

**BOWLS TARANAKI (Inc)**  
**CENTRE OPERATIONS MANUAL and REGULATIONS**  
**Definitions, Regulations, Policies**  
**Updated May 2026**

**Adopted September 2025 - The adoption of this document revokes all earlier regulations.**

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## Regulations

### 1. Definitions

The words and phrases used in these Regulations shall have the same meaning as defined in the Constitution of the Centre unless otherwise specified in these Regulations.

### 2. Commencement Date

Under Rule 21.3 (s) of the Bowls Taranaki Constitution, the Board has determined that these Regulations shall come into force on 1 September 2025.

The Board has also determined that, as of the above date, all previous by-laws, regulations, rules or policies of the Centre are revoked with effect from the commencement of these Regulations and from that date shall have no force or effect.

### 3. Membership

Declaration of Membership

The following Clubs are deemed to be full Members of Bowls Taranaki Incorporated:

Awakino, Fitzroy, Hawera Park, Inglewood, Lepperton, Manaia, New Plymouth, Oakura, Okato, Opunake, Paritutu, Patea, Pihama, Rahotu, Stratford-Avon, Tower, Urenui, Vogeltown, Waimea, Waitara and West End.

#### 3.1 Individual Members of a Club

##### A. PLAYING MEMBERS

The categories of membership of a Club, shall be:

**Full Playing Members:** Shall be entitled to all the playing and other privileges and advantages of full membership of the Club and in particular has the right to hold office in the Club and to speak and vote at Club General Meetings, and has the right to full or limited use of the Club's green or greens as determined by the Executive Committee and as otherwise limited by the Bowls NZ Regulations and Centre Regulations. Full Members have the right to enter into any applicable bowling competition, tournament or match held by the Club or if selected, to represent the Club in other competitions, tournament and matches.

**Note: For Members of more than one club (Dual Member).** Members who play Club Champs as a Member of more than one club (A Dual Member), can only play a discipline once. For example, Players can not play in their Club Singles at one Club and then play Club Singles at another club. They could however play another discipline at another club.

**Playing Life Members:** Any elected Life Member who has rendered outstanding services to the Club, and who wishes to utilise the bowling privileges of the Club, shall be a Playing Life Member. Playing Life Members shall have the same rights and privileges as Full Members. (Include in Full Individual Members numbers).

**Youth/Student Members:** Any person who is an Intermediate or Secondary School Student as at 30th April. Student Members shall have the same rights and privileges as Full Members.

**\*\*Bowls Taranaki WILL collect a membership fee on these categories of playing members only.**

## **B OTHER CATEGORIES OF MEMBERSHIP**

**Limited Members:** A Limited Member means a person who wishes to play bowls at their Club only. The rights and privileges of membership as a Limited Playing Member shall be specified in the Club constitution, regulations and/or rules of the Club, but cannot extend beyond specific club tournaments and events. A Limited Playing Member may only play in bowls events within the boundary of the physical club and may not participate in club championships, centre or national events.

**Non – Playing Life Members:** Any elected Life Member who has rendered outstanding services to the Club, and who does not wish to, or is unable to, utilise any bowling privileges of the Club, shall be a Non-Playing Life Member. Except for the bowling privileges, Non-Playing Life Members shall have the same rights and privileges as Full Members.

**Social Members:** Any person who does not wish to enjoy full membership status but wishes to enjoy an ongoing association with the Club. Social members shall be entitled only to participate in social and pavilion activities and shall have no right to participate in bowling events at or on behalf of the Club. They shall have no right to speak or vote at Club General Meetings.

**\*\*Bowls Taranaki DOES NOT collect a membership fee on these categories of membership**

### **4. Finance**

#### **4.1 Financial Year**

The financial year of Bowls Taranaki Inc shall be from the 1st day of May until the 30th day of April each year.

#### **4.2 Capitation Fees**

The Capitation Fees payable by each Club for the Financial Year of the Centre ending 30th day of April shall be due and payable no later than the 30th day of November.

#### **4.3 Special Purposes Capitation Fees.**

There are no Special Capitation fees at this time.

### **5. Annual Returns**

#### **5.1 Annual Statistical Return**

Each Club Secretary is to complete an Annual Statistical Return to the Executive Officer listing the names and residential or email addresses of Club Members as at the 30th day of April (together with such other information that may be required from time to time) so as to reach the Executive Officer not later than 30th day of May in each year. The return shall be signed as being correct by the President and one other Officer of the Club.

### **6. Centre Administration**

#### **Centre Regulations**

As a general guideline, this Regulations Document contains matters of procedure or policy which arise out of the powers in the Constitution. This includes regulations matters which are under the control of the Centre such as various sub-committees; conditions of play and entry into Centre tournaments and fixtures; Event Management; selection procedures for Centre Rep Teams etc. Any existing by-laws or other rules of the Centre will be redrafted as Regulations of the Centre to ensure they are legally enforceable. Such previous by-laws are revoked upon the adoption of a new constitution and these Regulations.

## **6.1 BOARD PROTOCOL STATEMENT & TERMS OF REFERENCE**

### **BOARD AUTHORITY**

The Board is responsible for the development of strategies, policies and directions and for the governance and monitoring of the implementation of such strategies, policies and directions as adopted by Bowls Taranaki. Board members are trustees representing the interests of Bowls Taranaki's stakeholders, both constitutionally and morally. As such, both the Board and its members are entrusted to ensure that Bowls Taranaki is soundly managed for the benefit of all.

### **THE BOWLS TARANAKI BOARD**

The role of the Board is to focus on Bowls Taranaki's organisational purpose, including the setting and monitoring of strategic direction, and the establishment and monitoring of Board policies. The Board works in close partnership with the Executive Officer to ensure that its objectives and goals are achieved; supporting and resourcing the Executive Officer to carry out his/her responsibilities. In order for Board members to carry out their governance role they will be familiar with Bowls Taranaki's policies, plans, and priorities and be able and prepared to demonstrate this familiarity through debate and participation in all aspects of the Board's business.

### **REQUIREMENTS FOR BOARD MEMBERSHIP**

1. A commitment to work for the greater good of Bowls Taranaki.
2. Knowledge, expertise and influence relevant to Bowls Taranaki's affairs.
3. A willingness to serve on one or more committees or working parties. There is also an expectation that Board members will make every effort to attend all Board meetings and devote sufficient time to become familiar with Bowls Taranaki's affairs and the wider environment within which it operates.
4. Build a good working relationship with Clubs.
5. A membership to a Bowling Club within Taranaki.

### **BOARD POLICY**

In order to fulfil its governing role of providing a framework for Bowls Taranaki's operation, yet at the same time maintaining its distance from the operational processes, the Board will develop and monitor Board policies which provide direction and boundaries for its own functions and for that of the Executive Officer. The Board will develop the following policies:

1. Governance Policies: describing the way the Board carries out its governing role.
2. Board/Executive Officer Policies: defining the nature of the relationship between the Board and the Executive Officer.
3. Operational Policies: establishing policies relevant to the work of the various sub-committees; and/or the administrative and day to day operational policies which are the responsibility of the Centre's Executive Officer.
4. Strategic Plan: The BT Board will review planning and objectives that demonstrate how the Centre will meet its "Vision and Mission". These objectives will be reviewed and updated regularly. This planning will be supported by appropriate policies, plans and procedures which will also be reviewed regularly by the Board.

The Board is also committed to ensuring that there is an appropriate performance management system in place to ensure that stakeholders, clubs, individual members and the wider community are informed on progress made against these plans, and that the achievements are reported on annually.

### **Monitoring**

The Board will regularly monitor:

Progress towards the achievement of the goals of Bowls Taranaki's Strategic Plan, Operational policies and all other Board level policies as appropriate.

### **Effectiveness Evaluation**

The Board will review its effectiveness on an annual basis based on the fulfilment of its overall responsibilities as defined in this document and its policies.

### **Term of Office**

Alternately, either two or three members of the Board are selected and/or appointed annually by the Board Selection Panel in terms of the Bowls Taranaki Constitution, for a two year term of office. The Centre President and Vice President, also members of the Board, are elected annually at Bowls Taranaki's Annual General Meeting.

## **GOVERNANCE POLICIES**

### **Link to Stakeholders**

The Board acts in trusteeship for the stakeholders and serves as the legitimising connection between this group and Bowls Taranaki Inc. As such, the Board will at all times recognise the trust placed in it by the stakeholders and their requirements and expectations demonstrating this:

1. through their attitudes expressed as appropriate behaviour towards the stakeholders (and the community at large);
2. by demonstrating loyalty to the stakeholders;
3. by gathering information from the stakeholders about their concerns, needs and requirements;
4. by remaining up-to-date on matters concerning the stakeholders' interests.

