



Controlled number	060	Control Doc Level	1	Version	1
Drafted by	CEO and Region Event Managers	Approved by Board	13/02/2023		
Responsible person	CEO	Scheduled Review	Biannually		

Region State Event Manager

Position Description

The purpose of the Region State Event Manager role is to assist in the planning, preparation, conduct and review of allocated Bowls SA events. Each Region will have two Region State Event Managers, one for Women's Events and one for Men's Events.

Appointment to the Position

Bowls SA will call for nominations for each Region State Event Manager.

Each club in the relevant region will receive one vote for each position in their region (Men's and Women's.)

In the case of the number of nominations being received being equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all the vacancies, then those nominated shall be declared elected only if approved by the majority of clubs entitled to vote.

All appointments will be ratified by the Board.

The term is two years, with expiration years alternating between the Men's and Women's Region Event Managers.

Qualifications

Region State Event Managers are expected to:

- Be able to demonstrate a sound knowledge of the BowlsLink system;
- Be able to administer entries and draws via the BowlsLink system;
- have sufficient knowledge, training and/or expertise in the management of bowls events to enable them to discharge their duties;
- have a reasonable knowledge of Bowls SA and its activities in SA;

- have a capacity to devote the required time and attention to carry out the activities of the position.
- Be able to attend meetings via zoom;
- display a willingness and ability to communicate regularly and openly with Member Clubs, Associations and other key stakeholders;
- be prepared to meet with and learn from other experts in event management, and
- have no significant commercial relationship which would compromise their involvement with Bowls SA activities during their term.

Duties & Responsibilities of Region Event Managers

The Region Event Managers primary responsibilities are:

- Ensure that designated Bowls SA events are conducted to a standard as specified by relevant Bowls SA staff and/or State Events Committee;
 - Coordination of State Event Qualifying within the allocated regional area;
- Ensure that, where required, off-green management of the event (including catering and equipment) is safely and efficiently managed;
- Provide feedback via the State Event Committee to assist the Board in ensuring that the quality of State and Championship events is maintained and where possible modified and improved;
- Provide feedback when requested, via the State Event Committee on the development of the State Event Calendar;
- Assist in the management and conduct of promotional events and other events as required;
- Assist Bowls SA staff in the distribution of pennant supplies and tournament scorecards to metropolitan and country clubs;
- Attend State Event Manager meetings where required, via zoom or face to face – no more than twice annually (If SEM is unable to attend, the associations within their region can nominate a proxy to attend on their behalf, in order to have representation at all meetings);
- Ensure all Bowls SA Policies and Procedures are adhered to.
- In conjunction with relevant personnel, coordinate Regional team selection and management for events.
- Promote state trials and pathway opportunities in the region, especially Prestige Medley; ensure selection process is occurring
- Capture and relay feedback for each event held to Bowls SA to foster continual improvement

In seeking to achieve these objectives, the State Regional Event Manager will:

- establish clear procedures, timelines and protocols for the areas of event management for which the Region Event Manager is responsible;

- provide feedback through the State Event Committee on matters relating to the format, planning and preparation for these competitions;
- consult regularly with the bowls community and experts in the field in relation to staging of championships and major events.
- Liaise with the relevant staff member to provide the physical support required to set up and conduct designated Bowls SA events.

Major Interactions

- Bowls SA staff
- Bowls SA State Event Committee
- Bowls SA Member Clubs and Associations