



**BY-LAWS  
OF  
BOWLS SA INC.**

Approved  
20 July 2020

# BY-LAWS OF BOWLS SA

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# BY-LAWS OF BOWLS SA

## ADMINISTRATION

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### 1. ADMINISTRATION

- 1.1 Bowls SA is the peak body for the administration of the sport of lawn bowls within South Australia and its other areas of jurisdiction.
- 1.2 The objects and powers of Bowls SA are as defined in the Bowls SA Constitution.
- 1.3 Subject to the Associations Incorporation Act and the Bowls SA Constitution, the business of Bowls SA shall be administered and managed by the Board, the members of which shall be elected at the Annual General Meeting in accordance with the Bowls SA Constitution.
- 1.4 Each Association appoints annually, in accordance with the Bowls SA Constitution a Delegate or Delegates. The principal role of the Association Delegates is to attend the Bowls SA Annual General Meeting to consult with the Board on broad policy decisions, and be responsible for the conduct of bowls within their respective Association.
- 1.5 A former Bowls SA Chief Executive Officer or staff member is not eligible to be appointed to the Board of Bowls SA for three years after ceasing their role with Bowls SA.

### 2. EMPLOYEES

- 2.1 The Board may employ such persons as may be deemed necessary to carry out the objects, duties and obligations of Bowls SA and all such employees shall be engaged under terms and conditions set down by the Board from time to time.
- 2.2 All employees shall be paid all the statutory and award entitlements for which they are qualified.
- 2.3 All employee superannuation provisions in accordance with the relevant state and national laws shall be paid on their behalf to a recognised superannuation fund of the employees' choosing.
- 2.4 The Board may discharge any employee provided such dismissal is undertaken in accordance with all industrial principles recognised at the time of the dismissal.

### 3. COMMITTEES

- 3.1 In accordance with the Bowls SA Constitution, the Board may establish committees, sub-committees and panels, and appoint the Chair and members to those committees, sub-committees and panels, to carry out such duties as the Board determines.
- 3.2 The Board of Bowls SA or Chief Executive Officer may refer to the appropriate committee any matter affecting the organisation needing study, recommendation, or action.

- 3.3 All committees, sub-committees and panels are bound by the Bowls SA Committees Terms of Reference and, except in specific circumstances, may only make recommendations to the Board of Bowls SA.
- 3.4 The Board of Bowls SA may establish such special committees or standing committees in addition to those specified in the Committees Terms of Reference, as it deems appropriate, with such duties and responsibilities as it shall designate.
- 3.5 The Board of Bowls SA are to ensure that all committees, sub-committees and panels are to ensure Committee Members are assigned alternate-year terms in order to keep continuity and knowledge on each Committee.
- 3.6 The Board of Bowls SA reserves the right to extend, terminate or renew Committee members as applicable.
- 3.7 No committee has the power to do any of the things a committee is prohibited from doing under the Associations Incorporations Act.
- 3.8 Gender balance must be a consideration in appointing committee members.

#### **4. COMMUNICATION PROTOCOL**

Subject to the Bowls SA Constitution, these By-Laws and relevant Bowls SA Policies, any request, query, application, submission or proposal from an individual Member requiring any form of consideration, approval, permission or determination from Bowls SA shall adhere to the following Communication Protocol:

- 4.1 All requests, queries, applications, submissions or proposals shall in the first instance be addressed in writing to the Member Club Administrative Secretary outlining the details of any such request, query, application, submission or proposal for consideration and/or resolution by the Member Club's Board of Management.
- 4.2 If the Member Club's Board of Management is unable to satisfactorily resolve the situation, the request, query, application, submission or proposal requiring any form of consideration, approval, permission or determination from Bowls SA shall in the first instance, be addressed in writing to the Executive Committee of the relevant Association for consideration and/or resolution.
- 4.3 If the Executive Committee of the relevant Association is unable to satisfactorily resolve any situation described in 4.2, the request, query, application, submission or proposal may then be referred to Bowls SA for resolution.
- 4.4 Any item of correspondence which has not adhered to the correct Communication Protocol shall be returned to the sender and shall not proceed.

## **5. CONDUCT OF TELECOMMUNICATION MEETING**

The following provisions apply to a Telecommunication Meeting of Bowls South Australia.