### **Code of ethics and proper practice**

The Board is committed to the adoption of ethical conduct in all areas of its responsibilities and authority. In so doing it binds its members to the same principles and practices.

### **Board Members:**

1. Shall act honestly and in good faith at all times in the interest of Bowls Taranaki and its stakeholders, ensuring that all stakeholders, particularly those who are recipients of service, are treated fairly and according to their rights;
2. Shall carry out their duties in a lawful manner and ensure Bowls Taranaki carries out its business in accordance with the law and in the terms of its own Constitution;
3. Shall avoid conflicts of interests in as far as this is possible. Where such a conflict arises the member/s concerned must act within the terms of the Board's Conflict of Interests policy.
4. Shall be diligent, attend Board meetings and devote sufficient time to preparation for Board meetings such as to allow for full and appropriate participation in Board decision making.

5. Shall observe the confidentiality of non public information acquired by them in their role as Board members and not disclose to any other persons such information that might be harmful to Bowls Taranaki.
6. Shall act in accordance with their duties as trustees, complying with the spirit as well as the letter of the law and recognizing the legal and moral duties of the role.

**The Board:**

1. Shall meet regularly to monitor the performance of Bowls Taranaki Inc. as a whole. To do this the Board will ensure that appropriate monitoring and reporting systems are in place and that these are maintained and utilized to provide accurate and timely information to the Board.
2. Shall ensure there is an appropriate separation of duties and responsibilities between itself and the Executive Officer and that no one has unfettered powers of decision making.
3. Shall ensure that the independent views of Board members are given due consideration and weight.
4. Shall ensure that stakeholders are provided with an accurate and balanced view of the organization's performance including both financial and service provision.
5. Shall regularly review its own performance as the basis for its own development and quality assurance.
6. Carry out its meetings in such a manner as to ensure fair and full participation of all Board members.
7. Shall ensure that Bowls Taranaki's assets are protected via a risk management strategy.
8. Shall be loyal to the Board, abiding by the Board decisions once reached.

**POLICY-MAKING**

Policies are designed to provide clear, unambiguous guidelines for the implementation of the various operational elements of Bowls Taranaki. Policies provide continuity and a constant point of accountability. Policy-making shall therefore follow set procedures to ensure the efficacy of the processes and the overall policy framework. There shall be two levels of policy making:

**A. Board-Level Policy Including:**

- (i) A Strategic Plan defining the outcomes sought from all operational efforts.
- (ii) Governance Policies defining the Board's own operating practices.
- (iii) Operational Policies defining the roles and responsibilities of the Executive Officer and the various Sub-Committees.

1. All Board-level policies will be approved by the Board at a formally constituted Board meeting.
2. The need for new policies can be notified by individual Board members, the Clubs, staff members, stakeholders through the Executive Officer.
3. Whenever possible, policies should be developed in response to the potential for future use or in advance of an event rather than in response to an event, crisis or problem.
4. Typically sub-committee or Board working party will research and draft new policies. These will then be circulated to all Board members and other interested parties for comment prior to presentation to the Board for approval.
5. All policies will be programmed for review to be carried out by an approved policy review working group or sub-committee or the Board as a whole.

6. All Board-level policies shall be available to all Board members, the Executive Officer and to staff as appropriate.

### **B. Administrative Operational Policies**

These are developed by the Executive Officer defining day-to-day operational procedures and guidelines for him/herself and/or staff all operational policies shall be consistent with the principals, boundaries and definitions espoused in the Board-level policies. The Executive Officer will establish the procedures for the development of all operational policies.

#### **Operational Policies**

1. The Executive Officer is responsible for the development of all operational policies.
2. All operational policies shall be freely available to all staff.
3. All operational policies shall be reviewed on a programmed review basis by the Executive Officer.
4. Operational policies shall be available to Board members upon request if required.
5. The Board will play a referral and reference role in the development of operational policies.

### **THE GOVERNING PROCESS**

The Board will adopt as its guiding principle a governing approach to its stewardship; it will make every effort to separate the twin roles of governance and management, and maintain a focus on strategic goals and policy development.

The Board will:

1. Utilise the Centre's Constitution as its base document from which it takes its operational direction.
2. Keep its focus on the strategic implications and required outcomes of its ends policies rather than on their management.
3. Maintain an emphasis on the policy implications of all matters coming before it. All policies will stem from the mission and values established by the Board and will be framed to achieve the intentions of these high level statements.
4. Maintain a commitment to excellence in all matters coming before it. It will establish a code of ethics and proper practice which is binding on all members.
5. Accept a level of accountability that automatically accompanies Board membership. The Board is accountable to its stakeholders for its actions and decisions.
6. Provide formal induction training for new members and provide ongoing training to ensure positive support for members in their work on the Board.

### **BOARD MEMBER INDUCTION**

All Board members are expected to contribute to Board meetings to the best of their ability. To facilitate this, the Board will ensure a thorough induction into the affairs of both the Board and Bowls Taranaki at large, its issues, current concerns, staff, its financial position and its liabilities and assets, including:

1. All new members selection or appointment will be confirmed by the Chairperson in writing.
2. New members will receive a copy of all Board-level policies, together with a copy of the previous year's accounts and an up-to date copy of year-to-date financial statements.
3. New Board members will meet with the Chairperson for a governance familiarisation. This meeting may be a group meeting or one with individual new Board members.

### **CONFLICT OF INTERESTS**

The Board places great importance on making clear any existing or potential conflicts of interest for its members. All such conflicts of interest shall be declared by the member concerned and documented in a Conflicts of Interest Register. Examples of conflict of interest are:

1. When a Board member or his/her immediate family or business interests stand to gain financially from any business dealings, programmes or services of Bowls Taranaki.
2. When a Board Member himself or herself offers a professional service to the Organisation.
3. When a Board Member stands to gain personally or professionally from any insider knowledge if that knowledge is used to advantage.
4. When a Board Member or his/her immediate family is involved with High Performance bowling activities that receive funding from Bowls Taranaki and/or external funders to Bowls Taranaki.
5. If there is doubt over whether a conflict exists, the remaining Board members will decide.

#### **Process when a conflict is identified**

1. Any business or personal matter which is or could be a conflict of interest involving his/her role and relationship with Bowls Taranaki, this must be declared and registered in the Conflicts of Interest Register.
2. All such entries in the Register shall be presented to the Board at the first Board meeting following entry in the register.
3. Where a conflict of interest is identified and/or registered, the Board member concerned is not permitted to participate in any Board discussion on that topic or topics felt by the Board to be closely related. The member concerned should leave the room during such discussions and voting.

### **MEETING PROCESS**

The Board is committed to the achievement of effective and efficient meetings. Meetings will be:

1. Based on a pre-prepared agenda, the preparation of which is the responsibility of the Chairperson or in his/her absence the Executive Officer. Such an agenda should reflect the Board's governance role.
2. From time to time, at the suggestion of a Board Member or the Executive Officer, staff and/or visitors might be invited to the meeting by the Board to present an issue or provide information or advice.
3. Have the right to go 'in committee' at any time the meeting so decides but in doing so will: Make the reasons for this clear; reserve the right to include or exclude any non-Board Member it so chooses; make all efforts to look ahead and signal any such 'in committee' session in the agenda or at the beginning of the meeting.
4. Be held with the expectation that members have prepared for them and will participate in all discussions at all times within the boundaries of behaviour considered acceptable by the Board. It is important that all decisions of the Board, particularly relating to policy, are fully recorded and remain confidential until Minutes are distributed.

#### **6.2 Nominations for Centre Board**

The Executive Officer shall write to each member Club not later than 15th day of April each year inviting nominations for the positions of the elective Officers and other members of the Centre Board. Nominations must reach the Executive Officer not later than 1st day of May.

#### **6.3 Applications for the Centre Board**

The Executive Officer shall, not later than 15th day of April each year invite applications for the positions of President/Vice-President and members of the Centre Board. Applications must reach the Executive Officer not later than 1st day of May.

## **Roles and Tasks of the Board of Bowls Taranaki**

### **6.4 Key Tasks of the Board**

1. Defining Bowls Taranaki's purpose, direction and priorities.
2. Developing a governance policy framework.
3. Specifying key outcomes and approving availability of resources.
4. Appointing, supporting, evaluating and rewarding the Executive Officer.
5. Establishing a framework for assessment and risk.
6. Regular assessment of the environment by Bowls Taranaki.
7. Gaining Bowls Taranaki's stakeholders' input into determining direction and goals, and maintaining communication with them.
8. Setting standards and evaluating the Board's own performance.
9. Ensuring the Board complies with statutory and contractual requirements, and with the Board's own policies.
10. Ensuring there is appropriate succession planning.

