

AUCKLAND BOWLS INCORPORATED

GENERAL REGULATIONS

**COMMENCEMENT DATE:
2 December 2019**

Auckland Bowls Incorporated

General Regulations

1. Definitions

- 1.1 Every reference to the Constitution shall mean the Auckland Bowls Constitution unless specified otherwise.
- 1.2 The words and phrases used in this Regulation shall have the same meaning as defined in the Constitution of Auckland Bowls, unless otherwise specified in this Regulation.
- 1.3 In addition to clauses 1.1 and 1.2 of this Regulation, the following words and phrases used in this Regulation shall mean as follows:

“Auckland Bowls Board” means the management committee, board or other committee however described of Auckland Bowls that is responsible for the governance of Auckland Bowls and includes any sub-committee of Auckland Bowls, including a Judicial Committee;

“Board Member” means a person who is a member of the Auckland Bowls Board.

2. Commencement Date

- 2.1 This Regulation shall come into force on 2 December 2019 (“Commencement Date”). It shall continue in force until such time as it is revoked by the Auckland Bowls Board.

3. Colours

- 3.1 Auckland Bowls and all Clubs shall comply with the clause relating to colours set out in the Bowls NZ Constitution.
- 3.2 The colours of Auckland Bowls shall be any combination of blue, white and black.
- 3.3 No Club shall use the colours which are the same or similar to the Auckland Bowls colours without the prior approval of the Auckland Bowls Board.

4. Bowling Attire

- 4.1 All players participating in Auckland Bowls competitions, tournaments and events must abide by Clothing requirements, including footwear, that is published in the Conditions of Play and approved by the Auckland Bowls Board.

5. Matches, Tournaments and Competitions

- 5.1 Auckland Bowls under the powers given it in Rule 5.1 (p) shall establish, organise and control bowls competitions, tournaments and events in the Auckland Bowls District, including determining the rules and conditions of entry for such competitions, tournaments and events and ensure that all such determinations comply with the Bowls NZ Constitution and the Bowls NZ Regulations.

- 5.2 Auckland Bowls may promote open tournaments, competitions and events for its member Clubs, other Centres and Clubs affiliated to Bowls NZ, if such open tournaments, competitions and events comply with the Bowls NZ Constitution and the Bowls NZ Regulations.
- 5.3 Auckland Bowls under the powers given it under Rule 5.1 (i) shall select sides and players to represent Auckland Bowls.
- 5.4 Auckland Bowls shall approve all Intercentre matches and competitions that the Auckland Bowls Representative Teams may play.
- 5.5 Only Playing Members, Playing Life Members and Student Members of Clubs within the Auckland Bowls District shall be entitled to play in Auckland Bowls Championship and Interclub events.
- 5.6 All persons, representing clubs as players, teams or sides in Auckland Bowls Championship and Interclub events must be members of that club. In certain circumstances, permission may be granted by the Operations/Events Committee, for players from two or more clubs to form composite teams in Auckland Bowls Championship and Interclub events.

6. Committees

- 6.1 **Establishment:** The Auckland Bowls Board under the powers given it in Rule 21.2 (d) may from time to time establish whatever Committees it thinks appropriate to assist it in carrying out its responsibilities.
- 6.2 **Duties:** the duties of each Committee shall be determined by the Auckland Bowls Board and recorded in a Reference Document. This shall include any reporting requirements and a timeline for completion of the work for which it was established.
- 6.3 **Powers of Committees:** Committees shall, in respect of the matters for which they have been established, have the power to:
 - a. Make enquirers on behalf of the Auckland Bowls Board including retaining advisors and experts to assist in such enquires, subject to (d) below;
 - b. Develop draft policies and procedures for approval by the Auckland Bowls Board;
 - c. Delegate it's powers and functions to an individual or a working group;
 - d. Only incur any expense which is approved by the Auckland Bowls Board;
 - e. Make recommendations to the Auckland Bowls Board.

Committees shall have no power to make decisions on behalf of Auckland Bowls or the Auckland Bowls Board, except to the extent they are directed to do so by the Auckland Bowls Board.

- 6.4 **Procedures:** Committees shall meet at least once every quarter of the year and/or at such other times they deem necessary to carry out their functions. Each Member of the Committee is expected to attend every meeting unless there is a valid reason why they may not do so, in which situation they should

tender an apology. Any Member who is absent from three consecutive meetings without valid reason and without an apology is deemed to have forfeited their position on the Committee. Each Member shall be entitled to one vote and the Chairperson shall have both a deliberative and casting vote. Where there is any matter which may give rise to a conflict of interest the relevant Members of the Committee shall declare their interest and shall not vote.

