



POLICY

BOWLS TASMANIA STATE COACHES COMMITTEE

Objects, Functions and Operational Procedures

KRA 1.7 (A) – 08:1

Adopted: September 2005

Amended: February 2008

1. OBJECTS

- A] To undertake the accreditation and re-accreditation of coaches to the required standards set down by Bowls Australia Inc. and Bowls Tasmania Inc.
- B] To facilitate the roles of coaches, disseminating coaching material to the Coaching Panels in each area.
- C] To support Bowls Tasmania in the promotion of bowls.
- D] To encourage bowlers to realize their potential and athletic abilities.

2. RECOGNITION OF THE COMMITTEE

The Committee is recognized as the official State Authority and Controlling Authority of bowls coaching in Tasmania and subject to these Rules and the Rules of Bowls Australia and Bowls Tasmania.

3. COMPLIANCE OF THE COMMITTEE

The members acknowledge and agree the Committee shall:

- A] Be subject to the control and direction of Bowls Tasmania.
- B] Schedule and conduct a meeting in September, January and May in each year.
- C] Issue a copy of all minutes to Bowls Tasmania, each Regional Authority, and each member of the Committee.
- D] Issue a report to Bowls Tasmania , each Regional Authority and each member of the Committee in September, January and May of each year.
- E] Ensure any amendments to, or substitution of these Rules have the written approval of Bowls Tasmania.
- F] Seek approval from Bowls Tasmania for any additional meetings of the Committee other than the Annual General Meeting.
- G] Authorise members of the committee to submit promptly and directly to Bowls Tasmania a BT Expense Claim form, for accounts of cost of travel,

accommodation, for reasonable costs of out of pocket expenses incurred from attending authorised meetings of the Committee and secretarial expenses.

- H] Ensure that Bowls Tasmania confirms the appointments of Committee members.
- I] Submit an Annual Report to Bowls Tasmania prior to, and for inclusion in the Bowls Tasmania Annual Report.

4. MEMBERSHIP

- A] The Committee is to consist of one man and one woman member from each of the regional Coaching Panels. (South, North and North West)
- B] All members shall be qualified coaches and shall include the Chairperson (or nominated proxy) of the respective regional Panel plus one other member of the opposite gender to the Chairperson.
- C] Committee members shall hold office from the Annual General Meeting of their appointment until the following Annual General Meeting.
- D] The Chairperson shall be appointed by the Committee from among its members.
- E] The Secretary shall be appointed by the Committee. The Secretary shall be appointed from the same region as the Chairperson, does not have to be a current panel member but must be a qualified coach.
- F] The Committee membership to be approved by Bowls Tasmania (as it is subject to their Rules and appointment).

5. MEETINGS

- A] The Annual General Meeting shall be held no later than June 30 each year.
- B] State panel meetings will be held in September, January & May. Each Regional Panel shall conduct 3 or 4 meetings in each year.
- C] Meeting venues will be determined in rotation. Meetings to be followed by a seminar/forum whenever possible.
- D] Approval for meetings shall be obtained from Bowls Tasmania prior to the meeting.
- E] At least twenty-one (21) days notice of the meeting shall be given to each Committee member.
- F] The Chairman and Secretary shall be elected at the Annual General meeting and shall continue to act as representatives for their Region.
- G] Each member shall have one (1) vote and, in the event of the voting being equal, the Chairperson shall have a casting vote. An elected Secretary who is not a current panel member shall be non-voting.
- H] Should a member be unable to attend a meeting, a proxy with full voting powers may be appointed with the exception of the chairperson who must attend.
- I] Four members present at a meeting shall comprise a quorum and shall include 1 (one) member from each region.

6. FINANCE

Bowls Tasmania shall be responsible for the cost of travel of members attending meetings of the Committee and approved visits and the reasonable cost of stationery, postage, telephone etc.

7. LIAISON

The Committee shall issue a copy of all Minutes to Bowls Tasmania, all Regional Associations and each member of the Committee.

8. LECTURES

State-wide lectures shall be arranged and/or approved by the Bowls Tasmania Coaches Committee and channelled through the appropriate authorities.

9. REGISTER

- A] Regional Panels shall submit to the Secretary of the Bowls Tasmania Coaches Committee a completed Bowls Australia Registration Form for accreditation, re-accreditation, change of address, contact details of Club for all coaches within their region.
- B] The secretary of the Bowls Tasmania Coaches Committee shall maintain a Tasmanian Register of the details of all accredited and re-accredited coaches. The completed Registration Forms will be passed on to the secretary of Bowls Tasmania who will then pass these on to Bowls Australia for the updating of the National register of Bowls Coaches.
- C] Upon receipt of the Bowls Australia Accreditation certificate, the Secretary of the Bowls Tasmania Coaches Committee will then arrange for badges and certificates to be presented.

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MANAGEMENT GUIDELINES

Selection:

- A] Regional Coaching Panels shall approve each applicant after being satisfied of their suitability as a coach.
- B] All applicants must complete the standard Application forms provide by Bowls Australia, including the *Coaches Code of Ethics* form and a standard “screening” questionnaire. Applicants may be rejected or deferred if found unsuitable.
- C] No person shall be qualified as a coach without the Regional Coaching Panel approval.

Teaching:

To be conducted in accordance with the current Bowls Australia National Coaching Manual and the approved syllabus of levels.

Examinations:

- A] The Club of the applicant must sign the Application Form signifying approval and support of the applicant as a coach.
- B] Applicants must attend all training courses.
- C] All examiners are to be approved by the respective Coaching Panels and advised to the Committee before examinations.

Education and Training

- A] Regional Panels are to advise the Committee of education and training courses arranged for their area.
- B] All instructors shall be approved by BT in accordance with current BA guidelines.

Re-accreditation:

- A] Coaching Panels shall review each coach for re-accreditation prior to the expiry date shown on the Bowls Australia register of Coaches, or sooner if thought necessary.
- B] Coaches may be required to undergo further instruction or examination at any time.

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