### **6.5 The Role of the Chairperson**

The Chair's primary role is to assure the integrity of the Board's governance policies through the effective management of its administrative processes. In particular the Chair's role is to:

1. Ensure consistency.
2. Chair meetings with commonly accepted power of the position.
3. Ensure meeting discussion focuses on those issues which clearly belong to the Board.
4. Ensure Board discussions are timely, fair, orderly, thorough, efficient and relevant.
5. Observe recognized 'rules of order' processes for Board discussions.
6. Ensure the Board regulations are maintained and updated as required.
7. Act consistently with agreed governance policies and processes.
8. Avoid making independent operational decisions, liaise with and work cooperatively with the Executive Officer.

### **6.6 The Role of the President**

While the President is a full and active member of the Board, the primary responsibility is to be the representative of the Taranaki Clubs and to be the figurehead and 'face' of the organisation. The President shall:

1. Take a full part in Board activities.
2. Represent the Board at Bowls Taranaki events.
3. Represent Bowls Taranaki at representative events in Taranaki where Centre sides are participating.
4. Take all opportunities to further and enhance the image of the Board, Bowls Taranaki, and the sport of bowls.
5. Participate in all internal and external public relations opportunities.

### **6.7 The Role of the Vice President**

The Vice President is a full and active member of the Board, but is also an understudy to the President and deputises for the President in activities where the President cannot be present.

## **7. Annual General Meeting**

1. The Annual General Meeting shall be held in the month of June.
2. Notices of Motion are to reach the Executive Officer by the 1st day of May. The Executive Officer shall circulate Notices of Recommendation to Clubs not later than the 15th day of May.
3. Items of general business are to be notified in writing to the Executive Officer no than the published commencement time for the meeting.

## **8. Standing Committees**

The Centre shall have Standing Committees consisting of not less than two persons appointed by the Board. The term shall be for one year beginning on the 1st July of the year of appointment with half the committee retiring each year. Retiring members have the right of reappointment. Each Committee shall elect its own chair.

### **8.1 Match Committee**

The Centre shall have a Match Committee consisting of not less than two persons appointed by the Board. The Committee shall meet regularly as required.

Responsibilities:

- a. Determine matters for concern/decision. Refer to Executive Officer as necessary and determine course of action.
- b. Conduct the draw for each event and arrange distribution and publication of same through the Executive Officer.
- c. Ensure the smooth running of Centre and Inter-Centre events.
- d. Co-ordinate with the Greens committee and the Executive Officer on matters regarding the grading and selection of greens.
- e. Review guidelines for each event and recommend changes to the Board as considered necessary.
- f. Direct/Control all Centre Events in liaison with the Event Manager/Supervisor.
- g. In consultation with the Executive Officer, draw up an events programme for the ensuing season's Centre Events, set entry fees, and set Tournament prizes for approval by the Board.

### **8.2 Finance and Administration Committee**

The Centre shall have a Finance and Administration Committee consisting of not less than two persons appointed by the Board. The Committee shall meet regularly as required.

Responsibilities:

- a. To make recommendations to the Board on expenditure and alternative revenue opportunities
- b. Prepare an Annual Budget for Board approval
- c. Undertake a monthly oversight of income and expenditure and oversee the accounting and reporting functions and methodology
- d. Review the budget as necessary and make any recommendations to the Board for alteration/adjustment, as required.
- e. Assist the Executive Officer with funding applications, on behalf of the Centre and allocate grants in accordance with approved budgets or other Board policies

- f. Present to the Board, at its final meeting in any financial year a Funding and Grants plan for the ensuing year.
- g. Ensure that sponsorship is procured for centre events.
- h. Ensure that the "brand exposure" elements of any sponsorship agreement are effectively and fairly established.
- i. Report and make recommendations to the Board on any matter within its jurisdiction including the nomination of an independent auditor.
- j. Assist the Board with Constitutional matters.
- k. Overview the adequacy of internal controls, including the provision of suitable insurance cover.

### **8.3 Marketing and Promotion Committee**

The Centre shall have a Marketing and Promotion Committee consisting of not less than two persons appointed by the Board. The Committee shall meet regularly as required.

Responsibilities:

- a. Liaise with local media.
- b. Keep the website and social media channels active and up-to-date.
- c. Arrange for the publication of the annual handbook.
- d. Explore sponsorship, advertising and partnership opportunities.
- e. Enhance the public perception of lawn bowls.
- f. Develop strategies to increase participation across all categories of membership.

### **8.4 High Performance Committee**

The Centre will have a High Performance Committee appointed by the Centre Board. The High Performance Committee will comprise:

- a. Chair appointed by the Centre Board.
- b. The Convenors of Selectors of the Men's and Women's representative teams.
- c. Other Members as appointed by the Committee itself, including but not limited to coaches, management or players, as considered necessary from time to time.

Responsibilities:

- a. Formulate and recommend to the Board the necessary strategic direction of the Centre's High Performance programme, including its structure, goals and supporting policies.
- b. Review the High Performance Plan on a regular basis, and ensure all parties are working towards the goals and policies contained within the plan.
- c. Contribute to the Centre's strategic and operational plans by identifying key trends and making long-term projections for the High Performance and talent development aspects of the sport.
- d. Take responsibility for developing annual plans and budgets for the High Performance programme. This will include recommendations on the timing, frequency and duration of key events and any long term priorities.
- e. Formulate the nature, scope and content for all High Performance programmes for Board approval.
- f. Formulate squad and team selection criteria and procedures.
- g. Provide quality advice to those working in the High Performance programme.
- h. Monitor, for possible adoption, Bowls NZ High Performance programmes.
- i. Ensure effective use of allocated resources to achieve agreed goals and desired outcomes.

#### **8.4.1 Selectors**

The Convenors of Men's and Women's Selectors shall be appointed by the Centre Board from applications received. Selectors will normally be appointed for a period of two years, or for such term as may be determined. The Convenors of Men's and Women's Selectors will recommend to the Board through the Centre High Performance Committee, the appointment of assistants and coaches to their teams.

Key Tasks:

- a. Select teams.
- b. Hold selection trials as deemed necessary.
- c. Recommend to the Board appointments for the management of representative teams, including team managers and coaches/selectors for the senior side and junior sides.
- d. Observe players to ascertain current playing form and attitude.
- e. Attend Centre fixtures to observe players.
- f. Maintain a record of player's representative appearances in liaison with the Executive Officer.
- g. Maintain a database of Representative squad players both current and potential.
- h. Work with the High Performance Coach or coaches to allow players to develop their High Performance skills.
- i. Act as Team Manager if required.
- j. Provide feedback to the Board, either through the High Performance Committee or by written reports, not limited too but including a written report for the Bowls Taranaki Annual General Meeting.
- k. Be involved with the High Performance Committee and ensure that the Representative Programme is following our High Performance Plan.

#### **8.4.2 Managers**

The High Performance Committee will appoint Managers for all Representative Teams for a specified term.

Key Tasks:

- a. Act as the Team Manager at all representative competitions, training camps and trials.
- b. Be responsible for all "off green" activities for the team with an emphasis on ensuring that the players are focused on the competition.
- c. Ensuring the coach/selector has support in all aspects to help ensure that the side performs to its optimal level.
- d. Developing a strong, supportive team culture amongst all players.
- e. Liaising with parents of any players U-18 and being responsible for their care and welfare throughout tournaments, including but not limited to the supply of alcohol.
- f. Liaise closely with the Executive Officer to ensure that all pre-competition requirements relating, for example, to travel, accommodation, outfitting etc are in place.
- g. Be responsible for the distribution and collection of playing uniforms
- h. Be the representative of the centre for the players and other team personnel.
- i. Contribute to the promotion of the sport of Lawn Bowls by collecting results, team lists and team photographs for the use of by Bowls Taranaki.
- j. Represent the Centre for Manager's Meetings at Representative events and provide feedback on Conditions of Play and any other matters raised.

#### **8.5 Youth Committee**

The Centre shall have a Youth Committee consisting of not less than two persons appointed by the Board. The Committee shall meet regularly as required.

Responsibilities:

- a. To liaise with Schools to promote the concept of bowls.
- b. To run appropriate events and/or competitions as deemed appropriate to satisfy the needs and wants of youths.
- c. To provide a pathway for youth bowlers to integrate into the game and clubs.

### **8.6 Open Fours Committee**

The Open Fours Committee shall be appointed by the Board.