7. Operations/Events Committee

- 7.1 **Establishment:** The Auckland Bowls Board under the powers given it in Rule 21.2 (d) shall appoint an Operations/Events Committee of up to seven people, one of whom shall be a Board Member and one an Auckland Bowls employee, who will act as Secretary.
- 7.2 **Applications for Operations/Events Sub-Committee:** Not later than the 1st day of April in each year, the Auckland Bowls Manager shall call for applications for the five available positions on the Auckland Bowls Operations/Events Sub-Committee. The call for applications shall contain a brief description of the duties of the Operations/Events Sub-Committee. Applications should be made in writing on the proscribed form and be received by the Auckland Bowls Manager not later than the 15th day of May in the same year.
- 7.3 **Appointments:** From the applications received the Auckland Bowls Board under the powers given it in Rule 21.2 (e) shall appoint the applicants, it deems suitable, to the Operations/Events Sub-Committee prior to the AGM. If from the applications received there are less than five applicants the Auckland Bowls Board deems suitable, or if there are less than five applications, the Auckland Bowls Board under the powers given it in Rule 21.2 (f) may seek out other members to appoint to form the Committee. The Auckland Bowls Board shall appoint the Chairperson.
- 7.4 **Term of Office:** The term of office of all members of the Operations/Events Committee shall be for one year commencing from the conclusion of the AGM in the year they are appointed until the conclusion of the AGM in the following year. All retiring members are eligible for reappointment.
- 7.5 **Duties:** The Auckland Bowls Board under the powers given it in Rule 21.2 (i) has delegated to the Operations/Events Committee, appointed pursuant to Rule 6.3 of these Regulations, the powers and duties of Auckland Bowls and the Auckland Bowls Board defined in Rule 5.1 (p) and Rule 21.2 (j), (k) and (l). The Operations/Events Committee shall carry out their duties using the Operations/Events Committee Terms of Reference as their guide.
- 7.6 **Appeals Against Decisions of the Operations/Events Committee:** Any Member or Member Club dissatisfied with a decision of the Operations/Events Committee shall have the right to appeal the decision to the Auckland Bowls Board by lodging an appeal in writing with the Auckland Bowls Manager within five days of the original decision being made.

8. Finance Committee

- 8.1 **Establishment:** The Auckland Bowls Board under the powers given it in Rule 5.1 (n) and Rule 21.2 (d) shall appoint a Finance Committee of up to five Members, three shall be Auckland Bowls Board

Members, one other who shall not be an Auckland Bowls Board Member to act as Chairperson, and ex-officio the Auckland Bowls Manager who will act as Secretary.

- 8.2 **Appointments:** Immediately after the AGM in any year, the Auckland Bowls Board under the powers given it in Rule 21.2 (e) and (f), shall select from among its number the three Auckland Bowls Board Members to appoint to the Finance Committee. Whenever there is a need to appoint a Chairperson the Auckland Bowls Board under the powers given it in Rule 21.2 (f) should seek out a suitable person to appoint to fill the role.
- 8.3 **Term of Office:** The term of office of the three Auckland Bowls Board Members of the Finance Committee shall be for one year commencing from the time of their selection until the conclusion of the AGM in the following year. All retiring members are eligible for reappointment. The term of office of the Chairperson shall be from the time of their appointment until they resign or until they are removed from the position by the Auckland Bowls Board in accordance with Rule 21.2 (e).
- 8.4 **Duties:** The Auckland Bowls Board under the powers given it in Rule 21.2 (i) has delegated to the Finance Committee, appointed pursuant to Rule 7.2 of these Regulations, the powers and duties of Auckland Bowls and the Auckland Bowls Board defined in Rule 5.1 (b) and Rule 21.2 (b). The Finance Committee shall carry out their duties using the Finance Committee Terms of Reference as their guide.

9. Selectors and Managers

- 9.1 **Establishment:** The Auckland Bowls Board under the powers given it in Rule 21.2 (o) shall appoint Selectors and Managers for the High Performance programme.
- 9.2 **Applications:** Not later than the 1st day of April in each year, the Auckland Bowls Manager shall call for applications for a Selector(s)/Manager(s) team for each of the Representative Squads approved by the Auckland Bowls Board. The call for applications shall contain Job Description for the role of both Selector and Manager and should also include a copy of the Auckland Bowls Boards High Performance Policy Document. Applications should be made in writing on the proscribed form and be received by the Auckland Bowls Manager not later than the 15th day of May in the same year.
- 9.3 **Appointments:** Prior to the 15th day in May of each year the Auckland Bowls Board should establish a Selection Panel. From the applications received the Selection Panel following an interview process shall select and recommend the most suitable candidates for the Auckland Bowls Board to appoint.
- 9.4 **Duties:** The Auckland Bowls Board under the powers given it in Rule 21.2 (i) has delegated to the Selector(s)/Manager(s), appointed pursuant to Rule 8.3 of these Regulations, the powers and duties of Auckland Bowls and the Auckland Bowls Board defined in Rule 5 1 (r) and 21.2 (n). The Selector(s)/Manager(s) shall carry out their duties in accord with Auckland Bowls High Performance Representative Policy document.

10. Alteration to Regulations

10.1 The Auckland Bowls Board under powers given it in Rule 32.3 may rescind, amend, or add to these Regulations as it deems appropriate.