not limited to play outside of work hours or more than one game in a day where required. If clubs agree to a play date and time that is different from the District draw, then this will be permitted.</p>
<p>Other District Events</p>	<p>Districts are not to add any events to the calendar outside of the designated State events which include Pennants, District Championships and no other events which are not stipulated in the District Expenditure Policy. It is not the role of Districts to conduct carnivals, gala days, charity days, champion of champion events, major/minor events or the like. This is to ensure plenty of time for other events and to combat volunteer fatigue related to such events taking additional time and commitment to prepare and run.</p>
<p>Regional Events</p>	<p>District Match Committees will work in cooperation with other Districts in their Region to conduct successful Regional Play-off events which progress to State events. When determining where to hold a District/Regional event, it is expected that these would be shared within the District/Region on a fair and equitable rotational basis.</p>

Championships	During District championship events the Match Committee is responsible for ensuring that the current State Conditions of Play are known and followed. It is important that a member of the Match Committee or another delegated District Committee Member representative, be present at District matches (except Pennant). The Open District Pairs and Senior Pairs will be conducted simultaneously as will the Open District Fours and Senior Fours at District and Regional level.
Timeframes	All District events need to be completed within the timeframes stipulated by Womens Bowls NSW.
Controlling Body	A member of the District Match Committee will be the Controlling Body for District Championships (not Pennants) and they must adhere to the State Guidelines for the Controlling Body. If a member of the District Match Committee is unavailable to be the Controlling Body at a District event, then a Member of the District Management Committee may take on this role. Anybody taking on this role must be fully aware of their responsibilities and follow the procedures set down by Womens Bowls NSW.

District Selection Committee

Inter-District & Regional	District Selectors are to select teams to play in District v District events or Region v Region events, which are limited in number each year to a total of 4 events.
Combined Committee	Where no District Selection Committee exists, the combined Match/Selection Committee is the only other committee to contribute to District selection decisions. In such cases, the District Match/Selection Committee is not to be influenced by any other person(s) in their decision making.

District Treasurer

Expenditure	Must be in line with the current District Expenditure Policy. The management of funds and expenditure must be consistent with the Objects of the Constitution.
State Entry Fees	Where a player/team wins their way through to a State Play-off, entry fees to proceed to State level may be paid by the District if the cost fits within their finances but ultimately the player/team or their club will be responsible. The same applies at Regional events where, the District may be responsible for the payment of their own District team's green fees, if the clubs within the District approve such expenditure and if not, the responsibility for meeting costs remains with players and/or their clubs. Individual players/teams are responsible for the costs of lunches & refreshments at Regional events. At State events, green fees and lunches are to be paid for by players/teams or their clubs and not by the District.
Cash Handling	Needs to comply with the State Policy. For reference, see the Roles & Responsibilities Handbook produced for Districts and clubs.

General Procedures for All District Committees

Behaviour	Committee members are at all times to be respectful of the views of others. Badgering, bullying, harassment, intimidation and other like behaviour, in all of its forms, will not be tolerated and severe penalties will apply to any member player or member found guilty of such conduct, whether it occurs at a committee meeting or not. Members of the District are representatives of Womens Bowls NSW at a local level and should act at all times with decorum.
Cooperation	It is imperative that all committees work together for the benefit of the District. This means compromising when required and sharing vital information within and between committees.
Meetings	These should be conducted regularly with the majority of the committee present. Where the majority of the committee cannot be present in person, the committees may allow some members to attend via telephone conference facilities or skyping facilities. Motions should be moved and voting on issues should occur with a majority vote to be adopted. Important decisions should be recorded in writing. This is so that decisions made can be transparent and explained and ensures that they are not limited to the memory of the current committee members but are recorded for future committees to view.

Non-Management District Committees

Priority of Filling Roles	Non-Management roles such as Communications Officers and other committee roles that are not Chairs of committees, are non-essential roles at District level. Management Committee roles must be filled before these roles are filled. A District can run very effectively without people dedicated to these roles and as such they are optional rather than core roles. Therefore, the duties of these roles, if they are not filled, can be delegated to other members of the Management Committee or not done at all. Where numbers permit and member players are willing and able to fulfil these roles, then they may be utilised. The order of preference for filling roles is as follows: Secretary, Treasurer, President, Match, Selection, Vice Presidents, others. Non-management roles should not be filled if other roles remain vacant.
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District Delegates

Number of Delegates	Only one-member player is elected at the club AGM by each club to be a Delegate at District meetings. The Delegates role is detailed in the Roles and Responsibilities Handbook and candidates need high level communication and consultative skills.
Voting by Delegates	Delegates may only vote on behalf of their club where they have clear instructions, from that club in writing, to vote in a particular way on a particular issue. It is preferable that any official motions are provided to clubs in writing at least 35 days prior to the Delegates meeting and are worded exactly the same for each club/Delegate. This will be the responsibility of the District Secretary. Where a club/Delegate abstains from voting on an issue, as requested by their club, it will not be counted as a vote either way.

Conflicts of Interest	Delegates need to be mindful of voting on other issues, as they arise, in accordance with how their club would wish them to vote and not based on their own personal views on an issue. Delegates must represent the wishes of their club members at all times.
Two Way Communication	It is the role of the club Delegate to take information from clubs to the District and vice versa as requested and regular attendance at Delegates meetings is required.
Meetings	It is recommended that Delegates need only meet every two months unless otherwise agreed