5.1 All persons participating in the meeting must be linked by telephone, audio-visual or other instantaneous means for the purpose of the meeting.

5.2 Each of the persons taking part in the meeting must be able to hear and be heard by each of the other persons taking part at the commencement of the meeting and each person so taking part is deemed for the purposes of this Constitution to be present at the meeting.

5.3 At the commencement of the meeting each person must announce his or her presence to all other persons taking part in the meeting.

5.4 A person may not leave a Telecommunication Meeting by disconnecting his or her telephone, audio-visual or other communication equipment unless that person has previously notified the Chair.

5.5 A person may conclusively be presumed to have been present and to have formed part of a quorum at all times during a Telecommunication Meeting unless that person has previously notified the Chair of leaving the meeting.

5.6 A minute of proceedings of a Telecommunication Meeting is sufficient evidence of the proceedings and of the observance of all necessary formalities if the minute is certified to be a correct minute by the Chair.

5.7 Any election of Directors conducted at a General Meeting held by telecommunications must still comply with the Bowls SA constitution. Therefore, where a General Meeting is to be held by telecommunication and the election of Directors is one of the agenda items, the CEO must provide voting papers to Member Club prior to the meeting being held and all votes must be submitted within 24 hours of the Telecommunications Meeting.

## **6. CODES OF CONDUCT**

6.1 The Bowls SA Member Protection Policy includes Codes of Conduct endorsed by the Board, which may be reviewed and amended by the Board from time to time.

6.2 At the commencement of each term, elected and appointed Directors of the Bowls SA Board, Association Delegates and members of the Committees are required to sign and agree to adhere to a Code of Conduct prior to commencement of their role.

6.3 Appointed Bowls SA Officials, including Coaches, Umpires and Managers, and players selected to represent Bowls SA are required to sign and agree to adhere to a Code of Conduct prior to commencement of their role.

## **7. POLICIES**

- 7.1 In accordance with the Bowls SA Constitution the Board of Bowls SA has the power to formulate and adopt Bowls SA Policies as considered necessary for the proper conduct and governance of the sport.
- 7.2 The Board may at any time review and adopt amendments to Bowls SA Policies to ensure they reflect the requirements of the organisation.

## **8. CLEARANCES**

- 8.1 No Member Club shall play any person, for whom a Clearance is required or the Clearance process is incomplete, in a pennant game, Bowls SA or Bowls Australia event, or tournament for that Member Club.
- 8.2 The Board may, subject to appeal, impose a penalty, on a Member Club in contravention of clause 8.1.
- 8.3 Any member who is refused a Clearance may appeal to Bowls SA who shall require that the Member Club state in writing the reason for such refusal.
- 8.4 The Board shall hear any evidence adduced by the appellant and the refusing Member Club and may either determine that the Clearance has been refused without reasonable cause and grant the Clearance, support the Member Club's refusal, or make any other determination it deems fit.
- 8.5 The Clearance Fee payable to Bowls SA shall be as determined by the Board from time to time.

### **Intra-State Clearances**

- 8.6 An Intra-State Clearance is required for any member who has had Full, Junior, Student or Associate membership of Bowls SA within the preceding two years, who wishes to transfer their Bowls SA nominated membership to another Bowls SA Member Club.
- 8.7 The Clearance process is:
  - 8.7.1 The Member requesting a Clearance, to transfer their nominated membership, initiates the clearance process by generating a Clearance Voucher through the online Bowls SA Bowls Link form;
  - 8.7.2 By signing the Clearance Voucher, the Administrative Secretary or President, on behalf of the Committee of the Member Club granting the Clearance, acknowledges that the Member has no outstanding financial or personal obligations to the Member Club, and is authorising the Clearance to proceed;
  - 8.7.3 By signing the clearance voucher, the Member club accepts the member as part of their club and requests the formal transfer process be complete by emailing the completed form through to Bowls SA;

