

Policy Name: Operational Procedures for Districts

Approved: 23rd March 2021

Authority: Women's Bowls NSW

Applies to: All Districts

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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. 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 Women's 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 (if applicable). No more than 2 members from the same club are allowed. Only where all other avenues have been exhausted will a District be permitted to allow 3-member players from the same club to be on the Management Committee. Written approval from WBNSW is required and will be effective for one year only . This information will be recorded. Only two will have authority to vote . This is to ensure that no club dominates District decision making.
Communicating to Clubs	District Secretaries are <u>not</u> to distribute memos or other communications from Women's Bowls NSW to clubs or other parties, unless specifically requested to do so. Women's Bowls NSW communicates information to clubs and members either via direct emails, 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 Women's Bowls NSW via the District. It may be sent directly to Women's Bowls NSW by any party.

<p>Committee Numbers</p>	<p>District Committees, when reduced to three (3) or less members, for whatever reason, are restricted to having only one (1) member per club. District Committees with more than three (3) members are restricted to a maximum of two (2) per club.</p> <p>Above restrictions are in place to ensure no club dominate decision making. Where 3 member players from the same club stand for election to the same Committee at District level only 2 of those member players will be permitted to be voted into office. i.e. the 2 with the higher number of votes.</p> <p>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 Women's Bowls NSW is required and will be effective for one year only. This information will be recorded. Only 2 members will be able to vote at Committee meetings.</p>
<p>Meetings</p>	<p>All members of the Management Committee must be informed of an intended 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.</p>
<p>Disciplinary Action</p>	<p>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 Women's Bowls NSW, in writing. Women's 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 Women's Bowls NSW is final. Refer to Clause 11 of the District Constitution.</p>
<p>Member Complaints</p>	<p>Complaints from member-players and member clubs are not required to be forwarded via a District but may be forwarded directly to Women's 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>
<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 refer to the Constitution and By-Laws</p>

Meeting Minutes	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 placed on club noticeboards
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District Match Committee

Event Draws	Draws are to be open and must be witnessed by all 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.
Pennant	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 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.
Other District Events	Districts are not to add any events to the calendar outside 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 time for other events and to combat volunteer fatigue.
Regional Events	District Match Committees will work in cooperation with other District Match Committees 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.
Championships and Pennants	During District championship events the Match Committee is responsible for ensuring that the current State Conditions of Play are known and followed. A member of the Match Committee or another delegated District Committee Member representative, must be present at all rounds of District matches and Post-Sectional Pennant playoffs.
Timeframes	All District events need to be completed within the timeframes stipulated by Women's Bowls NSW.
Controlling Body	A member of the District Match Committee will be the Controlling Body for all rounds of District Championships and Post-Sectional Pennant playoffs. 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 Women's 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 contribute to the annual limit of four 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	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.
Regional & State Playoffs for Championships and Pennants	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. At Regional playoffs, 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.

General Procedures for All District Committees

Behaviour	Committee members are always 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 Women's Bowls NSW at a local level and should always act 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.
Committee 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, in line with the Constitution and By-Laws. All minutes 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. All records are to be retained for a minimum period of seven years.

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 Constitution and By-Laws and requires 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. Official motions should be provided to clubs in writing at least 35 days prior to the Delegates meeting and are worded exactly the same for each club. This will be the responsibility of the District Secretary. Where a club abstains from voting on an issue, as requested by their club members, it will not be counted as a vote either way. When any vote is called for at a Delegates meeting there must only be one vote per club, via the Delegate.
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 always represent the wishes of their club members.
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 meet every two months unless otherwise agreed.