



# MANAGEMENT HANDBOOK

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## **1. FOREWORD**

Congratulations on your election as an Office Bearer of the Gold Coast Tweed District Ladies Bowling Association.

This handbook has been prepared as a guide and information resource for Management.

## **2. VISION STATEMENT**

*To provide for the encouragement, conduct, promotion, administration and management of the sport of bowls*

## **3. MISSION STATEMENT**

*Gold Coast Tweed District Ladies Association is dedicated and committed to act in the interest of our affiliated Club's and to formulate and implement any policies or decisions to encourage further growth in the sport of bowls.*

## **4. CONTACTS**

Email: Secretary  
admin@gctdlba.com.au

Email: Treasurer  
accounts@gctdlba.com.au

Email: Match Chair  
events@gctdlba.com.au

Website: [www.gctdlba.com.au](http://www.gctdlba.com.au)

Association Address: 2 Swinbourne Street, Varsity Lakes. Qld. 4227.

A.B.N. 50362489462

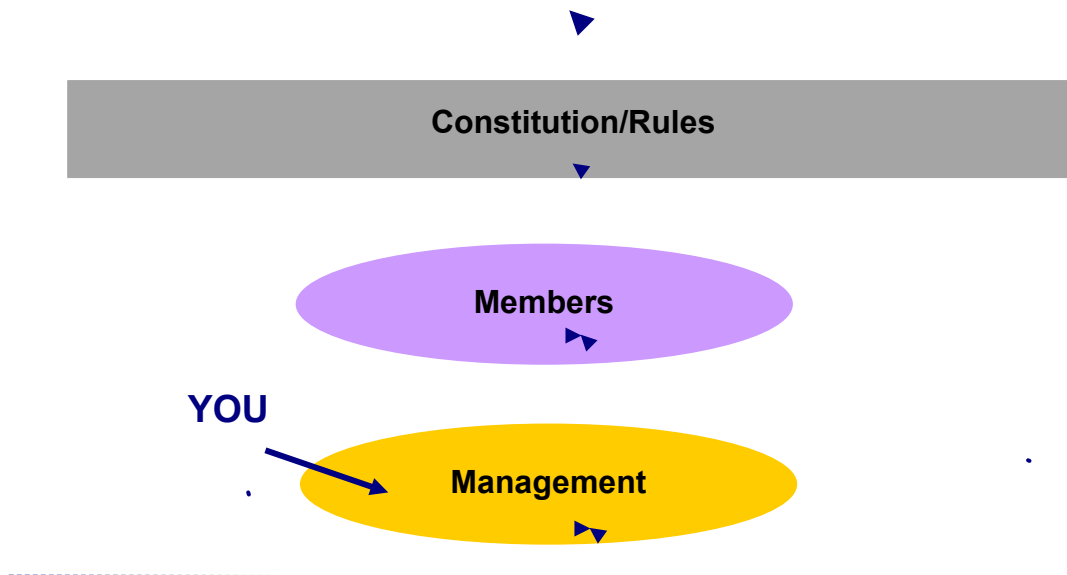
Incorporated Association no. IA09775

## 5. CORPORATE GOVERNANCE

### 5.1 CORPORATE GOVERNANCE AUTHORITY

#### CORPORATE GOVERNANCE LEGISLATION

e.g. *Associations Incorporation Act 1981* (Qld) or  
*Corporations Act 2001* (Cwlth)



### 5.2 WHAT IS CORPORATE GOVERNANCE?

When members of your Association elect you as an Office Bearer you assume certain obligations and responsibilities that you must fulfil during your tenure as a District office bearer.

These obligations and responsibilities include:

- ensuring the strategic long-term viability of the GCTDLBA;
- complying with all applicable legislation;
- making decisions within the scope of the GCTDLBA Constitution/Rules;
- acting honestly and in the best interests of the Association;
- promoting a diligent organisational culture of the Association;

Collectively, these and other obligations and responsibilities associated with the administration of an Association, including attaining the objects and monitoring performance of an Association are called corporate governance.

### 5.3 IMPORTANCE OF CORPORATE GOVERNANCE

Corporate governance is important for a number of reasons because it enable the Management to complete functions that include:

- responding to Members' aspirations and implementing policies as required;
- ensuring the strategic long-term viability of the Association;
- complying proactively with applicable legislation, Association/Constitution/Rules, accepted codes, policies and guidelines.

Members have entrusted you with corporate governance authority by electing you to oversee the affairs of the GCTDLBA for them. They expect you to safeguard their collective interests and those of the Association by acting diligently and exercising an independent judgement on all matters.

## **5.4 EFFECTIVE CORPORATE GOVERNANCE**

Effective corporate governance can be demonstrated by adhering to certain principles and standards when executing your corporate governance obligations and responsibilities. These principles and standards are contained in legislation, particularly the *Associations Incorporation Act 1981* (see 6.3 and 6.8) and the *Corporations Act 2001* (see 6.9 and 6.10), the common law and the Association's Constitution/Rules. The Association may also establish guidelines and policies relating to acceptable principles and standards of corporate governance.

Some examples of these principles and standards include:

- operating in accordance with applicable legislation and the Association's Constitution/Rules and accepted codes, policies and guidelines;
- showing commitment to the vision and mission of the Association'
- executing your role in good faith and with dedication, interest and enthusiasm;
- displaying leadership, tact and good judgement of a reasonable person;
- keeping yourself informed of relevant matters, including policies, practices, trends and innovations;
- reading Management papers and attending and participating in Management meetings;
- working as a team and freely contributing your talents and expertise;
- acting honestly, with integrity and within guidelines and policies established by Management'
- being responsible, accountable and transparent in your actions and decisions;

## **6. MAJOR RESPONSIBILITIES**

### **6.1 COMMIT TO THE ASSOCIATION CONSTITUTION**

As Management you must be familiar with and comply with the provisions of your Association's Constitution.

The Association's Constitution is registered with the Office of Fair Trading.

The Association's Constitution governs the existence and operations of the Association. It provides for matters, including:

- nature and purpose of the Association and the Association's objects;
- structure, functions and powers of Management;
- method of annual election and voting procedures;
- type of records to be kept;

- requirements and procedures relating to the calling and conduct of meetings, including the Annual General Meeting (A.G.M.)

You can regard your Association's Constitution as a form of contract with Members, as Members have approved the GCTDLBA Constitution to stipulate their common interests and they have elected you in accordance with the GCTDLBA Constitution to administer the corporate affairs of the Association on their behalf. All your actions and decisions must then have the net effect of promoting the objects as stated in the Association's Constitution.

## **7. FINANCIAL MANAGEMENT**

### **7.1 Financial Overview**

GCTDLBA financial statements and records are audited annually in accordance with the Association's Incorporation Act.

Auditors are appointed annually at the GCTDLBA Annual General Meeting.

### **7.2 Annual Budget**

The approval and monitoring of the Association's budget is a responsibility of all Management.

**7.3 Monthly Management Accounts** are provided to Management by the Treasurer and are formally presented at the Management meetings for review and endorsement.

### **7.4 Annual Financial Report**

The Treasurer is required to approve the annual financial statements which are published in the GCTDLBA Annual Report. The Treasurer will, in the first instance, review the statements and auditors reports before presenting to Management.