Responsibilities:

- a. To maintain oversight of all aspects of the Bowls Taranaki Open Fours Tournaments, and establishing a close liaison with the Executive Officer and the Board.
- b. To market and promote the Tournaments, including optimising the number of entries from both Taranaki and visiting teams.
- c. With the assistance of the Clubs and the Centre Greens and Umpires Committees, to select the greens, the umpires, the section supervisors and conduct the draw.
- d. Direct/control the Tournament through its stages, record and publish up to date results and liaise with the Centres established media outlets.

### **8.7 Centre Greens Committee**

Centre shall have a Greens Advisory Panel consisting of three persons appointed by the Board on a recommendation received from the Bowls Taranaki Greenkeeper's Association.

Responsibilities:

- a. Determine criteria for inspecting and grading greens.
- b. Meet at regular times throughout the season to report on grading of greens.
- c. Inform the Club and Executive Officer of green grading decisions and results.
- d. Ensure that Club Greens are inspected prior to them being used for the playing of a Centre Event.
- e. Recommend to the Board any matter within its jurisdiction.
- f. Work with the Executive Officer to recommend the selection of greens for hosting Centre Events.

### **8.8 Associated Committees**

The Centre shall have the following Committees, which are appointed by their members and/or Clubs:

- a. Taranaki Umpires Association (in accordance with clause 10.1 of the Constitution)
- b. Taranaki Greenkeepers Association (in accordance with clause 10.1 of the Constitution)
- c. Taranaki Coaches Association (in accordance with clause 10.1 of the Constitution)
- d. Western Division (in accordance with clauses 6.5 and 6.6 of the Constitution)
- e. Southern Division (in accordance with clauses 6.5 and 6.6 of the Constitution)
- f. Northern Division (in accordance with clauses 6.5 and 6.6 of the Constitution)

In any instance of a dispute that cannot be resolved by the Committee itself, the matter will be referred to the Board, whose decision will be final.

## **9. AWARDS**

The Centre has the ability to make the following awards:

- 9.1 Gold Stars/Bars.
- 9.2 Player of the Year Awards.

9.3 Club of the Year Award.

9.4 Other Awards: Umpire, Coach, Greenkeeper, Administrator.

## **10. Judicial Proceedings**

### **10.1 Proceedings for Misconduct**

10.1.1 Commencement of Proceedings: Any person, Member, Member Club, who considers that a Member Club or other Member of the Centre, or an official of the Centre, has engaged in Misconduct under Rule 25.1 (d), (e) or (g) of the Centre Constitution, or where the Centre is the Controlling Body, under Rule 25.2(a), (b), (c) or (f) of the Centre Constitution, may refer the allegation of Misconduct to the Executive Officer of the Centre for determination by the Centre Board. Any allegation shall be submitted in writing in the prescribed form set out in Appendix [A] and must be submitted as soon as possible, and no later than [14] days, after the alleged incident or incidents of Misconduct occurred. The Centre Board in its discretion may accept an allegation after 14 days if exceptional circumstances exist.

10.1.2 Procedure for Hearing: Upon the Executive Officer receiving an allegation of Misconduct under regulation 10.1.1 she/he shall as soon as practicable:

- a. Determine the availability of the Board to discuss the matter. The Board may either resolve to deal with the matter itself, or appoint a Judicial Committee to deal with the matter.
- b. Notify the other parties affected by the allegation of the fact that the notice has been received and sent to them copies of the allegation and any documentation or materials received in relation to it.
- c. In the case of a Judicial Committee, the Board shall appoint three persons without conflicts in the case who, where possible, are:
  - i. A person with legal experience, preferably a lawyer;
  - ii. A person with experience in disciplinary matters, preferably bowls;
  - iii. A person with extensive knowledge of the game of Bowls.

The Judicial Committee will appoint its own Chairperson.

- d. Give the parties affected by the allegation at least 7 days notice of the Hearing, unless the Judicial Committee considers the allegation must be determined urgently, in which case it may vary the timeframes set out in these Regulations. The notice of the hearing shall be in writing.
- e. State whether the party or parties concerned are required to appear or whether the allegation will be determined on the papers.
- f. State the nature of the hearing and the matters or alleged offence(s) which are the subject of determination, the possible penalty or penalties and the date, place and time of the hearing.
- g. Be delivered personally, by post and/or by email to the last known address or Email address of the party or parties concerned.

10.1.3 Subject to these Regulations, the Board/Judicial Committee shall conduct the hearing as it sees fit and in particular it may accept evidence whether or not it would otherwise be legally admissible in a court of law and it shall not require any unnecessary formality, provided that it must comply with the principles of natural justice.

10.1.4 The Chairperson may, if necessary, make orders as to the direction of the hearing.

10.1.5 The hearing shall take place as soon as practicable. It may be held in person, by consideration of written submissions, by telephone or video conference, or any combination of the above or otherwise as determined by the Judicial Committee.

10.1.6 Persons appearing before the Board/Judicial Committee shall be entitled to call witnesses but must present their case in person unless the Judicial Committee permits presentation through an advocate or legal representative. All parties and their witnesses shall be given a full opportunity to be heard.

10.1.7 If the person against whom the allegation is made is absent or fails to make any written submissions, or their witness is absent, a decision may be made by the Board/Judicial Committee in their absence or an adjournment may be granted. Before making such a decision in the person's absence the Judicial Committee must satisfy itself that the person concerned was aware of the time, date and place of hearing and had been requested to participate on the hearing in accordance with these Regulations.

10.1.8 If the hearing is in person, the Chairperson shall, at the commencement of it, announce the opening of the hearing, stating the Board/Judicial Committee's authority, jurisdiction, composition and the nature and purpose(s) of the hearing.

10.1.9 At the commencement of the hearing, the procedure to be followed at a hearing shall be clearly explained by the Chairperson. The Chairperson shall in every case determine who is entitled to be present throughout hearing during evidence and submissions (including representatives of the media) and whether or not the proceedings are to be confidential.

10.1.10 The allegation(s) which are the subject of hearing shall then be read to the person(s) concerned. The body or person making the allegation(s) shall be given the opportunity to give evidence and make submissions about those allegations. The person(s) concerned will be given the opportunity to respond to this evidence and submission. Any witnesses called by either the reporting body or the person(s) concerned will be given the opportunity to give evidence or make submissions. Witnesses may be questioned on their evidence by members of the Board/Judicial Committee, and other parties to the matter as determined by the Chairperson. Evidence and/or submissions may be given in writing.

10.1.11 The Board/Judicial Committee will consider the evidence presented. The Board/Judicial Committee may adjourn the hearing if necessary to do so. No other person shall be present or partake in any discussion with the Board/Judicial Committee at this time.

10.1.12 A person appointed as the Board/Judicial Committee shall keep a record of the hearing, in the form determined by the Board/Judicial Committee, and any decision made.

10.1.13 The Board/Judicial Committee shall have the power to request the attendance of any Member, or party or their representative at any proceedings before it. Where a person who is requested to attend, fails to attend or participate (whether by telephone or otherwise) in the hearing without reasonable excuse and explanation for that failure, the Board/Judicial Committee may draw inferences from that failure to attend.

- a. If, after hearing from the parties, the Board/Judicial Committee finds an offence of Misconduct has not been committed, it will advise the Executive Officer as soon as possible, and dismiss the matter, accordingly.
- b. If the Board/Judicial Committee finds an offence of Misconduct has been committed it may impose, in its discretion, an appropriate penalty or penalties set out in Regulation 10.2
- c. In addition, or in the alternative to imposing any penalty, the Board/Judicial Committee may, report its findings to the Secretary with such recommendations as it considers appropriate.
- d. If a decision cannot be given by the Board/Judicial Committee immediately after the hearing, the relevant party or parties must be advised of the date by which the decision will be given. The decision, any penalty, the reasons for the decision and notice of the person's appeal rights shall be given in writing to the parties.

## **10.2 Recommendations and Penalties**

If the Judicial Committee finds that an offence under Rule 25.1 of the Centre Constitution has been committed, it may impose anyone or more of the following penalties:

- a. a reprimand.
- b. suspension from such activities of the Centre, including competitions, tournaments, events, General Meetings or other meetings or functions of the Centre on such terms and for such period as it thinks fit.
- c. exclusion from a particular competition, tournament, event, General Meetings or other meetings or functions of the Centre.
- d. suspension or termination of membership of the Centre.
- e. fines, imposed in such manner and in such amount as the Judicial Committee thinks fit.
- f. any other penalty specified in these Regulations, or any policy, resolution or determination which the person has breached, failed, refused or neglected to comply with.
- g. such other penalty as the Judicial Committee considers commensurate with the offence. and/or
- h. such combination of any of the above penalties as the Judicial Committee thinks fit.