- 8.7.4 Bowls SA, on receipt of notification of the digital Clearance form, completes the process by approving the Clearance within 48 hours
- 8.8 A member with Full, Junior, Student or Associate registration shall be ineligible to play pennants, Bowls SA and Bowls Australia events or tournaments of other Member Clubs until the Clearance process, as outlined in clause 8.7 has been completed and the Member notified accordingly.
- 8.9 An amount per Intra-State Clearance will be reimbursed to the Member Club the Member is leaving.
- 8.9.1 The Fee for reimbursement of Clearance payable to Member Clubs shall be as determined by the Board from time to time.
- 8.9.2 The Reimbursement Fee will be attributed to the Member Club twice a year, with compensation from clearances paid and processed from 1<sup>st</sup> January to 30<sup>th</sup> June to be deducted from the Member Clubs next Affiliation Fee Scheduled Payment issued after the 30<sup>th</sup> June, and clearances paid and processed from 1<sup>st</sup> July to 31<sup>st</sup> December to be deducted from the Member Clubs next Affiliation Fee schedule payment issued after the 31<sup>st</sup> December.

#### **Merger, Closure or Relocation of a Member Club**

- 8.10 Clearances resulting from the closure of a Member Club or merger with another Member Club shall be dealt with as follows:
- 8.10.1 On written advice from the Member Club which is closing or merging, Bowls SA will process Clearances for all Members wishing to transfer their Bowls SA nominated membership to another Member Club or the merged Member Club.
- 8.10.2 In this instance payment of a Clearance Fee is not applicable.
- 8.11 When a Member Club relocates to share the facilities of another Member Club but retains its own identity, those members who retain their membership with their existing Member Club shall not require a Clearance.

#### **Interstate Clearances**

- 8.12 A member requesting a Clearance to another State or Territory Member Club must complete a Bowls Australia Application for Interstate Clearance Form.
- 8.13 A player shall not be eligible to play in any competition controlled by the current or new State or Territory Association, or controlled by Bowls Australia, until a Bowls Australia Application for Interstate Clearance Form has been lodged with and accepted by the new State or Territory Association.

#### **Interstate Pennant Declaration**

- 8.14 A player wishing to register with a Club in another State or Territory Association to which they are currently registered only for the purpose of playing Pennants must complete an Interstate Pennant Declaration form

declaring that they are not under an order of suspension or expulsion and has not resigned their membership because of disciplinary proceedings.

- 8.15 Players wishing to change their nominated Member Club for the purposes of playing Championships in a different State or Territory Association must submit an Interstate Clearance form.

## **9. PENNANT PERMITS**

- 9.1 A fully registered member of Bowls SA may apply to play in a mid-week (Monday–Friday inclusive) pennant competition or Saturday (including Friday night) pennant competition for a Member Club other than the member’s nominated Member Club provided:

9.1.1 The member’s nominated Member Club does not participate in a similar (Men/Women) mid-week (Monday–Friday inclusive) pennant competition or Saturday (including Friday night) pennant competition; and

9.1.2 Both Member Clubs involved consent by completing and submitting a Pennant Permit Request Form with the appropriate Pennant Permit fee, in accordance with the following requirements:

9.1.2.1 Where the instigating Member is a member of a metropolitan Member Club the Pennant Request and appropriate Pennant Permit fee is submitted to the Metropolitan Bowls Association for approval.

9.1.2.2 Where the instigating Member is a member of a country Member Club the Pennant Permit Request and Pennant Permit fee is submitted to the relevant country Association for approval.

9.1.2.3 Where the instigating Member is wishing to obtain a Pennant Permit with another Association, the Pennant Permit request is to be submitted to both the relevant Associations for approval, with the Pennant Permit fee to be submitted to the origin Association. In this instance, the form should be submitted to the origin Association first with payment of the Pennant Permit Fee, and then if the approval is granted, provided to the destination Association for finalisation.

9.1.3 A Pennant Permit Request Form is only valid during the pennant season in which it was approved.

9.2 In extenuating circumstances, the Board of Bowls SA may waive the above provisions.

9.3 The Pennant Permit Fee shall be as determined by the Board from time to time.



## **10. TOURNAMENTS**

Rules pertaining to Member Club tournaments are as follows:

- 10.1 An 'open tournament' is deemed to mean a tournament conducted on the greens of a Member Club in which the following players may compete:
  - 10.1.1 Any person who has Full registration with Bowls SA;
  - 10.1.2 Any person registered as a Junior or Student Member with Bowls SA, subject to the event being one for which they are qualified; and
  - 10.1.3 Any member of a bowling club other than a Member Club of Bowls SA that is under the jurisdiction of Bowls Australia and the World Bowls Board.
- 10.2 Members of Member Clubs with Associate registration may compete in tournaments conducted by their home club only as prescribed in the Bowls SA Constitution.
- 10.3 The Board, after due inquiry, may disqualify or suspend from pennant play, or Bowls SA events or tournaments, for any period or periods, any Member Club which infringes, or allows any infringement of this By-Law.