## **8. MATTERS RELATING TO THE PROPER FUNCTIONING OF THE ASSOCIATION**

### **8.1 Overview**

- interpreting the GCTDLBA Constitution and operating in accordance with the Association's Constitution and By-Laws;
- working amicably with fellow Management Members;
- attending Management meetings and other events organised by the Management;
- where practical, establishing sub-committees in specialist areas, if required;
- scrutinising the actions and decisions of fellow Management Members in terms of their compliance with corporate governance requirements;
- bringing to the attention of the Management any correspondence addressed to you in your capacity as Management Member;
- ensuring that the Association operates in accordance with applicable legislation, GCTDLBA Constitution, accepted codes, policies and guidelines and accepted community standards;
- holding the AGM or general meetings and making statutory disclosures to Members;
- approving the annual audited financial statements of the Association;
- approving the annual budget of the Association;
- The Management must consult with Council/Delegates on all major policy decisions, in accordance with the Constitution/Rules;

By proactively attending to Association matters, you would also be promoting not only the stability of the Management but also its efficiency in meeting the Association's Corporate Governance requirements.

## **8.2 Role of the President**

- represent the Association on official occasions and with Members;
- articulate the vision and mission of the Association;
- ensure matters provided in the Association's Constitution/Rules such as the Annual General Meeting and election of Management are adhered to;
- preside over Management and General Meetings;
- prepare the Association's agenda in consultation with the Secretary;
- provide leadership and guidance to fellow Members;
- ensure the accuracy of Association minutes;
- ensure fellow Members have access to all relevant information to perform their role;
- review operating principles of the Association;
- assign tasks to fellow Management Members; as required;

## **8.3 Role of the Secretary**

- issue notice of all Meetings and prepare Agenda for such meetings in conjunction with the President;
- maintain and complete records of all meetings, decisions and personal actions;
- distribute minutes of all meetings in a timely manner each month;
- keep a record of all correspondence and reply to such correspondence as required or directed;
- cause an accurate register of members as required in the Association Incorporation Act;
- act as liaison with Bowls Queensland on behalf of Association;
- to advise all affiliated Club's at the November Council Meeting each year the following:
  - the Annual General Meeting date of the Association;
  - the closing date for Notices of Motions for the Annual General Meeting;
  - the closing date for nominations for Management positions;
  - co-ordinate the compilation of the Annual Report and any other reports as required;
  - provide to Bowls Queensland (on relevant forms) all returns as required
  - comply with the requirements to lodge the Annual Return of the Association;
  - comply with recording changes to OFT re Office Bearers, address changes and Association address changes;
- comply with requirements of the ATO to advise changes of Association's Office Bearers, Treasurer acting as Public Officer within 28 days, or any other relevant agencies as required.

# **9 MEETINGS**

## **9.1 THE IMPORTANCE OF MEETINGS**

As a general rule, individual Management have no personal or individual authority to act, or to make decisions, on behalf of GCTDLBA Decisions can only be made by the Management Committee in accordance with its constitutional authority. This requires that a majority vote be obtained at a properly convened meeting of the GCTDLBA.

There is a clear duty on Management to attend meetings regularly and to vote on all matters coming before a meeting for consideration.



## **9.2 PREPARING FOR & DURING MEETINGS**

The degree to which a Member is prepared for a meeting is perhaps the single most important factor in ensuring meetings are effective and achieve results with a minimum of time wasted.

## **9.3 QUORUM**

The quorum for a Management meeting is four (4).

## **9.4 CHAIR**

The President is the nominal chairperson of all meetings of the GCTDLBA.. The Senior Vice President shall chair meetings when the President is absent. If the President and Senior Vice President are absent, then the remaining Members shall elect a Member to chair the meeting.

## **9.5 MINUTES**

Minutes of all Management meetings should be available to Management as soon as possible after the Management Meeting. This is usually within seven (7) days.

Minutes approved by Management at the following Management Meeting shall be signed by the President and will be placed in the Minute Book within seven (7) days of being approved.

## **9.6 MEETING SCHEDULES**

Management is required to meet at least once in every calendar month.

Currently the Management Meetings are set for the third Monday of each month at 9.30 am. Should the President change the date or time, you will be informed by the Secretary.

Council Delegate's Meetings are currently every 2 months at 1.00 pm.

Special Meetings may need to be organised at times, of which the President will give notice of such meetings through the Secretary.

## **10. GENERAL**

### **10.1 POLICIES & BY-LAWS**

Social Media  
Corporate Governance Charter Equipment Agreement  
Code of Conduct for District Players and Officials  
Team Player Selection  
Grievance and Complaints Policy  
Policy Life Membership Policy  
Honorary Policy

By-Laws of the GCTDLBA - Adopted

District Guidelines Pages 1 – 2  
Office of Fair Trading  
Form and Lodgement details  
ATO  
Handover checklist for not-for-profit Association Administrators



# SOCIAL MEDIA POLICY

## Social Media Policy

Policy Number:

Policy Date:

### 1. Purpose of the Policy

GCTDLBA recognises the growing popularity and participation in online social media. We are supportive of all Management participating in social media, however, it is important to understand our obligations when the online communication is about GCTDLBA and the general promotion and encouragement of any bowling events.

### 2. Principles

#### 2.1 What is social media?

The term 'social media' refers broadly to any online media which allows user participation, interaction or publishing. Commonly used social media tools include but are not limited to:

- social networks, such as Yammer, Facebook and LinkedIn
- media sharing networks, such as Snapchat, Instagram, Soundcloud and YouTube
- bookmarking and content curation networks, such as Pinterest
- corporate networks, such as SharePoint and Skype
- blogging networks, such as WordPress or newshub
- micro-blogging networks, such as Twitter and Tumblr
- discussion forums, such as Whirlpool
- wikis, such as Wikipedia
- sharing economy websites, such as Gumtree and Uber.

The term **post** in this policy refers to any shared or created content put on social media. This could be a post on Facebook, a message in Skype or content created and edited on Wikipedia.

#### 2.2 Application

This policy applies to all elected Office Bearers of GCTDLBA.

This policy does not apply to:

- personal use of social media where no reference is made to GCTDLBA and/or such usage has no connection to the Association as such.  
Or
- online communications published by GCTDLBA representatives who are specifically authorised to communicate via social media platforms on behalf of GCTDLBA.

#### 2.3 How we use social media

We have official social media accounts that we use to share information with the public and answer general queries.



# SOCIAL MEDIA POLICY

Only authorised Office Bearers can respond to the associated members on our behalf on social media. This includes responses from our official social media accounts.

## 2.4 Social Media Usage

Although many users may consider their personal comments posted on social media or discussions on social networking sites to be private, these communications are frequently available to a larger audience than the author may realise.

As a result, any online communication that directly or indirectly refers to GCTDLBA our objects and services, has the potential to damage GCTDLBA reputation or interests.

When participating in social media in a personal capacity, Office Bearers must:

- Not disclose GCTDLBA confidential information, proprietary or sensitive information. Information is considered confidential when it is not readily available to the public.
- Not post any material that would directly or indirectly defame, harass, discriminate against or bully any GCTDLBA Office Bearer
- Ensure, when identifying themselves (or when they may be identified) as a GCTDLBA Office Bearer that their social media communications:
  - Are lawful;

## 2.5 Examples of potential breach

Examples of potential breaches of this policy include but are not limited to:

- Posting information to an online discussion forum about upcoming GCTDLBA events.
- Posting a comment on the GCTDLBA Facebook page in response to a member/public comment or complaint;

## 2.6 Good practice when using social media

When engaging on social media, Office Bearers should:

- exercise care and discretion with their use of online communication. Office Bearers should work on the assumption that content may be viewed by, sent, forwarded, or transmitted to someone other than who was intended to view the communication;
- take care not to disclose other people's personal information or publish images of others without permission. Be aware that people may be readily identifiable even when names are not used;
- post meaningful, respectful comments - in other words, no spam and no remarks that are off-topic or offensive. Watch your language - avoid swear words and profanity and remember that your sense of humour may not be shared by others. You should avoid comments based on religion, politics, sex, sexuality or racial issues;
- stick to your area of expertise and do feel free to provide unique, individual perspectives on non-confidential activities of GCTDLBA.
- when disagreeing with others' opinions, keep it appropriate and polite. If you find yourself in a situation online that looks as if it's becoming antagonistic, do not get overly defensive and do not disengage from the conversation abruptly;
- use common sense and respect others in posts and discussions.
- adopt the simple practice of stepping back, re-reading and thinking about what is posted before doing so; and
- be smart about protecting yourself, your privacy, and GCTDLBA confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Google and Microsoft have long memories!