10.3 In addition to any penalty imposed under regulation 10.2 or in the alternative to such penalty, after hearing an allegation of Misconduct the Judicial Committee may make recommendations to the Board through the Executive Officer.

## **11.0 Disputes**

11.1 Commencement of Dispute: Where there is a Dispute under Rule 25.2 of the Centre's Constitution any party to the Dispute may refer it to the Centre Executive Officer for determination by the Judicial Committee. Any shall be submitted in writing in the prescribed form set out in Appendix [B] and must be submitted as soon as possible, and no later than fourteen (14) days, after the alleged incident or incidents giving rise to the Dispute occurred. The Judicial Committee in its discretion may accept a Dispute after fourteen (14) days if exceptional circumstances exist.

11.2 Procedure for Resolving Dispute: Upon the Executive Officer receiving notice of a Dispute under regulation 11.1 s/he shall as soon as practicable:

- a. Determine the availability of the Board to discuss the matter. The Board may either resolve to deal with the matter itself, or appoint a Judicial Committee to deal with the matter.
- b. notify the other parties affected by the Dispute of the fact that the Dispute has been referred to the Judicial Committee and send to them copies of the Dispute and any documentation or materials received in relation to it.
- c. request the Chairperson, duly appointed in consultation with the other members of the Judicial Committee, to determine a date, time and place the hearing of the Dispute.
- d. give the parties affected by the allegation at least 7 days notice of the concerned.
- e. If after enquiry and agreement of the parties, the Board/Judicial Committee considers that there is a reasonable prospect of the Dispute being resolved by further discussion and/or mediation, rather than by determination of the Board/Judicial Committee, it may refer the Dispute to the Executive Officer for him/her to appoint an independent mediator which is acceptable to both parties. The parties to the Dispute shall share the cost of the mediator equally.
- f. A mediator appointed under regulation 11.2.e shall have no power to make a determination, but shall mediate the Dispute to see whether an agreement can be reached between the

parties. The parties shall determine, by agreement, the time period in which they will attempt to resolve the Dispute by mediation.

- g. If by the agreed time period an agreement is reached on the outcome of the Dispute, the mediator shall notify the Secretary of the outcome. If an agreement cannot be reached within the agreed time period, the Dispute shall be referred back to the Board/Judicial Committee for determination under these Regulations.
- h. The procedures of the Board/Judicial Committee set out in regulations 10.1.2 to 10.1.14 with any consequential modifications shall apply to Disputes.
- i. Once the Board/Judicial Committee has determined the outcome of the Dispute, the decision, and the reasons for the decision and notice of the person's appeal rights shall be given in writing to the parties.
- j. In addition, or in the alternative to determining the outcome of a Dispute the Judicial Committee may, report its findings to the Executive Officer with such recommendations as it considers appropriate.
- k. If a decision cannot be given by the Board/Judicial Committee immediately after the hearing, the relevant party or parties must be advised of the date by which the decision will be given.

## 12. Appeals

In accordance with Rule 28 of the Constitution, any appeal needs to be made to the Bowls New Zealand Judicial Committee, in accordance with the Bowls New Zealand Domestic Regulations.

### [APPENDIX A] ALLEGATION OF MISCONDUCT

[B.T. Regulations 11.1]

I, ..... (name)

..... (address)

consider that ..... (insert name of official or member of Centre) has engaged in misconduct in that the member or official did the following: (insert details of misconduct including dates), place and time on which it occurred)

This form is to be submitted within 14 days of the alleged incidents of misconduct to the Executive Officer of the Bowls Taranaki Centre, 445 St Aubyn Street, Moturoa, New Plymouth 4310 for consideration by the Centre Judicial Committee,

Signed:

Date:

### [APPENDIX B] REFERRAL OF A DISPUTE

[B T Regulations 12.1]

I, ..... (name)

..... (address)

am in dispute with .....(insert name of member) and wish to refer that dispute to the Centre's Judicial Committee, The dispute is about the following: (insert details of dispute including date(s), place and time on which it matter giving rise to the dispute occurred)

This form is to be submitted within 14 days of the alleged incidents giving rise to the dispute to the Executive Officer of the Bowls Taranaki Centre, 445 St Aubyn Street, Moturoa, New Plymouth 4310 for consideration by the Centre Judicial Committee.

Signed:

Date:

### **13. Event Management**

#### **13.1 Event Managers**

To be appointed by the Match Committee

Responsibilities:

1. To liaise with Executive Officer re: Section draws, scorecards, supervisors folders and any other resources required to conduct the event.
2. To approach and liaise with the supervising Club appointed to run the event.
3. To liaise with the host Club's appointed supervisor to confirm arrangements.
4. To ascertain playing conditions at venues and make any relevant announcements regarding the cancellation or delay of play due to wet weather.
5. To review the selection of greens if necessary and arrange for other greens to ensure the completion of the event if there is a green that becomes unplayable for any reason.
6. Provide sufficient ribbons/uniforms for the event management team.
7. To collect completed charts from the headquarters Club at the completion of Section Play then liaise with the Events Committee and the Executive Officer to conduct the Post Section Draw.
8. Check with the Executive Officer, as to whether any finalist can achieve a Gold Star in the event.
9. To make decisions regarding any necessary alterations of the conditions of play or any cancellations/postponements.
10. To ensure that completed results are in the Executive Officer's hands for delivery to radio, newspapers and the Centre website.
11. To file a report to the Board/Events Committee at the conclusion of tournament, i.e. numbers entered, number of qualifiers, names of finalists, final results. Any problems or complaints suggestions for future improvements or changes to format.

#### **13.2 Section Supervisors**

To be appointed by the Match Committee

Responsibilities:

1. To represent the Match Committee at the venue and act as the Controlling body for that section.
2. To receive the drawsheets and scorecards from the Event Manager/Executive Officer.
3. To liaise with the appointed or nominated Umpire[s] for the section.
4. To confirm and finalise the draw for the section on the morning of the event.
5. To ensure the preparation of the scorecards after the draw has been finalised.
6. With the co-operation of the Events Manager to act as the Controlling Body at the venue.
7. At the completion of each round convey the results to the Events Manager and/or the Executive Officer.

### **14.0 REGULATIONS**

#### **Clothing for representatives**

All representatives of Bowls Taranaki must be appropriately dressed at all times that they are officially representing the Centre, either as a player or official. Representative players will be provided with Bowls Taranaki uniform. Board Members and representatives of Bowls Taranaki are

expected to maintain a smart standard of dress that reflects a professional appearance. Attire must be clean and well-presented. Clothing featuring offensive images or slogans is not permitted. Footwear must be appropriate for the situation. All representatives are expected to observe high standards of personal hygiene and grooming, including clean clothing, tidy hair, and overall neatness. Reasonable exceptions may apply for cultural, religious, or role-specific requirements. Bowls Taranaki may provide at our cost suitable clothing for employees and Board representatives.

**Clothing for Centre Events:**

For Centre events, players are required to play in the same colour and design of clothing, or white, as their team mates. Jackets should be in club colours, white or black. In wet weather, dispensation is granted to the controlling body to allow players to make sure they wear suitable clothing for their own Health and Safety.

**Record Keeping and Minutes:**

Minutes of Bowls Taranaki Board Meetings, Special General Meetings and Annual General Meetings shall be circulated to all interested parties. This includes all Board Members, Clubs, the Greenkeepers, Umpire's and Coaches Associations and all Life Members.

An annual Financial Performance Report will be submitted to the Companies Office and the Centre will comply with any other reporting requirements. Affiliated Clubs to Bowls Taranaki and Greenkeepers, Umpires and Coaches Association's are to send their AGM Minutes annually into the Centre Office.

Records of Centre Open Events shall be kept by the Centre Office for the 3 preceding years.

**Match Committee**

For any Centre Open event that attracts less than 20 entries, no Centre Title shall be awarded. This does not include Champion of Champions events.

Dispensations are allowed for 'Open Tournaments'. For the Open Fours a dispensation to the rules around players being from either from the same visiting Centre or Taranaki Club will be given on application to the Tournament Committee. Teams applying for a dispensation will be looked upon favourably if they have either:

- a). Played together before in the tournament
- b). one player has recently moved Centres, or
- c). There is a family connection within the team.

Teams that are looking for a dispensation because they want to simply strengthen their team will be turned down.

There is no restriction on the number of rounds to be played in a day. Rounds shall be started as long as the they are able to be finished in daylight hours. There is no rule around the prevention of having cold finals.

**Substitutes:**

**Bowls Taranaki Open and Champion of Champions Events**

No player should commence an event when they know that they are unable to complete it.