## **11. NOMINATED EVENTS**

- 11.1 No Association or Member Club shall conduct a tournament, pennant competition or an official celebration during nominated State events or National or International events being held in South Australia as determined by the Board from time to time, without first obtaining approval from Bowls SA.
- 11.2 In accordance with the Bowls SA Constitution, the Board may impose a penalty for breach of this By-Law.

# **FINANCIAL**

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## **12. FINANCIAL RECORDS**

- 12.1 Member Clubs and Associations shall maintain proper accounting and other records in accordance with the Act, the Bowls SA Constitution, and in accordance with Bowls SA finance Policy which may be amended by the Board from time to time.

## **13. FINES AND PENALTIES**

- 13.1 In accordance with the powers conferred by the Bowls SA Constitution, the Board of Bowls SA shall determine, set and review such fines and penalties as deemed appropriate for any breach of the Bowls SA Constitution, By-Laws, Laws of the Sport of Bowls, Conditions of Play, Bowls SA Policies and administrative instruction or prescribed code of practice in place for the administration of the sport.

- 13.2 Such fines and or penalties as defined in the Bowls SA Fines, Penalties and Lodgement Fees schedule may be imposed on any Association, Member Club, Affiliated Club, Director, Association Delegate, Official or member of a Member Club, where a proven breach has occurred.
- 13.3 Fines and or penalties may also be imposed as a measure of disciplinary action under the Bowls SA Constitution where such fine or penalty is warranted in the opinion of the Board of Bowls SA.
- 13.4 An Association, Member Club, Affiliated Club, Director, Association Delegate, Official or member of a Member Club charged with any breach or infringement shall dealt with in accordance with By-Law 18.
- 13.5 Every Association, Member Club, Affiliated Club, Director, Association Delegate, Official or member of a Member Club found guilty of a breach shall abide with whatever fine and or penalty is imposed by the Board.

## **MEMBERSHIP STRUCTURE**

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### **14. ASSOCIATIONS**

- 14.1 Associations are groups of Member Clubs within defined areas, the boundaries of which are determined, or altered, by the Board in consultation with the Association Delegates.
- 14.2 The principal role of Associations is to organise, promote and conduct the playing of the game of bowls in their particular area.
- 14.3 Associations, as administrative representatives of Bowls SA, are not authorised, entitled or empowered to bind Bowls SA to legal Contracts or to incur liabilities on behalf of Bowls SA.
- 14.4 In accordance with the Bowls SA Constitution, Associations have been delegated the function and power to apply penalties for misconduct or breaches of their Rules, Conditions of Play or Laws of the Sport of Bowls.
- 14.5 In accordance with the Bowls SA Constitution, Bowls SA have been delegated the function and power to deal with appeals from Member Clubs and/or Members of Member Clubs flowing from penalties applied by Associations for misconduct or breaches of their Association Rules, Conditions of Play or Laws of the Sport of Bowls.
- 14.6 Associations are represented at meetings of Bowls SA in accordance with the Bowls SA Constitution.
- 14.7 Associations shall maintain a database of all of their Members and shall be responsible to ensure no person plays in their pennant competition, open tournaments of other Member Clubs within their Association, other Association tournaments or Bowls SA or Bowls Australia events, unless that person holds Full or Junior/Student registration with Bowls SA.