## SOCIAL MEDIA POLICY

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### Social Media Policy Declaration

By my signature below, I acknowledge receipt of the Social Media Policy and Procedures.

I have read and understand the policy and procedures

I understand that GCTDLBA may from time to time change, modify, alter, add or substitute this policy and will give reasonable notice of any changes.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Corporate Governance Charter

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I, the undersigned who has been duly elected to my position as an Office Bearer hereby pledge to:

- Represent the collective interests of GCTDLBA to the best of my ability
- Comply with the GCTDLBA constitution or By-Laws and any codes, policies and guidelines
- Oversee the affairs of the GCTDLBA with care and diligence
- Engage in strategic planning and financial monitoring to ensure ongoing viability of the Ladies District.
- Commit my time and expertise to the promotion of the GCTDLBA objectives
- Make decisions based on sound business principles, research and analysis
- Seek and receive independent or professional advice on all complex matters if necessary.
- Maintain confidentiality of discussions and deliberations
- Respect the role of the Lady President to run the GCTDLBA as prescribed Section A of the By-Laws.
- Seek ongoing assurance from any Elected Office Bearers on operational matters, including legislative compliance
- Ensure governance and operational risks are eliminated or else minimised and managed adequately
- Be accountable, transparent and ethical in any actions and decisions and our decision-making processes
- Promote an organisational culture that encourages care, diligence, compliance and cooperation
- Interact with all parties with honesty and integrity and with basic courtesies
- Fulfil my obligations as prescribed within the By-Laws of the GCTDLBA.
- Adhere to prevailing community standards and show sensitivity to members' needs
- Respect the authority of the Lady President (or the person performing this role)
- Work as a team and extend to each other necessary respect and courtesy.





## Corporate Governance Charter

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### DECLARATION

I acknowledge I have received a copy of the Corporate Governance Charter and have read and understood it.

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



# Equipment Agreement

## 1. General Information

When necessary, equipment will be provided to assist Office Bearers of Management/Match to fulfil their position.

Office Bearers of Management/Match must carefully read this Agreement prior to signing and must return the form upon receipt of equipment.

## 2. Equipment

### 2.1 Ownership

1. The equipment remains the property of GCTDLBA.
2. The equipment is to be returned once the Elected Office Bearer's term of office has concluded.
3. If an Office Bearer resigns from her position the equipment/ accessories must be returned in the original order. All equipment and all documents to be returned to the designated address of the current Club where all meetings are held within 7 days.
4. All material on laptops accessed using the GCTDLBA relevant accounting programs and other hardware will be subject to review if deemed necessary for security reasons.

### 2.2 Damage or Loss of Equipment

1. Loss, accidental damage or theft of equipment must be immediately reported to GCTDLBA.

### 2.3 Faulty Equipment

1. Office Bearer's who experience problems with GCTDLBA supplied equipment must notify Management immediately.





# Equipment Agreement

## 2.4 Responsibilities

1. The Office Bearer's to take responsibility for the care of the equipment. Steps are to be taken to ensure the equipment is kept in good condition.
2. The Office Bearer is not permitted to loan equipment to any other person.
3. The Office Bearer agrees to abide by GCTDLBA Privacy Policy.
4. Steps are to be taken to ensure the safety and the appropriateness of the content contained on laptop equipment.

Office Bearer's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Equipment on Loan: Other

Serial No

Equipment on Loan: Other	Serial No



# Equipment Agreement

## Declaration

By signing below I confirm that I have received a copy of the GCTDLBA Equipment Agreement.

I have read it carefully and I understand all the rules and information contained within it and agree to abide by the rules.

I understand that GCTDLBA may from time to time change, modify, alter, add or substitute this agreement and will give reasonable notice of any changes.

Office Bearer's signature: \_\_\_\_\_

Date: \_\_\_\_\_



# CODE OF CONDUCT FOR DISTRICT PLAYERS AND SIDE OFFICIALS

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Players and Side Officials are required to make themselves aware of what is expected and required from all bowlers and side officials representing the District.

As a side member you will be expected to abide by this code of conduct at all times, during the State "Sides" Championships and all District representative games.

Please be aware that you are representing your District. You are required to play bowls to the best of your ability and be supportive to the rest of the side.

The standing of our District will be reflected in the way you present yourself.



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## GENERAL BEHAVIOUR GUIDELINES WITH REGARDS TO:

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### TRAVEL

- Please do not partake of alcohol drink whilst travelling.

### VENUE

- Please do not partake of alcohol, prior to commencement of the day's play, or during the playing of a game. Social drinks **in moderation** after play or during a lunch break during an all-day event is acceptable.

### ACCOMMODATION

- Rooms are expected to be kept "neat and tidy" house rules must be obeyed at all times and players should adopt a 10.30pm "curfew" when play is scheduled for the following day.
- DRUNKENESS AND DISORDERLY CONDUCT WILL INVOKE DISCIPLINARY ACTION FROM THE ASSOCIATION.

### DRESS

- At all times obey the "Bowls Queensland Dress Rules" and wear the Association, shirts and caps provided, when playing. On all other occasions, please dress "neat and casual".

### RESPECT – GENERAL

- Do not tolerate abusive, bullying or threatening behaviour.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Derogatory or non-supportive comments, about other team members, or opposition players are to be kept to oneself, or made officially, and in writing, to the Side Manager. Please do not air your grievance in public.



**PLEASE REMEMBER, YOU ARE AN AMBASSADOR FOR THE DISTRICT AND GOOD SPORTSMANSHIP SHOULD PREVAIL AT ALL TIMES.**

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I, \_\_\_\_\_ have read and understood the policy and will abide by it as a member of GOLD COAST TWEED DISTRICT LADIES BOWLING ASSOCIATION INC.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If under 18 years of age, parent/guardian, Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# TEAM/PLAYER SELECTION POLICY

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## Our commitment

Our district supports an open and fair process for the selection of teams/player's. Selection will be based on clear criteria that will be communicated to all players.

## What we will do

### Criteria

Selection decisions will be based mainly on performance, however they will also consider:

- attendance at competition, training and club/teams events. (commitment)
- good sportsmanship (values)
- abiding by our Association's Code of Conduct on and off the field.

In addition, players

- must be financial members of their club (declared)
- will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. race, sexuality, religion)

### Process

- Players will be informed in writing of the dates, location and criteria for team selection.
- Selectors will be appointed by the Management Committee and be responsible for selection decisions.
- There will be no more than three selectors. When there is a Conflict of Interest, it needs to be declared and the selector shall remove herself from the final decision process, but remain as part of the pre discussion process.

- Selectors will be responsible for all decisions about team selection once the teams have been selected.
- Concerns about team selection should be discussed with selectors in the first instance. A formal written complaint to the District Management Committee should be made if these concerns cannot be resolved and the player believes she has not been treated in accordance with the selection policy.

## What we ask you to do

### Selection committee

- Ensure players are informed about and understand the selection criteria and processes.
- Make fair and unbiased decisions based on the selection criteria.

### Players

- Make yourself familiar with the selection criteria and clarify any concerns with the Association prior to selection process.
- Talk to your coach about any concerns and seek feedback about how to improve your performance.