For Champion of Champions events, Bowls Taranaki requests that 3 names, be supplied of players of

similar or lesser ability and the Controlling Body will decide on the appropriate substitute. Substitutes do not need to be required from the runner up team. For players who are members of two or more clubs, they are only eligible to be a substitute for the club they chose to represent in that discipline.

If a substitute player is required and plays in the winning team, that player must have played a minimum of two games to be eligible to earn a Centre Title, otherwise the original player will be deemed to be the winner of the Centre Title.

For all other Substitute Laws, please refer to the World Bowls Laws of the Sport of Bowls, Fourth Edition. The Bowls New Zealand Domestic Regulations (June 2025) also apply.

### **Representative sides**

1. The selectors will provide to the Executive Officer the side for each event no later than 14 days before the event. The Board Chairperson will approve or otherwise the players selected.
2. All players and management must sign a Code of Conduct form at the start of each season or upon selection during the season.
3. When travelling away, teams will travel together, unless exceptional circumstances warrant this and this is approved by the team manager.
4. If play is abandoned during the day and there is reasonable time to make it back to Taranaki, then the team is required to travel back that day.

### **Representative Team Uniform**

Shirts and Jackets are to be supplied by the Centre. Shorts or Pants to be supplied by the players. In wet weather, dispensation is granted to allow players to make sure they wear suitable clothing for their own Health and Safety.

Representative Caps will be presented to players, selectors and management who are selected to represent Bowls Taranaki at either Junior, Senior or Age Group level . Pre-season fixtures in the Winter season before the 1<sup>st</sup> of September do not count towards representative selection. (October 2025).

### **Representative Team Travel**

The Centre will pay for all travel and accommodation costs associated with the representative team. The Centre will also pay for lunches, but breakfast and dinner are on account of the players/selectors/managers involved.

There is a discretionary spend of up to \$250 for the Men's and Women's Selector that will be reimbursed by the Centre each season. This can be spent as necessary, such things that could be purchased may include an umbrella on a wet day, extra lunches where clubs fail to provide adequate catering or hospitality for players when winning an event.

For all Representative travel within the North Island, sides will drive by car or van. Flights to Auckland or Wellington, will only be secured if additional funding is sourced. For sides travelling to Gisborne or the South Island, flights will be purchased. (September 2025)

**Safe Travel for Representative Sides. – Travelling in a state of local emergency.**

If there has been a state of local emergency declared, and it is necessary to travel home, make plans before departing. The Team Manager is responsible to keep the team updated with forecasts from MetService and follow the advice of Civil Defence and emergency services. Please confirm which routes are safe and open from Waka Kotahi before travelling, avoiding flooded or damaged roads.

Avoid all unnecessary travel, and if needing to travel home, only travel in safe conditions with good visibility. Travel at night, through floodwaters or in heavy rain are to be discouraged. If in doubt, stay safe and shelter in place. Any team members choosing to travel should consult with the Team Manager before departing.

Check Routes: Confirm which routes are open and safe before travelling, avoiding flooded or damaged roads.

Prepare for Stranding: Pack essential items in your vehicle, including water, blankets, snacks, and a phone charger.

Avoid Floodwaters: Do not walk or drive through floodwater—half a metre of water can carry away most vehicles.

You can still go about your daily business under a state of local emergency but make sure you listen to and follow any instructions from civil defence and emergency services.” – April 2026.

**Allowances/Payments:**

The Centre shall pay the following allowances as a contribution toward their expenses:

President: \$1,200pa

Vice President \$500pa

Chairman \$800pa

Board members \$25 per meeting attended. Plus 50c/km mileage if outside area.

Men’s and women’s selectors \$500pa each

In each instance, the recipient may decline the allowances.

Selectors are granted a discretionary spend of up to \$250 during the representative season to cover any additional costs that may be required or incurred. These expenses may include such things as an umbrella on a wet day, lunches for players when catering is inadequate or hospitality for successful teams.

The position of Executive Officer shall also have a discretionary spend of an amount up to a limit of \$500 per season.

An annual grant of \$2000 shall be paid to the Umpire’s Association to cover the travel costs of Umpires at Centre events.

**Club tournaments**

1. Prior to the finalisation of the programme each year, the Clubs in each division will liaise to ensure that the clashing of tournaments is eliminated or at least minimised.
2. The division will set the maximum number of tournaments that any club is permitted in one season.

3. If a Club's tournament needs to be rescheduled this approval must be obtained from the Centre.
4. Each season the Centre programme will contain four days for Club Championships. It is not compulsory for Clubs to have championships on these days, but they will not be permitted to have open tournaments on these days.
5. At all times, clubs and players must abide by the Bowls New Zealand Domestic Regulations.
6. Limited and Non-Playing Members (as defined by the Constitution) are not eligible to play at other clubs, nor in club championships, centre events or national events.
7. Members are not eligible to play in tournaments at clubs that are not affiliated to Bowls New Zealand.

### **Prohibited & Restricted Dates**

1. The Centre nor a Club shall not hold a qualifying competition for a National Event at the same time as the following competitions are being played:
  - a. New Zealand National Open Championships
  - b. Regional Playoff or National Final of any New Zealand Interclub or Intercentre competition.
2. A club shall not hold a qualifying competition for a national pathway event at the same time as a Centre competition, except if no players from that club are involved in that event.
3. Clubs are not permitted to have any open tournaments held at the same time as section play of Centre events or during the qualifying rounds of interclub competitions.

### **Use of club facilities**

Every Bowls New Zealand affiliated club shall allow Bowls New Zealand and/or its governing Centre (Bowls Taranaki) the use of, and full access to, its bowling green(s) and amenities for the conducting of national and Centre tournaments and other fixtures held by or under the auspices of Bowls New Zealand or the relevant Centre on such days in the playing season as Bowls New Zealand or the Centre may require, following consultation with, and upon giving reasonable notice to, the Club concerned.

### **Radios and Cell phones**

Cell phones to be used on greens for those using the training and performance apps are permitted. Phone must be on silent. This is the only thing cell phones are to be used for. Radios are not permitted on the green at any time, including but not limited to players, markers and officials. Players and spectators are asked to be considerate of others when using radios or cellphones around the bank area in earshot of players on the green. Exceptions are allowed for the use of technology to communicate for those players who identify as deaf, see the current Bowls New Zealand domestic regulations.

### **Selection of Greens**

1. When the programme is compiled for a season, events will be allocated a division which will host.
2. Centre events will be where possible and providing all the other requirements of hosting are met, will be played on the best greens, as recommended by the Greens Advisory Panel, in the division in which the event is being held. If there are insufficient quality greens in the division, then greens in other divisions will be used.

3. The final of the women's Open fours will be played at the same club as the final of the men's Open fours is played, unless specific circumstances warrant a different selection.
4. No first year greens shall be selected for Centre Events.
5. Greenkeepers are to prepare greens at the start of the day for Centre play, and if greens are required to be watered or rolled during the day then that is to be left solely with the jurisdiction of the greenkeeper. (January 2026)
6. If a green is being used for a Centre event, then no other Club events shall be played on the same green. (January 2026)
7. Every Club, which is a member of Bowls NZ, shall allow Bowls NZ or Bowls Taranaki, the use of, and full access to, its bowling green(s) and amenities for the conducting of national and Centre tournaments and other fixtures held by or under the auspices of Bowls NZ or Bowls Taranaki on such days in the playing season as Bowls NZ or Bowls Taranaki may require, following consultation with, and upon giving reasonable notice to, the Club concerned.

## **15.0 CONDITIONS OF PLAY FOR CENTRE HANDBOOK**

### **CONDITIONS OF PLAY FOR CENTRE OPEN & CHAMPION OF CHAMPIONS EVENTS**

*Updated June 2025.*

Club Champion [Defined]: The winner, found by genuine Club competition of the particular championship of a Club, for the current season, and for whom Club Honours Board records will be kept current.

Players who hold Plural/Dual Membership can only play a discipline once. For example, Players cannot play in their Club Singles at one Club and then play Club Singles at another club. They could however play another discipline at another club. For example, they could play Singles at one club and Pairs at another club.

