

Operations Committee Terms of Reference – FINAL

Written: 30 November 2016

Revised: 10 September 2019 (by the Auckland Bowls Board)

Adopted: **1 OCTOBER 2019**

In accordance with the Auckland Bowls Constitution (Clause 5.1n and 21.2d, g, k, m and n) the Auckland Bowls Board (Board) has set up the Operations Committee.

The Board has delegated certain powers and functions to the Operations Committee, noting that at all times the Operations Committee must act within the rules of the Auckland Bowls Constitution, the Laws of the Sport of Bowls and the direction of the Auckland Bowls Board in conjunction with the Auckland Bowls General Manager.

1. The Operations Committee shall comprise up to eight (8) members annually appointed by the Auckland Bowls Board, up to 2 of whom shall be an Auckland Bowls employee, and one a current Auckland Bowls Board Member. The Chairperson will also be appointed on an annual basis by the Auckland Bowls Board.
2. The powers, functions and duties of the Operations Committee shall be:
 - a. To produce an annual draft playing programme for Board approval by 31 March each year that:
 - i. Meets the requirements set by Bowls NZ for National / International Events
 - ii. Has involved a period of consultation with members to discuss potential changes
 - iii. Seeks to maintain a balance between running Auckland Bowls Events and allowing more time for clubs to run their own programmes.
 - b. To act as the Controlling Body for Auckland Bowls events (in line with Law 57.2 of the Laws of the Sport of Bowls). The key function being to determine what Conditions of Play (COP) are necessary to govern the competitions. Any significant changes to existing COP should only be implemented following consultation with members and with the approval of the Auckland Bowls Board.
 - c. Convenors are to be appointed for each event by the Operations Committee on the recommendation of the Umpires Committee, to run the event within the terms of the Conditions of Play. A member of the Operations Committee should be appointed to give the Convenor a point of contact to discuss any issues should this be required.
 - d. To ensure that the agreed Conditions of Play are implemented and adhered to by the clubs / players and to implement the specified sanctions should any clubs / players not comply.

3. At all times the Operations Committee members:
 - a. Shall act honestly and in good faith at all times in the interest of ABI and its stakeholders, ensuring that all stakeholders, particularly its members, are treated fairly according to their rights;
 - a. Shall observe the confidentiality of non-public information acquired by them in their role as committee members and not disclose to any other person such information;
 - b. Shall avoid conflicts of interests in as far as this is possible. Where such conflicts arise, the committee member/s concerned shall not vote on that issue. Only with the unanimous agreement of all other committee members present may the committee member concerned participate in any discussion on that topic. Failing such agreement being reached, the individual shall either refrain from participation or leave the room;
 - c. Shall be diligent, attend meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the decision making;
 - d. Shall interact with the Board and ABI staff in a positive and constructive manner;
 - e. Shall be loyal and supportive to the Board, abiding by Board decisions once reached;
 - f. Shall not do anything that in any way denigrates ABI or harms its public image;
 - g. Shall not participate (or benefit from assisting others involved) in sports betting or gambling activity associated with bowls events and/or bowls results in which ABI are involved in.
4. The Auckland Bowls General Manager (or his/her nominee) will take a lead role in ensuring that the Operations Committee meets its obligations to Auckland Bowls.
5. Once the Playing Programme and COP are agreed, it is the role of the Auckland Bowls General Manager (or his/her nominee) to manage the Events Programme.
6. Where a decision making power is not clearly stated a recommendation should be put forward to the Auckland Bowls Board for approval.