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I, \_\_\_\_\_ have read and understood the policy and will abide by it as a member of GOLD COAST TWEED DISTRICT LADIES BOWLING ASSOCIATION INC.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If under 18 years of age, parent/guardian, Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# GRIEVANCE AND COMPLAINTS POLICY

## 1. PURPOSE

The purpose of this Policy is to ensure that grievances and complaints that may be raised by members, or Clubs's or the committee of the association itself, are dealt with in a prompt and equitable manner.

## 2. PRINCIPLES

The GCTDLBA acknowledges the fact that from time-to-time members, club's, or the committee of the association itself, may have grievances or complaints regarding other members and that these need to be resolved in the interests of maintaining good relationships, the district recognises that:

- People have the right to have their grievances given careful consideration through an established process that is timely and based on fairness and respect.
- The best resolution is one that is reached cooperatively and informally, where possible, prior to the making of a formal complaint.
- Any complaint shall be resolved in a confidential and timely manner.
- No person shall be disadvantaged as a direct result of raising a grievance or lodging a complaint unless it is vexatious or untrue.

## 3. DEFINITIONS

- Complainant means a person making a complaint under this policy.
- Complainee means a person against whom a complaint is made under this Policy.
- Mediator means a person to whom a complaint is made pursuant to paragraph 4 of the procedure.
- Formal complaint means a complaint made under clause 2 of the procedure.
- Grievance means a matter of concern referred to in clause 1 of the procedure.
- Serious complaint means a complaint of such seriousness that it may justify the Board suspending or terminating the membership of any member in accordance with Rule 17 of the Associations Constitution.





## GRIEVANCE AND COMPLAINTS POLICY

### 4. PROCEDURE

- 1 Where possible and practical members are encouraged to raise between themselves grievances that they may have against another member and in good faith endeavour to resolve the matters giving rise to the grievance.
- 2 Should it not be possible or practical or should a person not be comfortable raising a grievance with another member directly, they may make a formal complaint as provided for in this procedure.
- 3 A formal complaint must be in writing and must contain a concise statement of the nature of the complaint and the facts supporting it.
- 4 A formal complaint must be made to the following person:
  - a. In the case of a complaint relating to the conduct of a member engaged in the playing of bowls, to the Match Chair. The complaint may be made by lodging it with the Secretary, who will provide it to the Match Chair.
  - b. In the case of a complaint relating to the Board of Management or an elected or appointed member, the complaint may be made by lodging with the Secretary of the Association.
- 5 The Mediator must within 14 days of their receipt of the complaint consider it, and, where the complainee is a member, and in the sole discretion of the Mediator, they may determine that the facts contained in the complaint on their face value may constitute a serious a Serious Complaint, in which case the Mediator may immediately refer the complaint to the Management to be dealt with in accordance with Rule 17 of the Constitution of the Association.
- 6 If the complainee is a member, and if the Mediator does not determine that the formal complaint is a serious complaint, the Mediator shall,
  - a. Within 14 days of receipt of the formal complaint arrange to speak to the Complainant to clarify the facts of the complaint and to determine if the Complainant wishes to persist with the complaint.
  - b. Within 14 days of the Complainant confirming that they wish to proceed with the complaint, details of the complaint and the material facts relied upon shall be given in writing to the Complainee and the Mediator shall arrange a time, date and place suitable to the parties to meet with the Mediator to discuss the complaint and to endeavour to resolve it amicably and to the satisfaction of both parties. At such meeting both parties are to be given a reasonable opportunity to address the Mediator regarding the complaint.
  - c. Should agreement not be able to be reached at the meeting described in 6(b) the Mediator may,
    - i. Determine that no further action shall be taken, or
    - ii. Give the Complainee a warning not to repeat any action the subject of the complaint, or
    - iii. Determine that the conduct is such that it should be dealt with by the Management as a serious complaint pursuant to Disciplinary action.



## GRIEVANCE AND COMPLAINTS POLICY

- iv. The Mediator must record a written minute of any meeting held under this policy which must be lodged with and retained by the Secretary of the Association, and the Management Committee shall determine under Rule 17 of the Constitution or any referral under clause 6(c)

### 5. MEDIATION

- a. Mediation must occur within 30 business days of the appointment of the mediator.
- b. The mediator must be a person chosen by agreement between you and the other party. If you cannot agree on a mediator, your mediator will be chosen depending on who you are in dispute with.
- c. If the dispute is between you and another member, a mediator will be chosen by the management committee.
- d. A mediator appointed by the agreement of the parties or by the committee may be (but does not have to be) a member or former member of the association, in no circumstances will the mediator be someone who has a personal interest in the dispute or is biased in favour of or against any party.
- e. If the dispute is between you and the management committee or the association, the mediator will be a person appointed or employed by the Queensland Government Resolution Centre.
- f. The Mediator's role is only to guide disputing parties to a mutually acceptable outcome.
- g. Give each party every opportunity to be heard.
- h. Allow due consideration by all parties of any written statement submitted by any party.
- i. Ensure that natural justice is accorded to the parties throughout the mediation process.
- j. Any meeting or mediation session required by these rules may be conducted remotely by electronic means, if agreed to by the parties.
- k. A party to a dispute may choose another person (with their consent) to represent them at any time during the grievance process. The nomination and consent must be provided in writing to the other party, the management committee and, if relevant at the time the person consents to be the representative, the mediator.
- l. If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act, or otherwise at law i.e., can be taken to the Supreme Court.



## POLICY - LIFE MEMBERSHIP

GCTDLBA may confer Life Membership on a bowling member under the GCTDLBA Constitution Part 3 – 21.

### PRINCIPLE

Any Financial Ordinary or Life Member of a Member Club. Life Membership is generally conferred on a bowling member who has served long, meritorious or commendable service to the Association and their Member Club. The most frequently used criterion for Life Membership is length of service to an organisation, however in the case of GCTDLBA extended length of service is rare for persons who hold voluntary roles within the District therefore continuous extended meritorious service throughout their membership shall be considered. Criteria will be used to determine whether a bowling member is deserving of nomination for Life Membership. Such criteria will relate to the quality of service performed by the bowling member under consideration.

### CRITERIA FOR LIFE MEMBERSHIP

The following criteria may be used to determine the suitability of a bowling member for nomination for Life Membership of GCTDLBA. While it is not necessary for all the criteria to be satisfied, some at least should be considered.

The bowling member under consideration should have demonstrated the following:

- Outstanding continuous service served on the Management Committee;
- Outstanding continuous service as a volunteer on a committee and/or officiating;
- Outstanding continuous service through representation at State or Country level;

### GENERAL CONSIDERATIONS

In considering Life Membership an individual should have demonstrated significant, sustained and high quality service enhancing the reputation and future of lawn bowls of the Association;

The points to be taken into account when considering any nomination should include:

- The general attitude and overall demeanour of the nominee to ensure that the attitude is one that reflects a dedication to the values of the Association;
- The nominee has made a significant contribution in a managerial capacity over an extensive period of time;
- The nominee has made significant contribution to bowls administration;
- The nominee has made significant contribution to the administration success of the Association;

### PROCEDURE

- Nominations may be submitted in writing by a two (2) current financial members;
- Nominations shall be submitted to the Association at their next Management Meeting at least two (2) months prior to a General Meeting for consideration.
- Nominations approved by Management shall be advised to Club's twenty-eight (28) days prior to the General Meeting.
- Where a nomination is declined by Management the Association does not advise the reasons for the decision.

- The nomination shall be voted on at the next meeting of the Council, and be endorsed by the Council, and if passed by two thirds of the total votes held by delegates present and entitled to vote;
- A limit of two (2) Life Membership nominations are permitted each year.

