



Women's Bowls  
NEW SOUTH WALES

# Role & Procedural Handbook For Clubs & Districts



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## PLEASE NOTE

This Handbook is made up of a series of documents which are updated regularly. It is designed in one page formats so that as pages are reviewed and updated, they may be easily replaced, without the need to change or reprint the whole handbook thus saving time, ink, paper and money.

WBNSW will notify Secretaries when an update to this document has been made and is available for printing. The latest version of each document is available at [www.womensbowlsnsw.org](http://www.womensbowlsnsw.org)

# SECTION 1 INTRODUCTION

## PREFACE

This Handbook has been produced in an attempt to improve the level and quality of administration and provide consistent guidelines for use across the State.

It is hoped that this document will be kept by the Club/ District Secretary for reference and that it remains the property the Association and is passed from one administration to the next, over time.

All members, especially those on committees or holding office, should have ready access to this Handbook. It should be kept a prominent place for reference. This Handbook does not replace or over-ride the responsibilities stipulated in Constitutions or By-laws and should be read in conjunction with those documents.

This is a 'living' document which is updated regularly and the Secretary should ensure that they are referring to the most current document at all times. The most current document can be found on the WBNSW website at [www.womensbowlsnsw.org](http://www.womensbowlsnsw.org)



**WHEN A CHANGE OF SECRETARY OCCURS PLEASE ENSURE THAT THIS HANDBOOK IS PASSED ON AS A REFERENCE.**

## SECTION 2 OVERVIEW

### WOMEN'S BOWLS NSW

[www.womensbowlsnsw.org](http://www.womensbowlsnsw.org)

**WBNSW BOARD OF DIRECTORS**

**CHIEF EXECUTIVE OFFICER**

#### **STATE COMMITTEES**

**Coaching  
Governance  
Match  
Membership  
Selection  
Umpires**

**REGIONS**

**DISTRICTS**

**CLUBS**

## The Objects of Our Association

These generally include:

- \* to advance and promote the game of Lawn Bowls in the local community;
- \* to engender a feeling of acceptance and inclusiveness among members
- \* to promote the benefits of the game including the physical and mental health, social support, many levels of completion and above all having fun
- \* to preserve the best interests and traditions of the game;
- \* to administer the sport in a spirit of fairness for all;
- \* to promote and control matches within its jurisdiction;
- \* to work in cooperation with other local clubs within a District and then a Region

All committees should elect a chair, where appropriate, and those committees should hold meetings with minutes, where discussion and voting on issues is recorded. This is so that decisions are recorded properly and not left to the memory of the current committee members. The chairperson of a committee should conduct meetings in accordance with the normal guidelines, as stipulated in this document, under the Role of the President and the Effective Meeting Guidelines. If the majority of a committee cannot be present in person, then telephone conferencing or skyping is advisable. All committee meetings must have a quorum of members present to be legitimate. The Chair of a committee has the role to facilitate the smooth running of the committee and its meetings and under no circumstances should they dominate or seek to impart their will upon the members of that committee.

Our committees, our clubs, our Districts and our Association are all run along democratic lines and we are thankful to all who volunteer to assist our sport and organisation to operate successfully.



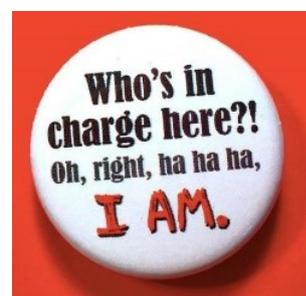
## SECTION 3 ROLE OF THE PRESIDENT

The following are the responsibilities of the President:

- lead management and general meetings (following WBNSW Guidelines)
- recruit new members and assist others to do so too
- induct new members and introduce them to the membership, ensuring they feel welcome and included
- represent the members at official functions
- treat confidential matters as such
- consult with WBNSW when disciplinary action is deemed necessary and before it is implemented
- ensure, in consultation with the management committee, that funds are secure and spent wisely for the benefit of the membership by displaying fiscal responsibility
- engender democratic practices within the club and make sure all members feel they have a voice
- act in the best interests of all members
- ensure that on matter of importance, members are permitted to vote
- mentor and delegate responsibilities to Vice Presidents so that they are able to step into the role of President in the future
- encourage office bearers in their roles and assist them where possible
- assist all players to achieve their full potential
- choose members who are worthy of merit pins when State visits occur
- ensure committees are working together in a spirit of cooperation
- ensure that practices and processes are fair, equitable and just
- address instances of discrimination, bullying or harassment as soon as they arise in a fair and equitable fashion
- seek advice from the State Office if unsure of how to handle issues
- where practical, support players who are representing the club/district/state/country
- doing what is right for the majority of members and not just a select few
- liaise with the Club Ltd, District committees, sponsors and WBNSW on behalf of the members

### Common traps for the president...

- Trying to attend all events
- Trying to control all committees
- Using poor choice of words and affecting the feelings of others
- Not listening to genuine concerns of members
- When playing social bowls, not playing with members of all abilities
- Restricting constructive feedback if against personal opinion.
- Initiating a casting vote on issues. Remember it is a democracy.
- Being affected by more influential or outspoken members - all members are entitled to equal attention and response.
- Forgetting you are part of a team. Don't try to do everything yourself.
- Volunteering for controlling body at all events. Remember the team.