## **15. MEMBER CLUBS**

- 15.1 Any bowling club within the Bowls SA area of jurisdiction may apply for membership as a Member Club of Bowls SA. The fee for membership shall be as determined by the Board from time to time.
- 15.2 Member Clubs are required to make application annually for renewal of membership and to pay the annual membership fee.
- 15.3 Member Clubs shall conduct and administer bowls at their particular club, subject to the control of Bowls SA and in accordance with the Constitution and Objects of Bowls SA.
- 15.4 Member Clubs shall ensure that all their registrable Members are correctly registered with Bowls SA and that all their Restricted Players are accurately reported to Bowls SA in compliance with the Bowls SA Constitution.
- 15.5 Metropolitan Member Clubs shall be allocated to the Metropolitan Bowls Association as determined, or altered, by the Board.
- 15.6 Country Member Clubs shall be allocated to Associations as determined, or altered, by the Board.
- 15.7 By their membership of Bowls SA, Member Clubs agree to abide by the Bowls SA Constitution, the By-Laws and Policies, and to adopt rules which conform therewith.
- 15.8 Every Member Club shall allow Bowls SA the use of its greens and facilities for Bowls SA events when so requested; shall provide its best available rinks, and shall fully cooperate with Bowls SA in the conduct of such events.

## **16. AFFILIATED CLUBS**

- 16.1 Any social club within the Bowls SA area of jurisdiction may apply for membership as an Affiliated Club of Bowls SA, provided the majority of their bowler members are registered members of a Member Club. The fee for membership shall be as determined by the Board from time to time.
- 16.2 Application for membership shall be in the prescribed form and lodged with the Chief Executive Officer of Bowls SA, accompanied by a copy of the Club constitution.
- 16.3 Affiliated Clubs are required to make application annually for renewal of membership and to pay the annual membership fee.
- 16.4 A member of an Affiliated Club who is not a registered Member of a Member Club shall be registered as an Affiliate Member of Bowls SA.
- 16.5 Affiliate Members are limited to playing in Affiliated Club events.
- 16.6 By their membership of Bowls SA, Affiliated Clubs agree to abide by the Bowls SA Constitution, the By-Laws and Policies, and to adopt rules which conform therewith.

## **17. TRANSFERS OR AMALGAMATION**

A Member Club applying for transfer to another Association must give prior due regard to all the consequences of such transfer, including adherence to Bowls SA related policy, and the management, financial and playing effects on other Member Clubs and Associations.

### **17.1 A Member Club requesting transfer to another Association**

17.1.1 The Member Club shall make application in writing, to the Association to which it is aligned and to the Association to which it wishes to transfer, stating full reasons for the request. Copies of the correspondence are to be forwarded to Bowls SA.

17.1.2 The Associations involved shall meet and shall approve or reject the application and forward advice of the decision to Bowls SA. The Chief Executive Officer of Bowls SA will appoint a Bowls SA Board Director or a suitable representative to arrange and chair such meetings.

17.1.3 If all Associations involved approve the application, the Board will consider the overall effect on the sport within the defined area and either sanction or disallow the transfer and advise all parties involved.

17.1.4 If the Associations cannot agree, or they agree to reject the application, the Member Club requesting the transfer may appeal the decision to Bowls SA in accordance with the Bowls SA Protests, Hearings and Appeals Policy.

### **17.2 Associations applying to amalgamate**

17.2.1 Associations applying to amalgamate shall submit applications in writing to Bowls SA. Copies of all correspondence relating to the amalgamation are to be forwarded to the Member Clubs within the Associations, and to Bowls SA.

17.2.2 A Bowls SA Board Director, Chief Executive Officer of Bowls SA or a suitable representative shall convene an extraordinary meeting of the Associations involved, notice of which shall state the purpose of the meeting. The Bowls SA Board Director, Chief Executive Officer of Bowls SA or a suitable representative shall chair such meeting. No other business may be discussed at that meeting unless otherwise agreed by a majority of those persons present and entitled to vote.

17.2.3 The Bowls SA Board Director, Chief Executive Officer of Bowls SA or a suitable representative shall provide Member Clubs within the Associations with not less than twenty eight days' notice of the date, time and venue of the meeting.

17.2.4 Persons entitled to be present at such extraordinary meeting are:

17.2.4.1 Members of the Executive Committees of the relevant Associations, excluding delegates of Member Clubs who are entitled to.

17.2.4.2 One male delegate and one female delegate from each Member Club with male and female membership and two delegates from each Member Club with single gender membership within the relevant Associations. A Member Club shall be entitled to appoint a member of the club to act as proxy, with power to vote, to replace a delegate unable to attend the meeting. Postal voting shall not be allowed.