### **BENEFITS OF LIFE MEMBERSHIP**

In addition to the status of membership of a select group within the District. Life Membership will be recognised by:

- The Life Membership shall be announced at the General Meeting of the Association;
- A record shall be maintained by the Association Secretary;
- The symbol of Life Membership shall be a badge (or such object as may be determined from time to time),

Outline the skills and attributes the nominee has brought to their Member Club and the Association;

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Other information on the nominee:

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The above information is being submitted with the full understanding of the requirements for Life Membership of the GCTDLBA;

This application must be submitted to the Secretary of the GCTDLBA at least 2 months prior to a General Meeting.

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Date Approved By Management; \_\_\_\_\_

Date of General Meeting; \_\_\_\_\_



# HONORARIUM POLICY

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Elected committee members, and appointed positions, are the backbone of the Association, and without them the Association would not exist. These office bearers freely give their time and incur costs which may include such as, mobile phone use, computer and internet usage, printing of materials and sundry stationery items. In general office bearers take on these roles in the knowledge that they will be required to commit to the role and responsibility of the position. Honorarium payments to elected office bearers, and appointed positions will be reviewed at the Annual General Meeting of the Gold Coast Tweed District Ladies Association.

- Honorariums assist office bearers with some of the incidental costs of out-of-pocket expenses with the position held.
- They do not cover all costs but, instead help reduce the financial burden on the individual.
- Great care and diligence must be exercised to ensure the workload is not undervalued through the payment of disproportionate honorariums. Ultimately the reward for the individual needs to be the knowledge that they have made a valued contribution to the Association.
- Honorariums are not based on an agreement or a contract, an honorarium is a token payment made to a person for services rendered as a volunteer, who carries out efficient administrative duties which is supported by clear roles and responsibilities.
- An honorarium is made to an elected Office Bearer and appointed position to recognise and acknowledge her service and contribution to the Association.

# MISCELLANEOUS DOCUMENTS

## Match Committee

### Introduction:

The purpose of this article is to assist Games/Match Committees in the understanding and conduct of their duties in respect of competition at all levels.

District Constitutions and By-Laws should define the following:

<b>Games/Match Committee</b>	Setting out the responsibilities of the member so elected.
<b>The Controlling Body</b>	Members appointed by District Management Committee.
<b>Disputes Committee</b>	May optionally be appointed by the District to handle appeals in respect of all District competition. May also include Umpire/s.

This article generalises many of the circumstances which will be encountered in the Games/Match Committee minefield, as conditions for competition are not identical in any two Districts, and guidelines only can be given.

### The Games/Match Committee is responsible for arranging

#### 1. Conditions of Play

Vary according to the competition e.g.: District Pennants - every District is responsible for and must set out the conditions of play for their competitions. Conditions of play should relate to laws of the game.

#### 2. Nominations

Date of closing

Fees

Record of same

#### 3. Draw

Date, so that the draw is public.

Format	Knockout	Round Robin
	Sets Play	
	Sectional	

#### 4. Play

Call to play – notice

Arrange Umpire – Markers

Organise cards, rinks

#### 5. Records

Public record - board

Permanent record

Keep cards until the competition is completed

*These principles are fundamental to the running of all competitions.*

### Events:

#### Prestige/Invitation Events

Observe the five (5) Principles:

- 1. Nominate conditions of play:** Stipulate that the controlling body shall have authority to vary conditions if necessary or expedient (to deal with inclement weather or unforeseen circumstances). Should also specify dress regulations for events in conditions of play. These dress regulations must not conflict with the Bowls Queensland attire by-law 14.
- 2. Receive/record nominations/fees:** The Secretary and or Treasurer will usually be the member responsible for this.
- 3. Draw:** May need to be circulated to participants in some instances. Participants may draw for team position on a prepared master chart on day of play if conditions allow.
- 4. Play:** Have cards/officials ready before the start of play.
- 5. Records:** Keep master chart up to date for information of players.



## Submitting your financial reports

### Annual return of association

Form 12 – *Associations Incorporation Act 1981*

Fill out this form to submit your association's annual return.

We will send you this form at the end of your financial year. Please [contact us](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/fair-trading-services-programs-and-resources/fair-trading-services-and-contact-information/contact-us/licensing-and-registration#registrations) (<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/fair-trading-services-programs-and-resources/fair-trading-services-and-contact-information/contact-us/licensing-and-registration#registrations>) if you need a new copy. You can submit your organisation's annual return online on the [My Smart Forms portal](https://portal.lgft.justice.qld.gov.au) (<https://portal.lgft.justice.qld.gov.au>) with the Fair Trading – Annual Return form.

Fee: \$58.60

[Application for approval to conduct audit or provide verification statement](https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/ad8d1db2-876b-4fa7-9a01-71c0a5e4f941) (PDF, 120KB)

(<https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/ad8d1db2-876b-4fa7-9a01-71c0a5e4f941>).

Form 21 – *Associations Incorporation Act 1981*

Fill out this form to seek approval to have a person audit or verify your financial records.

Fee: Nil

## Changing your rules

[Application to register an amendment of rules](https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/1b8292f0-ca6d-461c-921b-d1bd0a92836c) (PDF, 239KB) (<https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/1b8292f0-ca6d-461c-921b-d1bd0a92836c>).

Form 8 – *Associations Incorporation Act 1981*

Fill out this form to change your association's rules.

Fee: \$22.10

- [Model rules](https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/9a54beb5-8288-4ddd-847b-459a97822119) (PDF, 55KB) (<https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/9a54beb5-8288-4ddd-847b-459a97822119>).
- [Model rules](https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/6d07c5fe-ef0f-4366-89d5-f9c854a4d9a9) (DOC, 81KB) (<https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/6d07c5fe-ef0f-4366-89d5-f9c854a4d9a9>).

You can adapt or use the model rules. They cover membership, fees, voting rights and more.

## Reporting changes

[Change of details relating to an incorporated association](https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/c03f3c80-d6d3-4381-99cb-8243c9780057) (PDF, 122KB) (<https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/c03f3c80-d6d3-4381-99cb-8243c9780057>).

Form 10a – *Associations Incorporation Act 1981*

Fill out this form to tell us when:

- your office bearers change
- the association changes address
- your office bearers change address.

Fee: Nil

[Application for registration of a change of name](https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/3169549d-1d27-4a1e-8be3-9e3e8b3776b0) (PDF, 137KB) (<https://publications.qld.gov.au/dataset/28652d53-7a53-4690-afd6-4abc77a2c7d7/resource/3169549d-1d27-4a1e-8be3-9e3e8b3776b0>).

Form 4 – *Associations Incorporation Act 1981*

Fill out this form to change your association's name.



# Not-for-profit administrator's handover checklist

This checklist will help your organisation handover its tax affairs to a new administrator. We recommend your outgoing administrator completes the checklist and gives it to your incoming administrator, along with any other relevant documentation for their role.

## Section A: Update authorised contacts – tick the box once complete

### 1 Update authorised contact details

Notify us about changes to your authorised contacts so they can talk to us about your organisation's tax affairs.

See [Notifying us of changes](#).

### 2 Update details with other agencies or organisations

Provide your organisation's new administrator details to other agencies or organisations where relevant. These could include:

Australian Securities and Investments Corporation (ASIC)  Australian Business Register (ABR)

Australian Charities and Not-for-profits Commission (ACNC)  Relevant banks and financial institutions

Office of the Registrar of Indigenous Corporations (ORIC)

## Section B: Hand over access to documents, online tools, and useful contacts

### 3 Hand over access to relevant documents

Ensure the incoming administrator knows where your organisation keeps important documents and ensure they can access them. These may include:

governing documents (for example constitution, rules, trust deed)

banking records (for example, bank statements, deposit books, cheque books, bank reconciliation)

financial reports (for example, financial statements, annual budgets, reconciliations, audit reports, accounts payable and accounts receivable)

grant documentation (for example, when funding will be received, when acquittals need to be made, application deadlines)

cash book records of daily receipts and payments

registration, certificates and accompanying documents to regulators (for example, ATO, Australian Charities and Not-for-profits Commission, and state regulators)

tax invoices and income tax records, such as debtors and creditors lists, stocktake records and motor vehicle expenses

contracts and agreements (for example, cleaning, maintenance and insurance contracts, finance or lease agreements)

records relating to employees (for example, TFN declarations, pay as you go (PAYG) withholding, superannuation and fringe benefits provided)

copies of reviews of entitlement to tax concessions

records of payments withheld from suppliers who do not quote an Australian business number (ABN)

records to help prepare tax statements and returns

See also [Record keeping](#).