#### Conditions of Play

1. All games, whether conducted by a Club or the Centre, shall be played under and in strict conformity with the World Bowls Laws of the Sport of Bowls, Fourth Edition. The Bowls NZ Domestic Regulations also apply. Bowls New Zealand's players Code of Conduct within the Domestic Regulations for sportsmanship and player obligations applies to Bowls Taranaki Inc. events. All players should be familiar with the Conditions of Play before play commences.
2. Draws: All Centre Open events will be an open draw with the provision that players or teams from the same club will not meet in section play where possible. Post section play is an open draw. For the Open Fours, the draw is a managed draw to ensure that visiting teams from the same Centre and local clubs where possible, do not play against each other in section play. Post section play is an open draw.
3. Footwear: Players, Umpires and Markers must wear flat-soled (heel-less) footwear when they play on the green or act as an Umpire or Marker. Soles may be of a non-slip material but with only a slightly abrasive surface. Footwear that damages the green will not be permitted. The person concerned will be asked by the Controlling Body to remove their shoes and replace them.

4. Clothing: For any centre event, players in singles and members of a team or side must wear clothing of the same colour and design or white as determined by the controlling body. Any player, team or side in breach of the clothing regulations will be asked to correct it and if they do not, they may be defaulted by the supervisor or controlling body. The Controlling Body may impose conditions relating to sponsor's logos.

5. Smoking: No smoking or vaping on greens or banks. Please use designated smoking areas only during Bowls Taranaki Centre events.

If after a warning, a player continues to breach this by-law, then the Controlling Body has the power to default the player, team or side, and/or deal with the matter in accordance with the Misconduct provisions in the Centre Constitution.

6. Substitutes - See Substitutes Regulations in Handbook

7. For all Open Centre Events, including First Year Singles and Hugh Moss:

a. In the event of a draw in Section or Post Section play, a winner shall be found by playing an extra completed scoring end.

b. Tie in a Final. In the event of a tie in a final, one extra end shall be played. In the event of a tie in the final of the Men's Open Fours, 5 extra ends shall be played. If at this stage the teams are still tied, an extra completed end shall be played.

c. An incorrectly delivered jack will be redelivered, except in time limit matches.

d. A killed jack, is a dead end and therefore needs to be replayed.

e. In any game where there is a time limit, any killed end after the bell will result in the jack being placed on the 2m mark.

8. Bowls Taranaki may decide to utilize the indoor facilities at the Paritutu Complex, should this action be deemed necessary, to progress or finalise a particular event, delayed because of inclement weather.

9. Bowls Taranaki may decide to restrict the movement of players during play. WB Law, Appendix A4 will apply. Bowls Taranaki may decide to restrict deliberate slow play. WB Law Appendix A5 will apply.

10. Rain or Inclement Weather.

Section play allocated days are the only days section play will take place. If inclement weather does not permit the completion of all section play games, the following rules will apply. If there is no play, then all entries qualify for post section. If one game is completed with no further play then all entries will qualify for post section play. If two games are completed with no further play, then 1 or more wins will qualify for post section play. Play will continue unless there is heavy rain, conditions become slippery or surface water appears on the green.

11. Start Time

All Open events incl. First Year Singles and Hugh Moss start at 9.00am.

All Champion of Champions events start at 8.30am. If, 15 minutes after the scheduled start time for a game one or more players are absent from a team, then the defaulting team will forfeit the game to their opponents.

12. All decisions made by the Controlling Body or their appointed supervisor must be accepted as final.

### 13. Entry

Entries and teams must be from Full Playing Members from the same club. A dispensation under exceptional circumstances can be granted by the Centre Office. The entry fee for all Centre Open events [except the Open Fours events] is \$15.00 per player, these include your mat fee. Entry fees payable to your Club. Any team or player withdrawing after the entries have closed for any Centre event, will remain liable for payment of the entry fee set for that event. There will be no refunds. By entering in Bowls Taranaki events permission is given to be photographed and for the fair use of photos by Bowls Taranaki for the promotion of the sport of Lawn Bowls. Bowls Taranaki may edit, alter, copy, or distribute the photos for social media advertising and marketing and that any photos taken in a Bowls Taranaki event belong to Bowls Taranaki Inc.

### 14. Player commitment to Open Singles "Play & Mark" Draw Format.

Any player not fulfilling their marking duties, as requested by the Event Supervisor, in this type of Singles draw will be excluded from participating in the next three scheduled Centre events and, if a qualifier, shall forfeit their rights to take part in post section play. Clubs hosting these types of singles events are asked to provide markers for the first round of post section play and on any new playing day during the post section rounds.

### 15. CHAMPION OF CHAMPIONS

Events will be played using the one life system.

SINGLES: 21 shots.                      PAIRS: 18 ends.

TRIPLES: 18 ends, 2 bowls.          FOURS: 15 ends.

For all Ch of Ch's events a \$2 Mat Fee is to be paid per player.

Ch of Ch's Singles: Players are requested to bring a marker, with eliminated players required to mark from round 2 onwards.

### 16. OPEN EVENTS - MEN'S

OPEN SINGLES: 21 shots. Three or more wins to qualify.

Please Note: Play & Mark draw format. Play 4 - Mark 2 over a day and a half.

X'MAS PAIRS: 18 ends, no time limit, 3 games. Two or more wins to qualify.

OPEN TRIPLES: 18 ends, 2 bowls. no time limit, 3 games. Two or more wins to qualify.

CENTRE FOURS (Hosted in Southern Division): 15 ends, 3 games. No time limit. Two or more to qualify. There must be 20 entries or more for winners to be eligible for a point towards their gold star.

OPEN FOURS: 8 rounds of 25 ends - 2 games per day; no time limit - six or more wins to qualify or section winners. An Open Pairs event, held during the post section rounds of the Open Fours, will be run.

### 17. OPEN EVENTS - WOMEN'S

OPEN SINGLES: 21 shots. Three or more wins to qualify.

Please Note: Play & Mark draw format. Play 4 - Mark 2 over a day and a half.

OPEN PAIRS: 18 ends, no time limit, 3 games. Two or more wins to qualify.

OPEN TRIPLES: 18 ends, 2 bowls, no time limit, - 3 games. Two or more wins to qualify.

CENTRE FOURS (Hosted in Southern Division): 15 ends, 3 games. No time limit. Two or more to qualify. There must be 20 entries or more for winners to be eligible for a point towards their gold star.

OPEN FOURS: 6 rounds of 25 Ends - 2 games per day, no time limit - 4 or more wins to qualify or Section Winners.

18. OPEN MIXED PAIRS: 16 ends. 3 games. No time limit. Two or more wins to qualify. 2x4x2 format. Players must be from the same club.

#### 19. FIRST YEAR SINGLES

21 Shots. Three or more wins to qualify. 1 and a half hours time limit. Semi-final and Final - No Time Limit.

#### 20. HUGH MOSS JUNIOR PAIRS

The Hugh Moss Trophy is a competition restricted to players 5 years or under, playing 2x4x2 pairs. Clubs may enter "Mixed or Optional" ie. all men or all women or mixed. Section play will be three games of 14 ends with a two and a half hour time limit. Two or more wins will qualify for post section play. Post section games will be 14 ends with a two and a half hour time limit. The semi-final and final games will be 14 ends - no time limit.

Teams must be from the same club. Dispensations may be considered for players who belong to clubs who are unable to field a team.

### **Bowls3Five & How to Play**

Junior Bowls3Five is optional Triples, teams do not have to be mixed.

**\$5 per night mat fee - food included.** No club entry fee. 5.30pm start. Where a club has more than one side, movement between sides will not be permitted, otherwise unlimited substitutes are allowed between games. No substitutes between sets. Where qualification is required, it will be recorded by Wins, Sets, Points differential then Points.

#### *Conditions of Play - Bowls New Zealand - May 2023*

##### 4. FORMAT OF PLAY

4.1. The games will be played under sets play format as outlined in the Laws of the Sport of Bowls, subject to a number of variations as outlined below.

4.2. The format of the game will be two bowl triples. Mixed Triples.

4.3. Each game will be played over two (2) sets, with each set consisting of five (5) ends.

- If the shot scores are tied after the fifth end of a set, the set will be a draw.

##### 4.4. Tiebreaker

- If a game is tied after the two sets have been completed (each team having won one set or both sets having been drawn), a one-end tiebreaker should be played to decide the winner.
- The winner of the tiebreaker will be awarded the game.

##### 4.5. First to Play

- First set: the opposing teams shall toss a coin and the winner of the toss can choose whether their team places the mat, and then delivers the first bowl or tells the opposing team to place the mat, and then deliver the first bowl (the opposing player cannot refuse).
- Second set: the winner of the first set shall place the mat and then deliver the first bowl. If the first set is a draw, the winner of the last scoring end in that set shall place the mat, and then deliver the first bowl.

- Tiebreaker: The opposing skips should toss a coin and the winner of the toss has the options as described above.
- In all ends after the first end of each set, the winner of the previous scoring end shall place the mat and then deliver the first bowl.

