

Bowling Arm Tasmania Committee Terms of Reference



The objective of the Bowling Arm Tasmania Committee (the 'Committee') is to assist key Bowls Tasmania staff and board members with the planning, preparation, conduct and review of associated programs for bowlers with bowling arms, ensure bowls clubs are aware they need to be inclusive so that access is provided for bowlers with bowling arms to easily enter the sport, and to ensure player pathways are available to them.

The Committee will be under the governance of Bowls Tasmania.

The Bowls Tasmania Chief Executive Officer (CEO) and the appointed Director of Bowls Tasmania shall have oversight of the Committee

Key Responsibilities

- Identify ways to support bowlers with bowling arms throughout Tasmania and make recommendations to key Bowls Tasmania staff and Board of Directors.
- To assist in the conduct of state and national bowling arm competitions.
- To appoint coaches and selectors in accordance with Bowls Tasmania policies.
- To assist in the identification and monitoring of all bowling arm programs around the state.
- Identify barriers to participation for people with bowling arms and where necessary work with key Bowls Tasmania staff to assist clubs in developing more welcoming and inclusive environments.
- Liaise with key Bowls Tasmania staff to promote the success of bowlers with bowling arms in Tasmania.

Membership of the Committee

- Expressions of interest shall be called for both the Chairman and Committee positions who will be appointed by the Bowls Tasmania Board on the recommendations of the CEO and the appointed Board Director.
- The Committee shall consist of:
 - 1) Chairperson.
 - 2) Secretary/Treasurer.
 - 3) Events and Bowls coordinator.
 - 4) One male and one female representative nominated from each of the three regions of Tasmania.
 - 5) Bowls Tasmania Board Member.
- Appointments should be for a three-year term.
- Members of the Committee are eligible for -re-appointment.
- Casual vacancies on the Committee will be filled by the Committee and ratified by the Bowls Tasmania Board.

Members of the Committee are expected to:

- Have sufficient knowledge, training and/or expertise in the management of bowls with bowling arms, including a Working with Vulnerable People Card, to enable them to discharge their duties and, where required, challenge the information presented by fellow Committee members and Clubs.
- Have a reasonable knowledge of Bowls Tasmania and its activities in Tasmania.
- Have a capacity to devote the required time and attention to carry out the activities of the Committee.
- Be prepared to meet with and learn from other experts in programs for bowlers with bowling arms.
- Shall have no significant commercial relationship which would compromise their involvement with Bowls Tasmania activities during their term on the Committee.

Meetings of the Committee

- The Committee will meet on a regular basis, as determined by key Bowls Tasmania staff and Board Directors in consultation with the Committee Chairman, scheduled to correspond with timelines for key tasks.
- With the agreement of the CEO, key Bowls Tasmania staff may obtain external voluntary resources to assist with the work of the Committee.
- Minutes must be kept of Committee meetings and activities.
- The appointed Board Director will present to the Board reports on the activities of the Committee along with recommendations in relation to planning and management of programs for bowlers with bowling arms.
- Changes in personnel, roles or responsibilities of the Committee shall be determined by the Board.
- A quorum of at least 50% is required for meetings of the Committee.

Duties & Responsibilities of the Committee

- To act upon all the Key Responsibilities outlined earlier in these Terms of Reference.
- To engage with and offer support to bowlers with bowling arms.
- To seek advice from and liaise with support organization's experts where necessary to fulfil the Committee's role.
- To ensure that the Committee has the best interests of all bowling arm user's when making decisions or recommendations, and not be influenced or biased by personal involvement.
- The workings of the Committee shall be as directed by the CEO and the Board Director and shall be referred to Bowls Tasmania for ratification regarding sponsorship, advertising, booking of venues for events, and the arrangements for major events such as State and Territory matches whether intrastate or interstate.
- Uniforms for the interstate team will be arranged by Bowls Tasmania.
- Insurance for players in the events organized and ratified by Bowls Tasmania will be covered under the insurances of Bowls Tasmania.
- Coaches of the group shall have completed the Bowls Australia Coaches Course and hold a Working with Vulnerable People Card.

Finances

- All workings of the Committee and the players will be self-funded.
- Any finances received by the Committee shall be banked in the Bowls Tasmania bank accounts.
- Any such funds shall be distributed by resolution of the Committee.

Major Interactions

- ☐ Bowls Tasmania Chief Executive Officer.
- ☐ Bowls Tasmania designated Director.
- ☐ Regional controlling bodies.
- ☐ Other support agencies.

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