### 4 Hand over access to online tools

Website, Facebook and social media account details

Access to online services and other government accounts

### 5 Hand over a contact list for government agencies, auditors and other useful contacts

It will help the incoming administrator to know where to go for help.

See also [Getting help](#).

## Section C: Legal and tax information about your organisation

### 6 Legal structure

Different legal structures have different tax and reporting obligations so it will help the incoming administrator to know your organisation's legal structure and what this means. Some examples of legal structures are:

- unincorporated association
- incorporated associated
- company
- co-operative
- Indigenous corporation
- established by an Act of parliament
- trust

See also [Overview of legal structures](#).

### 7 Tax and related registrations

Hand over tax or other related government registration information, for example:

Australian business number (ABN)

Tax file number (TFN)

Pay as you go (PAYG) withholding registration

Fuel tax credits registration

Goods and services tax (GST) registration

ACNC registration (for charities)

Endorsement for tax and concession status (charities and deductible gift recipients)

See also [Register your NFP](#).

### 8 Tax concessions and other benefits and entitlements

Hand over information about the tax concessions and other benefits your organisation uses, for example:

Income tax exemption

FBT concessions

GST concessions

Refund of franking credits

Deductible gift recipient status

See also [What tax concessions are available](#).

### 9 Workers and related tax obligations

Hand over information about whether those that work for your organisation are:

Employees  Contractors  Volunteers

Also hand over information about the obligations your organisation has in relation to workers.

See also [Your workers](#).

## 10 Lodgment and reporting obligations

Hand over information about tax and related forms your organisation prepares and lodges, for example:

activity statements  monthly  quarterly

annual GST return

income tax return

FBT return

fuel tax credits application

franking credit refund application

ancillary fund returns

super guarantee charge statements

Single Touch Payroll

payroll tax

other – provide details

See also [Statements and returns](#).

**BY-LAWS OF THE GOLD COAST TWEED DISTRICT LADIES BOWLING ASSOCIATION INC.**



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**REGISTERED OFFICE**

The registered office of the Association will be determined by the Management Committee from time to time.

**SECTION A.....**

**PROTOCOL**

**Official Hatbands**

Office Bearers accepting personal invitations to Official, or Club functions shall not be entitled to wear the Official Hatband.

**Official Visits**

The President may make an Official visit to each affiliated Club at least once a year. A member of the Management Committee shall represent the Association and attend all Special Club functions whenever requested to do so.

**Obituary Notice**

Where practicable on the death of any Office Bearer or Past Office Bearer or Official of the Association, notice shall be sent to all Club Secretaries advising of same also via Facebook

**GCTDLBA Flag**

Flag to be held in the custody of the District President and shall be raised at Clubs when the President is making an official visit. Second Flag to be held by Snr. Vice President and to be used on occasions when President is not available.

**GCTDLBA Priorities**

- (a) Affiliated Clubs shall not be permitted to organise President’s at Home or any other major function that will clash with Association events.
- (b) BQ Rules & By-Laws and GCTDLBA Rules and By-Laws shall take precedence over Club Domestic Rules.

**Perpetual Trophies and Shields**

Currently presented to player’s on the day and photographs taken. To be returned to the Association for engraving and be presented to Club Delegates at the next Council meeting. Trophies and Shields to be held in safe custody by the Club, and to be returned to the Match Chair prior to the Association’s event being played again.

**District President’s Day**

District President’s Day to be held on a date to be decided annually. No more than five (5) members to be invited from each Club, excluding Management Committee, past President’s, Life Members and Patron of the Association. Members so named to be automatically invited at **own expense**. The Senior Vice President shall organise the social arrangements for the



day. The game of bowls to be in the hands of the Match Committee. The President may invite up to four (4) to her District President’s Day.

**Gifts**

The retiring Association President to receive a gift to the value of \$100 plus Badge.

**Gifts to Clubs**

(a) At HOME: Club President and Secretary to receive a memento from the Association on occasion of the President’s “at Home”

(b) BIRTHDAY: Club to receive a gift from the Association on the occasion of their Birthday Celebration.

(c) VISITS OUT: Gift to President and Secretary of the District Association. Gift to the President and Secretary of host Club.

**Sponsorship**

Money and/or goods donated shall be allocated to the relevant event for which Sponsorship was sought.

**Fundraising**

The number of raffles conducted, and prizes offered shall be determined by the Management Committee. From time to time.

**Expenses & Allowances**

On recommendation from Management, the Council shall declare that members of the Management Committee and Standing Committees to be reimbursed for the out-of-pocket expenses as determined from time to time in carrying out official business on behalf of the Association. Also, a fuel allowance to be approved by Council

**Representation of Management**

All requests by Clubs for official Management representation must be made in writing to the Secretary of the Association.

**SECTION B**.....

**MEETINGS** GCTDLBA Constitution

**Management** Committee shall hold a meeting preferably ten (10) per calendar year.

**Council** meetings to be held every other month (6) annually.

**Annual General Meeting**

The Annual General Meeting shall be held not later than the month of February as determined by the Management Committee.

All other **General** meetings are convened in accordance with Clause 25

**Elections**

Nominations shall be called for the position of President, Senior Vice President, Jnr. Vice President, Secretary, Treasurer, Match Chair to fill all vacancies on the Management Committee, to make a total of six (6) members.

Expressions of Interest shall be called for: Media Officer, Technical Officer, Umpire Co-ordinator, Coach Chair & Honorary Assistant Secretary.

**Delegates** (adopted 26th June 2023)

Where there are two delegates present at Council meetings, delegate one for a member club is entitled to one vote and the only one with the right to address the floor at Council meetings.

The second delegate is there to support delegate one or to stand in for delegate one in their absence. Should only one of two delegates attend, with a Proxy, then the attending delegate will be the only one with the right to vote and to address the floor at Council meetings.

If neither delegate is able to attend the meeting, up to two Proxies are able to attend, Proxy one and Proxy two, with Proxy one the only one with the right to vote and to address the floor at Council meetings.

The member club will need to advise the GCTDLBA Secretary in advance of the meeting, apologies for delegates and advise the names of attending proxy one and/or proxy two.

**Unification meetings** (Introduced 17 April 2023)

The unification committee shall comprise of 4 (four) duly appointed officers of the management committee. Should a vacancy occur, Management may appoint an officer to fill the vacancy.

**Bowls Queensland and Notices of Motion**

Notices of Motion for consideration at the Bowls Queensland Annual General Meeting must be submitted to the District Secretary, through the Club Secretary, at a time determined by Bowls Queensland.

**SECTION C.....**

**DUTIES OF OFFICE BEARERS - VOLUNTEER POSITION DESCRIPTIONS - RESUME**

- Persons nominating for a position as an Office Bearer of the Association shall present a complete resume of their qualifications and experience in Bowling Administration.
- Persons nominating from the floor at the Annual General Meeting must give a verbal resume of their qualifications and experience in Bowling Administration.
- All applicants should preferably be able to communicate by electronic methods.