17.2.5 Persons entitled to vote are:

17.2.5.1 Two delegates from each Member Club within the relevant Associations, shall be entitled to one vote each;

17.2.5.2 Members of Association Executive Committees may take place in debate but shall not be entitled to vote;

17.2.6 Voting shall be by ballot and, for the resolution to amalgamate to pass, shall require a majority of not less than three-quarters of the delegates present and entitled to vote.

17.2.7 Following the meeting, the Associations shall confirm, in writing to Bowls SA, the decision of the meeting and, if amalgamation has been approved by the Associations, the Board of Bowls SA, shall sanction the amalgamation.

17.2.8 If the Associations cannot agree, the Association requesting the amalgamation may appeal the decision to Bowls SA in accordance with the Bowls SA Protests, Hearings and Appeals Policy.

## **PROTESTS, DISPUTES AND APPEALS**

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### **18. Protests, Disputes and Appeals**

Any protests, disputes and appeals shall be dealt with in accordance with the Bowls SA Protests, Hearings and Appeals Policy.

## **AWARDS**

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### **19. HALL OF FAME**

19.1 Bowls SA Hall of Fame is divided into two categories; 'Athlete Members' and 'General Members' and induction may be conferred on:

19.1.1 'Athlete Members' who have represented South Australia at the highest level of competition available within the sport, International and National, has retired from playing at that level and has the support of their peers. Team players will be considered on the same basis as individuals.

19.1.2 'General Members' for excellence and outstanding achievements in roles supportive to sports participants, such as but not limited to, administration, coaching, officiating and sports media.

19.2 All nominees under consideration must identify as being primarily South Australian.

- 19.3 'Athlete Members' nominations must demonstrate that the nominee meets the criteria by recording superior achievements at the highest level of competition, showed exceptional sportsmanship and made an outstanding contribution to the sport.
- 19.4 'General Members' nominations must demonstrate that the nominee meets the criteria by recording high level achievements from personal effort or initiative, in a field of endeavour that contributes to the performances of athletes or to the development and status of the sport. Nominees will be initiators, sports developers, achievers at the highest levels of office or appointment available within their chosen area.
- 19.5 Nominations on the Bowls SA form may be submitted to Bowls SA for assessment by the Board of Bowls SA who will determine if the nomination meets the criteria.
- 19.6 The Board may resolve to limit the number of inductions in any one year and retain nominations that meet the criteria for consideration for induction in a subsequent year.
- 19.7 On presentation of the nomination to the Board, should two or more Board Directors declare any real or perceived conflict of interest, the Chief Executive Officer will appoint an independent panel to consider the nomination for induction into the Hall of Fame of Bowls SA.
- 19.8 Nominations assessed as meeting the criteria will be put to a vote and if carried by a three-quarters majority vote of Board Directors present and entitled to vote at a Bowls SA Board Meeting or Special Meeting of the Board, or an independent panel established by the Chief Executive Officer for the sole purpose of considering the nomination, induction into the Bowls SA Hall of Fame will be confirmed as granted. The vote shall be taken by secret ballot and the ballot papers subsequently destroyed.
- 19.9 The Board shall in exceptional circumstances have the right to remove an inductee from the Bowls SA Hall of Fame where the inductee has conducted themselves in a manner that reflects directly and adversely on the image or activities of Bowls SA. This provision can only be enacted with the full support of the Bowls SA Board and as part of the deliberations, the Hall of Fame inductee in question shall be given an opportunity to present their case for retention of their Hall of Fame status.

## **20. LIFE MEMBERSHIP**

- 20.1 Life Membership of Bowls SA may be conferred on any member or individual who has rendered distinguished and outstanding service to Bowls SA and has demonstrated significant, sustained and high quality involvement enhancing the reputation and future of Bowls within South Australia.
- 20.2 To be considered for Life Membership, important factors taken into account are:

- 20.2.1 The general attitude and overall demeanour of the member or individual, dedication to the values of Bowls SA, commitment to the principals of good sportsmanship, valued leadership and good role modelling that reflects credit upon Bowls SA;
- 20.2.2 The member or individual has contributed 25 years or more of service to Bowls SA as a member of the Bowls SA Board, a Bowls SA adopted Committee or any combination thereof;
- 20.2.3 The member has represented SA in at least 300 games as a player.
- 20.2.4 The Board may at its discretion award Life Membership, to an individual who has made a valuable and significant contribution to Bowls SA.
- 20.3 Nominations for Life Membership may be made by any two members of the Board, or an adopted Bowls SA Committee.
- 20.4 Nominations on the relevant Bowls SA form, signed by the proposers, with a citation supporting the nomination, are to be lodged with the Chief Executive Officer for submission to the Board of Bowls SA for consideration.
- 20.5 On presentation of the nomination to the Board, should two or more Board Directors declare any real or perceived conflict of interest, the Chief Executive Officer will appoint an independent panel to consider the nomination for Life Membership of Bowls SA.
- 20.6 Life Membership nominations assessed as meeting the criteria will be put to a vote and if carried by a three-quarters majority vote of Board Directors present and entitled to vote at a Bowls SA Board Meeting or Special Meeting of the Board, or an independent panel established by the Chief Executive Officer for the sole purpose of considering the nomination, Life Membership will be confirmed as awarded. The vote on such resolution shall be taken by secret ballot and the voting papers subsequently destroyed.
- 20.7 A Life Member of Bowls SA shall be:
  - 19.7.1 Recorded as a fully registered Member of Bowls SA without payment of a registration fee; and
  - 20.7.2 Entitled to all the privileges of membership of Bowls SA and have the right to receive notice in writing and attend all Bowls SA Annual General Meetings and Special General Meetings as an observer and, unless otherwise qualified, shall have no voting rights.
- 20.8 The Board shall in exceptional circumstances have the right to retract a Life Membership award where the recipient has conducted themselves in a manner that reflects directly and adversely on the image or activities of Bowls SA. This provision can only be enacted with the full support of the Bowls SA Board and as part of the deliberations, the Life Member in question shall be given an opportunity to present their case for retention of their Life Membership status.

## **21. SERVICE AWARD**

- 21.1 A Service Award is designed to recognise a member for distinguished service to bowls, and in particular Bowls SA, over a period of at least ten years, which is considered deserving and worthy of special recognition.
- 21.2 Nominations for a Service Award may be made by any two members of the Board of Bowls SA, or by any two fully registered members of a Member Club.
- 21.3 Nominations shall be in writing, signed by the proposers, and lodged with the Chief Executive Officer at any time during the year.
- 21.4 Board Members shall receive copies of all nominations for consideration at subsequent meetings of the Board.
- 21.5 A Service Award will be granted provided that it is approved by a simple majority vote at a meeting of the Board.

## **22. CLUB OF THE YEAR AWARDS**

- 22.1 Member Clubs that have displayed a commitment to a strong governance structure, membership drive and innovative competition structure to retain current membership and attract new members across a diverse demographic may nominate for a Club of the Year Award.
- 22.2 Nominees for the Club of the Year Awards will be assessed in categories based on membership and location, as may be determined by Bowls SA from time to time.
- 22.3 Nominees must show that the Member Club has developed strategies or achieved in all or a majority of the criteria which includes, but is not limited to, areas such as:
  - a. An innovative approach to current and potential members.
  - b. A governance structure, showing efficient and dynamic leadership and strong future planning.
  - c. A commitment to maintaining or improving their facilities to a high standard.
  - d. A welcoming and open door attitude to people of all ages, cultures and abilities.
  - e. A demonstrated sportsmanship.
- 22.4 From the nominations received, a panel, established by Bowls SA, will select the finalists and winners of each category and the overall winner of the Club of the Year Awards.
- 22.5 The panel reserves the right to refrain from selecting finalists and a winner of any Club of the Year category should they consider the nominees have not met the required criteria.

## **23. VOLUNTEER OF THE YEAR AWARD**

- 23.1 Nominees for the Volunteer of the Year Award will be members who have:



- 23.1.1 Contributed to the sport of Bowls in South Australia in a voluntary capacity at Club, Association, and/or State level in areas such as administration, promotion, membership initiatives, Club maintenance and support and other general roles.
- 23.1.2 Not received any remuneration, with the exception of reimbursement of any expenses incurred, in respect of their role, duty or contribution.
- 23.1.3 Must have held a voluntary position for the last 12 months or more.
- 23.2 The Nominee's achievements as a volunteer for the period must be:
  - 23.2.1 Of such a standard of excellence to set them apart from their peers so as to warrant them becoming a recipient of this award.
  - 23.2.2 Applicable to the previous one year period with the years of service to be considered in the assessment.
- 23.3 From the nominations received a panel, established by Bowls SA, will select the finalists and the winner of the Volunteer of the Year Award.
- 23.4 The panel reserves the right to refrain from selecting finalists and a winner of the Volunteer of the Year Award should the panel consider the nominees have not met the required criteria.

