



POLICY

BOWLS TASMANIA STATE UMPIRES COMMITTEE

Objects, Functions and Operational Procedures

KRA: 1.7 D – 08:2

Adopted: September 2005

Amended: February 2008

1. OBJECTS

- A] To give maximum publicity to all information on Laws, Rules and Amendments to the *Laws of the Game of Bowls in Australia* as issued by Bowls Australia.
- B] To ensure all umpires in Tasmania are conversant with rules and procedures of Bowls Tasmania and Regional Authorities.

2. RECOGNITION

The Bowls Tasmania State Umpires Committee (BTSUC) is recognised as the State authority for Bowls umpires in Tasmania and is 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 Umpire Panels. (South, North and North West)
- B] All members shall be qualified umpires 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 umpire.
- 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 to 4 meetings each year.
- C] Meeting venues will be determined in rotation around the regions. 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 costs of BTSUC members attending authorised meetings of BTSUC and for reasonable costs of stationery, postage, telephone, etc.

7. FUNCTIONS

- A] To carry out the instructions of Bowls Tasmania.
- B] To advise each Regional Panel of any amendments to the Laws and Rules of the game as issued by Bowls Australia or Bowls Tasmania.

- C] To carry out training courses as set out in Clause 9 below.

8. GUIDELINES

BTSUC shall, subject to the approval of Bowls Tasmania, have the right to alter, amend or rescind these guidelines.

9. TRAINING COURSES AND EXAMINATIONS

- A] Examinations, as laid down from time to time by Bowls Australia through its Rules Committee, shall be held to determine successful candidates.
- B] Applicants shall attend a course of pre-examination training. Such training shall consist of a minimum of four (4) sessions of at least two hours duration for initial accreditation and two (2) sessions for re-accreditation.
- C] Regional Panels shall advise all clubs in their region of the dates, times and venues of all training courses. On completion of the course, clubs shall be advised of successful applicants from the club.
- D] Examination papers shall be those provided by the Bowls Australia Rules Committee and shall cover the current Laws of the Game. Candidates shall also pass a greens test as laid down by Bowls Australia.
- E] Lecturers and examiners shall be Level 2 National Umpires and appointed by the appropriate Regional Panel.
- F] Examiners shall mark the scripts of all candidates. The Secretary of the Panel shall then forward the results to the Secretary of the Regional Authority and to BTSUC who shall arrange for the issue of Certificates and Badges.
- G] Candidates for level 2 shall be nominated by the respective Regional Panel. The panel will arrange appropriate courses and conduct the examinations. The papers shall be forwarded to the Secretary of BTSUC for marking.

10. UMPIRES

- A] Only qualified umpires shall be appointed to officiate at all matches at club, regional and state level and above. In the event that a qualified umpire is not available for a match at club level, an experienced player may be appointed in an acting capacity.
- B] For matches at regional level, at least one Level 2 umpire should be appointed at each venue.
- C] For matches at State level at least one Level 2 umpire must be appointed for each green.
- D] For matches at regional, state and national level, a Committee of Appeal shall be appointed, consisting of a Level 2 umpire, a representative of the Controlling Body and one other experienced umpire.
- E] BTSUC shall keep a register of qualified umpires in Tasmania.
- F] Following a report and investigation, the BTSUC may recommend through Bowls Tasmania to the relevant Authority, the withdrawal of an Umpire's Certificate.