#### 4.6. Re-spotting the jack

- If a jack in motion passes completely outside the boundaries of the rink of play (left, right or over the face of the bank), or rebounds to a distance of less than 20 metres from the mat line, **the end shall not be declared dead. Instead the jack should be placed with the nearest point of the jack at a spot on the rink which is 2 metres from the front ditch and on the centre line.**
- If the spot mentioned above is partly or completely covered by a bowl, the jack should be placed as close as possible to the covered spot, in line with and between that spot and the corresponding spot at the opposite end of the rink, without touching a bowl.

#### 4.7. Scoring – Sectional Play

- Three (3) game points will be awarded for each game won. No game points are awarded for any game lost.
- One (1) set point will be awarded for each set won. A half set point (0.5) will be awarded for each set drawn.
- If a game is forfeited, the non-offending team will be awarded three points for a win, two set points and a net total of 2 shots.

### 5. GAME VARIATIONS

#### 5.2. Powerplay

- A Power Play enables a team to earn double the shots scored (by that team) in any nominated end.
- **Teams will be allowed one Power Play end per game (not per set) as nominated by the team to the opposing team.**
- Both teams can nominate to use the Power Play in the same end of a set. If a Team does not nominate to use its one Power Play end in a game, that Power Play is lost.

#### 5.3. Placing of the Jack and the Mat

- **The jack shall be placed on the centre line on the four metre mark.**
- The mat may be placed anywhere from the two metre mark to a point 23 metres from the jack.
- The rinks shall be marked to provide guidance for the placing of the mat.

### Men's & Women's Interclub

The competitions are played Taranaki wide, round robin events, with 2 or 3 rounds (games) scheduled per day. If there are high entry numbers in a division, the field may be divided into 2 pools and a final or finals day held. Clubs may enter teams based on the conditions listed below.

NOTE: A maximum of one team per Club in Division 1 only, but there is no limit on other divisions. Clubs can be placed into a division if the Match Committee require it. This will be a Taranaki wide competition. A player can only represent one club in New Zealand in the Interclub competition in any one season. Should a club not have 20 or more players of one gender for an entry in Division 2 and 3, or not have 10 members of one gender for any entry in Division 1, there may be dispensation, upon a letter being approved by the Centre, to have a combined team entered in a division.

The entry fees are: Division 1 - \$150.00 (inc. GST) per side. Division 2 and 3 are \$50.00 (inc GST) per side.

**Note: Mat fee of \$2 per player shall be paid to the host club each day.**

Prize money will be paid to 1st placed teams in Division 1 to assist in attending the NZ finals. The full amount of Interclub entry fees for Division 1 will be paid out as prize money minus the cost of entry to the National Interclub. Financial assistance for travel may be approved only on application to the Board of Bowls Taranaki. Prize money will be paid to first and second placed teams in the lower divisions. (October 2025)

FORMAT for the Divisions:

Eight person Sides. In any round, seven (or eight in division 2 or 3) players shall be selected to fill the seven (or eight) positions across the three disciplines. Division one sides must continue to provide an eighth player who can mark, while the lower divisions have eight players playing each round. After the commencement of play on the second day of the competition, a player can only move up to a higher division; no downward movement is possible.

Division 1: Singles: 21 shots; Pairs: (3 bowls) 18 ends; Fours: 15 ends. Divisions 2 & 3: 8 person Sides playing: 1 Pairs team (3 bowls), 18 ends; 1 Pairs team 2x4x2 format, 14 ends; and 1 Fours team, 15 ends.

NOTE: 9am Start. Any games not completed when play ceases for the day shall be completed on the next playing day.

SCORING: 2 points for win, 1 for draw. Tied results after round-robin play will be decided by points differential in the entire section of play. If still tied, then the result of the games between the two clubs shall be the decider, then the differential between the two clubs. Supervisors will allocate rinks, be responsible for the conduct of play and the collation of results. All games to be completed in full, unless both sides agree to not play. In this case, no points will be awarded. If a default is recorded, the winning team will be awarded a win plus that team shall get an average score from across the discipline which was defaulted, played in that round. All Rounds to be played in numerical order. Where a club has multiple sides in a division, no movement of players between these sides is possible.

For the Bowls New Zealand Interclub Finals. If a player is part of a club's Interclub Sevens team, that player is not eligible to represent another club in another centre's Interclub Sevens competition, or be selected to represent another club in the National Interclub Sevens Finals.

## **JUNIOR INTERCLUB**

Teams will be of four players, 5 years and under playing experience. Teams will compete for the John Murtagh Trophy. Clubs may enter "Mixed or Optional" i.e. all men or all women or mixed. Where a club has more than one side, movement between sides will not be permitted. In any round, four players shall be selected to fill the four positions across the disciplines. Teams will play a combination of fours (15 ends), 3-bowl pairs (18 ends) and 2x4x2 pairs (14 ends). Clubs to pay \$50 (inc GST) entry fee.

**Note: Mat fee of \$2 per player shall be paid to the host club each day.**

The specific format of round-robin and finals will be determined once entry numbers are known. Scoring: Fours (4 Pts for a win, 2 Pts for a draw), Pairs (2 Pts for a win, 1 Pt for a draw).

## **AWARDS**

## PLAYER OF THE YEAR

Points Awarded: Open Events (winner 55, runner-up 25, beaten semi-finalist 15), Champion of Champion's event (winner 45, runner-up 20, beaten semi-finalist 15). Rep fixture (5 points per senior fixture for that season starting from the 1<sup>st</sup> of September), Bowls New Zealand National Open Championships (winner 100, runner-up 50, third 25), Full New Zealand Representative Honours. (100 points, for first selection, 50 points each fixture after.) First Year Singles, Hugh Moss & Interclub do not count. Youth Player of the Year to be awarded by consideration to a player who performed well and was under the age of 20 as of the 1st of September that season.

## CLUB OF THE YEAR

The following criteria will be considered when awarding the Club of the Year. The Board will consider factors that determine the health of the club moving forward, including playing success, the condition of the greens and facilities, the umpire activities, the coaching within the club, the positivity of the club management and their work in the drive for new members.

## HONOURS & NOTICES

### BOWLS TARANAKI GOLD STAR

Winners of designated Centre events gain a point towards the Bowls Taranaki Gold Star Award, except in the case of composite teams.

Where a substitute is permitted, Bowls Taranaki as the Controlling Body will decide whether the original player or the substitute is awarded the point towards a Gold Star or Silver Bar. A minimum of 2 games must have been played by a substitute player for them to be considered.

### CLUB CATERING RESPONSIBILITIES

Bowls Taranaki will not reimburse Clubs for catering costs (except for the Open Fours events). Clubs must provide an option for lunch in Centre events for players to buy, which could include a pie, a lunch or bakery run.

## MEN'S AND WOMEN'S SHIELD

The Men's and Women's Shield conditions of play and schedule shall be set by the respective divisions.

2. Any team withdrawn at any time will be recorded as a loss to the Club withdrawing.
3. Any Team not able to field a full team on any one day, may play, but the result of the game will be recorded as a loss to the Club fielding less than a full team.
4. Drawn Games count.
5. Men's Shield Final: 16 ends. No time limit. 9am Start. Two teams of fours from each club. Three rounds. The winner shall be found by number of wins, points differential and then shots. A drawn game counts as half a win, no extra end shall be played. Final to be played at a neutral venue. No substitutes are allowed unless for injury or illness and substitute laws apply. Players once selected are to remain in that team for the duration of the final days play.
6. Women's Shield Final: 21 ends with no time limit. Two teams of fours from each club. The winner shall be found by number of wins, points differential and then shots. If it is still tied, then an extra completed end will be played between 1 team from each club. A drawn game counts as half a

win, no extra end shall be played. The final will be one round of Fours. Start time at 1pm for Northern Division venues, start time 9.30am for Southern Division venues. The final will be played at a neutral venue. All Women's clubs may field a minimum of one team for the competition, but for the final must field two teams (the second team can be drawn from the runners up club in that division if unable to field a second team).

7. Any dispute in divisional play shall be referred to the supervisor of the division whose decision will be final. Any dispute in the final, shall be referred to the supervisor of the event, whose decision shall be final, except on a point of law which carries with it the right of appeal to the Centre Match Committee.

8. Mat Fees - A mat fee per person shall be paid to the host Club by all players each day. The fee amount should be determined and agreed by the Shield participating clubs within the division, prior to the competition starting.

## **16.0 Policies and Documents**

Bowls Taranaki have the following policies and documents that can be referred too.

- Health and Safety Policy
- High Performance Plan
- Code of Conduct
- Privacy Policy
- Child Protection Policy
- Youth Framework and Policies