**PRESIDENT**

- Attend all Management, Council and General meetings of the Association.
- Chair meetings effectively by maintaining control and ensuring a fair hearing for all. Be impartial, honest, and rational at all times whilst in the chair.
- Ensure that the constitution and By-Laws of the Association are fully adhered to by all members
- Be responsible for the overall administration of the Association, subject to the to the directions of the Management committee and Council Delegates.
- Shall, where required, represent the Gold Coast Tweed District Ladies Bowling Association in an official capacity at functions and district events.
- Be an ex-officio member of all standing committees appointed by the Management.
- Ensure that the Constitution and By-Laws of the association are fully adhered to by all members.
- Ensure the Management prioritise its goals and financial future, including annual budgeting and financial planning
- Remain well informed of, and act as facilitator for all Association activities
- Maintain confidentiality on relevant matters.
- Present a Report for all Management/Delegate Meetings

## **SENIOR VICE PRESIDENT**

Assist the President in her duties.

- In the absence of the President, the Senior Vice President will carry out the duties of the President.
- Take the Chair when the President vacates it because of a conflict of interest or a wish by the President to participate in the debate.
- Assist the President in ensuring that planning and budgeting for the future is carried out in accordance with the wishes of members and in line with the Association's planning.
- To continue making yourself known to as many Members of the Association as possible by attending District Functions either as Snr. Vice or on behalf of the President if she is unable to attend.
- To maintain a good knowledge of the Association's Constitution and By-Laws.
- To learn meeting procedures and understand the organization of the Management Committee.
- To attend to tasks allotted to you by the President and Management Committee.
- To attend all Management Committee Meetings and Council Meetings.
- To organise District President's Day which is held at the Snr. Vice President's Club and purchase a raffle for the Day.
- When considering accepting the position of Snr. Vice President to be totally committed to continuing through to the office of President of the Association.

### ***SKILLS REQUIRED:***

- To enjoy dealing with people.
- To be able to communicate with people.
- To be able to listen to people.
- To be diplomatic. To be confident in your own ability which comes through the continuing learning process.

## **JUNIOR VICE PRESIDENT**

- To make yourself known to as many Members of the Association as possible by attending District functions.
- To have a good working knowledge of the Association's Constitution and By-Laws.
- To learn meeting procedures and understand the organization of the Management Committee.
- To attend to tasks allotted to you by the President and Management Committee.
- To attend all Management and Council Meetings.
- To maintain the Delegates' sign-in book at Council meetings.
- Purchase a raffle for District President's Day.
- When considering accepting the position of Junior Vice President to be totally committed to continuing through to Vice President and on to President.

### **SKILLS REQUIRED:**

- To enjoy dealing with people.
- To be able to communicate with people.
- To be able to listen to people.
- To be diplomatic.
- To be confident in your own ability which comes through the continuing learning process.

### **SECRETARY**

- Keep all such books and records as may from time to time be required to be kept by Government and semi-Government Authorities and other bodies with which the Association is affiliated.
- Keep an accurate record of the business transacted at all Management and General Meetings.
- Distribute minutes of a general meeting in a timely manner each month and management minutes on request by a Club Secretary by email or post.
- Issue notices of all General Meetings of the Association and prepare agendas for such meetings.
- Cause an accurate register of members as required in the Association Incorporation Act 1981.
- Keep a record of all correspondence and reply to such correspondence as required.
- Prepare, update, and upload all documents and result records to the district web page as required.
- In collaboration with the Match Chair, collate event entries as soon as possible after closing date and forward to the Match Chair.
- Arrange distribution of draw to all participants when received from the Match Chair.
- Co-ordinate the compilation of the Annual report and any other reports as required.
- Call for nominations for Association positions.
- The Secretary will advise all affiliated Clubs at the November Council meeting each year the following:
  - The Annual General Meeting date of the Association.
  - The closing date for Notices of Motions for the Annual General Meeting.
  - The closing date for nominations for Management positions.
- Provide to Bowls Queensland such returns as required, including a list of District Bowls Association Officers within thirty (30) days of the date of the District Associations' Annual General Meeting.
- Provide Bowls Queensland with the returns required by them.
- Hand over to the incoming Secretary all records of minutes and correspondence in their possession and all other property pertaining to the Association.
- Maintain confidentiality on relevant matters.

## **HONORARY SECRETARY ASSISTANT**

- Assist Secretary (in Office) with any delegated duties as required.
- Keep an accurate record of the business conducted at all General Meetings.
- Distribute minutes of all Management meetings in a timely manner to management once approved by the President.
- Forward Council Minutes to the President for editing if required. The secretary (in office) will distribute Minutes as instructed by the President.
- If requested assist Match Chair in attending any district events as required.
- At all times maintain confidentiality on all relevant matters.
- Should the Secretary (in office) be unable to continue to deal with matters which in the opinion of Management should be dealt with promptly. The Honorary Secretary Assistant shall be given the powers as afforded to the elected secretary when fulfilling her duties on the day.
- By appointing the Honorary Secretary Assistant to act in her stead, this allows the management to continue to operate as required and to fulfill all duties to control and manage the affairs of the Association.
- The appointment of the Honorary Secretary Assistant allows the Honorary Secretary Assistant to have full voting rights and privileges as afforded to the duly elected Secretary, but only when the elected Secretary is unable to be present and is recorded within the Minutes as an apology.

## **TREASURER**

- Keep records of the receipts, expenditure and correct accounts showing the financial affairs of the association as required by the Associations Incorporation Act 1981.
- Maintain the lodging of the BAS as required as Public Officer.
- Report the financial position of the Association at each monthly meeting.
- Submit to the Annual general Meeting a statement of accounts audited by the auditors appointed at the previous Annual General Meeting.
- Attend Association meetings.
- Compile an annual budget from the Management planning.
- Pay all accounts that have been passed for payment by the Management and Council including legitimate expenses incurred by volunteer members who may be reimbursed prior to the next Management Meeting provided authorisation has been given by the Management.
- Hand over to the incoming Treasurer all records pertaining to accounts of the Association in their possession, also to include the handover of the Treasurer's Laptop.
- Maintain confidentiality on relevant matters.

## **MATCH CHAIR**

- Only experienced Match Committee persons will be eligible to be considered for election as Match Chair.
- Chair will convene all meetings of the Match Committee.
- Oversee the Association's matches and competitions within the district.
- Submit following year's programs to Secretary
- Attend all Management meetings of the Association.
- Present a monthly report to the Management, covering the activities of the Match Committee for the month, events and results and details of each event attended by Committee members.
- Control matches played within the District as the Controlling Body.
- Appoint Umpires for District events.
- Control all competitions as required by the Association.
- Enquire into and settle any complaints regarding matches and competitions, consulting with the Umpire of the Day.
- Establish pertinent Conditions of Play and rules for district Events.
- Notify Clubs hosting competitions play.
- Request and arrange necessary greens/club facilities.
- Conduct the draw for all events and communicate to Secretary and Treasurer for Invoicing to Clubs.
- Arrange notification of host Clubs regarding requirements/rinks etc.
- Arrange preparation of paperwork and cards.
- Arrange preparation of master sheets.
- Receive and collate results from events and declare sections and winners when appropriate.
- Advise the Media Officer of results as soon as possible for each event to be posted on the District Facebook page and Web page.
- Receive from the Secretary and answer mail relative to the Match committee.
- If unable to attend Management meetings of the Association, appoint a proxy.
- Maintain confidentiality on relevant matters.
- Maintain a register of trophies and shields.
- Maintain a register of District player shirts, caps, hatbands etc.
- Store district shirts and ensure they are clean after each event.
- Present a monthly report for each Management Delegate Meeting.