## EFFECTIVE MEETING GUIDELINES

### Before Meeting

Give appropriate notice of the meeting in writing – date, time, approx length or finish time

Define the objectives of the meeting and prepare a written agenda to be distributed

Ensure the meeting space/location is appropriate (enough chairs, comfort factors, privacy, microphone if required, etc)

### During the Meeting

Start on time (ensure a quorum)

Follow the agenda, ensure minutes are being taken and manage time

Cover off business arising from the previous meeting

Limit/control discussion (ensure it is respectful and that all voices feel entitled to be heard)

Allow motions and speakers to motions

Clarify issues raised and provide assistance to resolve conflicts

Listen to the will of the membership (ensure the processes are democratic)

Conduct votes where appropriate and ensure they are recorded accurately

### After the Meeting

Distribute minutes (or post them on the Club noticeboard)

Take action to ensure that decisions from the meeting and the wishes of the members are carried out in a timely manner

### SAMPLE AGENDA

President opens and welcomes

Apologies and conflicts of interest

Acceptance of previous minutes

Business arising from previous meeting

Financial reports and discussions

Motions addressed - address pre-meeting motions, proposer speaks and moves, seconder seconds, meeting participants are called to speak to the motion (limited time), amend motion as necessary depending on discussion, motion is re-read by minute taker until it is clear and concise, meeting votes on motion – repeat

General business and correspondence

Close

**Things to avoid** – Allowing some members to dominate discussions, allowing members to speak over the top of others, allowing discussions to digress from the motion at hand, allowing a show of hands when a secret paper ballot might be more prudent for controversial decisions or decisions where members might feel intimidated if they wish to vote against the ideas of friends or dominant members.

## SECTION 4 THE ROLE OF THE VICE PRESIDENT(S)

The role of the Vice President is as follows:

- understudy the President
- support the President in any way possible
- learn how to be a good President by working closely with the current President
- attend official functions on behalf of the President when they are unavailable
- be a conduit of communication between the members and the President
- assist on committees, where practical
- undertake any duties delegated by the President, but keeping the President informed of progress as necessary
- coordinate special days and visits with the committees

*Persons not intending to take on the role of President in the future should not occupy this role in the place of someone who might like to take on that role and learn from the current President.*



## SECTION 5 ROLE OF THE SECRETARY

The role of the Secretary is to:

- prepare meeting agendas in consultation with the President
- take meeting minutes and provide written copies to those eligible to see them, in a timely manner
- assist the President with administrative issues and keep her informed at all times
- deal with correspondence on behalf of the membership
- send forms and entries to WBNSW
- keep membership information up to date
- ensure that members are kept up to date with the latest news from WBNSW and that relevant information is not withheld from the members
- call for nominations for Office Bearers and Committees, in accordance with the Constitution
- prepare ballot papers if required and conduct an election in accordance with the Constitution;
- notify WBNSW of elected Office Bearers;
- notify relative government departments (if incorporated) of details of elected Office Bearers
- notify members of regular meetings as required in accordance with the Constitution;
- communicate with members on all relevant matters.
- ensure all members are properly affiliated, in cooperation with the Treasurer
- seek advice from WBNSW if unsure on any issues
- assist the President to induct new members
- liaise with WBNSW in relation to membership recruitment activities
- attend to all paperwork that is required to be completed and sent to WBNSW
- keep this Handbook up to date at all times
- act as the MC on special days
- order Service badges for members who are eligible to receive them
- act as the public officer for the club/district



## SECTION 6 ROLE OF THE TREASURER

The role of the Treasurer is to:

- account and report on all financial dealings and comply with any WBNSW policies
- keep proper financial records including records of income and expenditure
- obtain receipts for all reimbursements
- ensure all expenditure is authorised by the appropriate parties
- obtain quotes for large expenditure items and revealing these to the members
- ensure the organisation remains solvent and viable
- report irregularities in spending to the membership
- manage the finances
- undertake banking duties in a timely manner
- prepare cheques and ensuring they are signed by any two the authorised signatories
- ensure all cheques are drawn as “not negotiable” unless under exceptional circumstances they are drawn for cash
- keep cash boxes and cheque books and financial documentation under secure conditions
- issue invoices for payments to the club
- follow the WBNSW cash handling policy ([Generic Cash Handling Policy](#))
- organise for the independent auditing of financial records annually, if required
- report to the members regularly on the state of the finances
- maintain insurance coverage
- pay approved invoices in a timely manner
- collect membership fees from new members when they join and from members annually



## SECTION 7 ROLE OF THE MATCH COMMITTEE

The role of the Match Committee is to:

- prepare the program of events annually as soon as practical after the publication of other relevant calendars
- conduct fair draws which are witnessed by the majority of the committee and open to any member to observe, if they wish
- ensure draws are communicated to relevant parties in a timely manner
- prepare cards for games
- allocate green space and communicate with the greenkeepers on game requirements
- write and update the conditions of play for events, where relevant
- make suggestions on new formats of the game to be played, where relevant
- arrange umpires, markers and controlling bodies to be present at games where required
- submit championship results to the relevant parties
- ensuring that events are played within the spirit of the game and that all matches conducted on behalf of WBNSW (those which go on to State) are conducted under the State Conditions of Play and the Laws of the Sport
- keep cards until the conclusion of an event especially for State events which are kept until after the State event concludes
- ensure that Conditions of Play for club/district events and tournaments are published in advance of calling for entries
- manage entries and set deadlines for events
- ensure entries for competitions include the name of the competition, format ( knockout, round robin, sets play, sectional), date, time, closing date, venue, dress requirements, fees, special conditions
- keep records of entry forms
- call the cards at events
- alert players to the Conditions of Play before an event
- keep tally boards for events, where applicable
- schedule event play to suit the needs of the membership
- undertake or organise for others to undertake the role of the controlling body



## SECTION 8 THE ROLE OF THE SELECTION COMMITTEE

The role of the Selection Committee is to:

- recommend pennant grades for the club to submit each year
- call for written notice of members interested in playing pennant for the club in a timely manner
- choose players to play in each grade and the positions those players will play during pennant competition
- hear appeals related to selection decisions and deal with them in an objective, fair and equitable manner
- read the State Selection Policy and use it as a guide to selection
- attend the Selection Module, conducted by WBNSW, where relevant
- select teams to play in other relevant events and games
- attend games to observe players skills levels and temperament on the green
- keep records of player achievements, annually, to justify selections with evidence based data
- conduct trials for players before selection for events occurs, where applicable
- organise training sessions, in consultation with a coach, for players to improve and practice skills, where relevant



## SECTION 9 THE ROLE OF THE COMMUNICATIONS OFFICER

The role of the communications officer is to:

- submit reports and articles to WBNSW about events, carnivals, tournaments
- submit results of events to the local newspapers together with photographs, where applicable
- submit relevant notices of upcoming events to local newspapers and/or media
- promote and market the organisation in a positive light in any way possible
- become involved in the development of any marketing materials
- consult with members for permission to publish photographs, etc
- keep the noticeboard up to date with current information for members
- assist with the preparation of programs for special days and visits



## SECTION 10 THE ROLE OF THE COACH(S)

The role of the coach is to:

- become and remain accredited to coach players
- provide initial coaching for new members in a fun, friendly and relaxed environment
- encourage players to improve their skill levels and practice to become better players
- conduct skills improvement sessions for players as applicable
- sign off new players who are ready to play in competition at a basic level
- ensure new players are buddied up with other more experience players who are willing to provide assistance and advice during their first few social games
- work with juniors to encourage their participation and interest in the game
- organise pennant training sessions, in consultation with the members of the Selection Committee, where required
- maintain coaching techniques and skills in order to provide the best possible service to club members
- provide advice during events, when assistance is sought by the skip in a team, and in accordance with BA guidelines for coaches.



## SECTION 11 THE ROLE OF THE DELEGATE

The role of the elected club Delegate is to:

- attend Delegates meetings on behalf of the club
- take information/decisions from their home club to Delegates meetings and vice versa.
- take part in voting at District meetings, on behalf of their home club, as directed by their membership
- report to the club on information gathered at Delegates meetings
- act in an impartial manner and as their club has delegated to them rather than for their own self interests.



## SECTION 12 OTHER COMMITTEES AND ROLES

From time to time other committees might be formed. These might include Special Event, Membership committees etc, which some clubs/districts find useful for managing certain activities. It should be noted that a club/district can generally operate without these committees and that roles to participate in these committees should only be sought when the other elected committee roles have been filled.

These committees will generally have terms of reference, as written and stipulated by the Management Committee. They should follow these terms of reference and write written procedures which may be added to this Handbook for reference and guidance in future years. They should be updated regularly and used to induct new members to any committee so that they understand their responsibilities and scope of activities.

Some clubs/districts may choose, because of the extent of work involved, to appoint or elect an Assistant Secretary who will undertake activities delegated by the Secretary. This would usually only apply where club/district numbers are large. This role should be undertaken by members who wish to learn the logistics of the role with a view to becoming the Secretary in future years. It is a wonderful learning platform which can provide for the seamless transition from one Secretary to another if and when the time comes. It also eases the burden of responsibility on the Secretary and allows that person time to play bowls, go on holidays or in the event of sickness, be confident that the role will be covered in their absence, while they recover. However, it should be noted that the Secretary still has the overarching responsibility for the role of Secretary and cannot abrogate that responsibility. The Secretary's role is the public officer for the club/district. Assistant Secretaries hold no official role and do not attend Management meetings or hold any substantial authority.