#### **24. COACH OF THE YEAR AWARD**

- 24.1 Nominees for the Coach of the Year Award will be individuals with current accreditation as a Coach, who have over the last 12 months:
  - 24.1.1 Contributed in a voluntary capacity at Club, Association, and/or State level in areas such as Club development and offered innovative coaching services to current and new members, junior bowlers and athletes with a disability.
  - 24.1.2 Not received any remuneration, with the exception of reimbursement of any expenses incurred, in respect of their role.
  - 24.1.3 Held a voluntary position for the last 12 months or more.
  - 24.1.4 The nominee will have displayed competency, sportsmanship through sharing expertise and mentoring new coaches, a professional and welcoming attitude with excellent communication and interpersonal skills.
- 24.2 From the nominations received a panel, established by Bowls SA, will select the winner of the Coach of the Year Award.
- 24.3 The panel reserves the right to refrain from selecting a winner of the Coach of the Year Award should the panel consider the nominees have not met the required criteria.

## **25. OFFICIAL OF THE YEAR AWARD**

- 25.1 Nominees for the Official of the Year Award will be members with current accreditation as an Umpire, Measurer or Marker who have over the last 12 months:
  - 25.1.1 Contributed in a voluntary capacity at Club, Association, and/or State level.
  - 25.1.2 Not received any remuneration, with the exception of reimbursement of any expenses incurred, in respect of their role.
  - 25.1.3 Held a voluntary position for the last 12 months or more.
  - 25.1.4 The nominee will have displayed competency, sportsmanship through sharing expertise and mentoring new officials, a professional attitude with excellent communication and interpersonal skills.
- 25.2 From the nominations received a panel, established by Bowls SA, will select the winner of the Official of the Year Award.
- 25.3 The panel reserves the right to refrain from selecting a winner of the Official of the Year Award should the panel consider the nominees have not met the required criteria.

## **26. PLAYER AWARDS**

- 26.1 The Board may approve from time to time specific Player Awards to recognise significant achievements in State, National or International competitions conducted during the previous twelve months.
- 26.2 Winners of Player Awards will be determined by a ranking system applicable to each award and criteria; reviewed annually or as deemed appropriate.

## **27. 90 YEARS OF AGE CERTIFICATE**

- 27.1 Members of Member Clubs reaching ninety years of age shall be eligible to receive a 90 Years of Age Certificate from Bowls SA acknowledging that achievement, provided:
  - 27.1.1 They have achieved ten years of consecutive membership with Bowls SA; and
  - 27.1.2 They are currently registered as a Full or Associate Member with Bowls SA in the year they become eligible.
- 27.2 In exceptional circumstances, and if deemed appropriate, the Board of Bowls SA may waive the above provisions.
- 27.3 Member Clubs nominating a member for this award shall do so on the appropriate Bowls SA form and shall submit the nomination to Bowls SA.
- 27.4 Bowls SA will, prepare the 90 Years of Age Certificate for presentation to be made by the President of Bowls SA or an appointed deputy.

**28. 100 YEARS OF AGE CERTIFICATE**

- 28.1 Members of Member Clubs reaching one hundred years of age shall be eligible to receive a 100 Years of Age Certificate from Bowls SA acknowledging that achievement, provided:
  - 28.1.1 They have achieved ten years of consecutive membership with Bowls SA; and
  - 28.1.2 They are currently registered as a Full or Associate Member with Bowls SA in the year they become eligible.
- 28.2 In exceptional circumstances, and if deemed appropriate, the Board of Bowls SA may waive the above provisions.
- 28.3 Member Clubs nominating a member for this award shall do so on the appropriate Bowls SA form and shall submit the nomination to Bowls SA.
- 28.4 Bowls SA will, on confirmation of eligibility, prepare the 100 Years of Age Certificate, for presentation to be made by the President of Bowls SA or an appointed deputy.