## **MATCH COMMITTEE**

- To be appointed by the Management Committee on the recommendation of the Match Chair
- To assist the Match Chair in carrying out all the above duties.
- Maintain confidentiality on relevant matters.

## **DUTIES OF MATCH COMMITTEE**

- A maximum of one (1) declared member from anyone (1) Club may serve on the Match committee.
- Any member of the Match committee who is absent from more than three (3) consecutive committee meetings, or is considered to be not discharging her duties, may have their appointment revoked by the Management.
- Any Match Committee member may resign her position at any time by giving notice in writing to the district Secretary and such resignation shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice, when it shall take effect on that later date.
- Appointed Match Committee members may attend Council meetings as observers at their own expense but will have no voting rights.

## **MEDIA OFFICER**

- The Media Officer shall be a person appointed by the Management Committee and be able to demonstrate appropriate skills and knowledge and be able to promote the Ladies District as deemed appropriate.
- To attend photograph and report on all district events for publication to web page and Facebook.
- To collaborate with the Match Committee to advise of upcoming events through the web page or Facebook as required.
- To carry out any duties that may be required from time to time by the Management Committee.
- To liaise with Bowls Queensland on a regular basis for District news to be included in BQ publications.
- May attend Council meetings as an observer at her own expense but will have no voting rights.

## **TECHNICAL OFFICER**

- The Technical Officer shall be a person appointed by the Management Committee who is able to demonstrate the expertise and skills required to assist the Association.
- To also liaise with the Secretary when required to update logins and passwords in Excel when committee members change.
- To educate on technical matters that involve the electronic devices used by Management.
- To assist the Committee in the preparation of forms, flyers for events as required. To include assistance with any requirements to update Constitution, By-Laws and Policies and procedures.

- To attend Council meetings as required to set up Zoom and Power Point Presentations
- To prepare and deliver information to others via – Zoom, Power Point presentation as instructed.
- To liaise with external IT providers in areas that require assistance.
- May attend Council meetings as an observer at own expense but will have no voting rights.

### **DISTRICT UMPIRE CO-ORDINATOR**

- The Management may appoint a District Umpire, who must be a full financial member of a Club affiliated with the GCTDLBA. Inc.
- Must hold a current Umpire's Certificate and possess suitable qualifications to carry out the requirements of the position.
- Any appointed person may resign her position at any time by giving notice in writing to the District Secretary and such resignation shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice, when it shall take effect at that later date.
- The person appointed will be requested to carry out such duties as the Management Committee may require.
- The appointed District Umpire is required to present a report to be tabled at all Council Meetings.
- To liaise with Match Chair on Conditions of Play and to arrange Umpires for all Association events when required.
- Should attend all Council meetings at own expense, but will have no voting rights, unless attending as a Club Delegate.

### **DISTRICT COACHING CHAIRPERSON**

- Must hold a current Coaching Certificate.
- Arrange coaching of bowlers where coaches of affiliated clubs are unavailable or are available but lack the resources to conduct a particular form of coaching.
- Keep abreast of up-to-date principles, teaching methods in planning and conducting effective coaching sessions.
- Arrange opportunities for coaches of affiliated Clubs to improve their proficiency of their bowls knowledge and coaching skills if requested.
- Carry out such duties as may be required by the Management Committee.
- Provide report to be presented to be tabled at all Council Meetings.
- Should attend all Council meetings at own expense, but will have no voting rights, unless attending as a Club Delegate.

### **COACH ASSISTANT**

- To be appointed by Management Committee on the recommendation of the District Coach Chairperson.
- Must hold a current Coaching Certificate.
- To assist the Coach Chairperson in carrying out all the above duties.
- To carry out any duties that may be requested by the Management Committee.



- Should attend all Council meetings at own expense, but will have no voting rights, unless attending as a Club Delegate.

**SELECTORS**

- The elected Match Chair in office, shall be the Chairperson of Selectors.
- Expressions of Interest shall be called for in September each year and appointed at the next management meeting in October. This procedure is to ensure that a Selectors Sub-Committee is up and running to make decisions on District Events as required. The Expression of Interest form to include Team Player Selection Policy.
- Selectors to be appointed by the Management Committee.
- Selectors must be prepared to attend major events to evaluate player ability.
- Select teams or sides to represent the Association for all organised fixtures, or matches.
- Prepare reports as requested by the Management Committee.
- Advise the Management Committee the list of those selected to represent the association for approval before publication or distribution.

**PATRON**

A Patron may be appointed, if required, by the council on the recommendation of the Management Committee.

**LIFE MEMBERS**

Can be appointed by the Council on recommendation of the Management Committee.

**SECTION D.....**

**Calendar of Events**

Club Secretaries are required to submit dates for President’s at Home, Birthday and Annual sponsored events, to the District Secretary, by a date to be determined by the Management Committee annually.

**Nomination Forms**

Nomination forms for all events under the patronage of the Association shall be entered on the prescribed form, distributed by the District Secretary.

Nomination forms for Election of Office Bearers shall be distributed by the District Secretary and returned to the Secretary within the prescribed closing date for same.

**Nomination Fees**

Nomination fees for all Association events shall be determined by Management. Player’s are to pay their Club Secretary’s prior to the closing date. (see Event Flyers) Clubs will be invoiced for their club entries.

**Prize Money**

Prize Money for all District events shall be determined by the Management Committee.

**Pennant**

The Secretary of the Association must be notified in writing, on the appropriate form, of any new member joining a Club and wishing to play Pennant, seven days prior to the commencement of the first Pennant game. Pennant Shields and badges to be awarded to winning team in each division. (Cost of further badges to be borne by the Club)

## **SECTION E**.....

### **Controlling Body**

The Controlling Body for all matches will be the District Match Committee. In the event the Match Committee not being in attendance the Umpire of the Day may be appointed to represent the Controlling Body.

### **Player Commitments**

When a member of a Club has been called to fulfil a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment in a match or on official business, on any day on which they are drawn to play in a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment, the onus shall be on the player to notify the Bowls Queensland, District Bowls Association or Club, as the case may be.

The Controlling Body may define circumstances which it will not accept as a valid reason for a player's unavailability. However, a substitute is not to be permitted, if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds the Controlling Body shall declare the position of the absent player vacant, and the provisions of the Bowls Australia Policy shall apply.

### **Competitions**

All competitions and other matches played or held under the patronage and auspices of the association will be in accordance with the current Laws of the Sport of Bowls Crystal Mark edition (including domestic regulations for Australia).

The Association Match Committee will frame the Conditions of Play for all District competitions provided such competitions do not conflict with the **Current** Laws of the Sport of Bowls Crystal Mark edition (including the domestic regulations for Australia)

The Association is empowered to impose and collect penalties in respect of any breaches of any Conditions of Play for any competition conducted by the Association, provided that such penalty does not conflict with any penalty provided by the **current** Laws of the Sport of Bowls Crystal Mark edition (including domestic regulations for Australia).

### **Spectator Obligations**

Spectators and anyone else not directly taking part in the game should stay outside the boundaries of the rinks and clear of the players.

They should not disturb or advise the players in any way unless registered as a Coach or Team Manager.

If, in the Umpire's opinion, this law has been broken, the Umpire should ask the spectator or spectators concerned to stay within the law. If they do not stay within the law, the Umpire should ask the Controlling Body to take immediate action to make sure that the offender/s stop breaking this law, including escorting the offender/s away from the area immediately surrounding the rink or away from the venue as appropriate. Law 58

### **Attire**

GCTDLBA will determine dress rules for all events under the control of the Association. (As per BQ attire rules)

### **Discs for Bowls**

Discs may be affixed to Bowls for Association Event Finals and Challenge matches.

### **Smoking on the Greens**

No player shall be permitted to smoke on the green during the progress of her game.