

# ***BOWLS WELLINGTON REGULATIONS***

**Updated as of December 2025**

**- 2025 -**

## INDEX

<b>REGULATIONS.....</b>	<b>3</b>
1. DEFINITIONS.....	3
2. COMMENCEMENT DATE .....	3
3. ROLES AND TASKS OF THE BOARD OF BOWLS WELLINGTON .....	3
4. BOARD PROTOCOLS.....	5
6. HIGH PERFORMANCE MANAGEMENT GROUP .....	8
7. FINANCE MANAGEMENT GROUP .....	9
8. CLUB DELEGATES AND CLUSTERS .....	10
9. JUDICIAL COMMITTEE .....	10
10. APPEALS.....	16
11. OTHER PROVISIONS RELATING TO THE CENTRE JUDICIAL COMMITTEE .....	18
12-15 RESERVED .....	19
16. COMPETITIONS AND TOURNAMENT MANAGEMENT GROUP .....	19
17. UMPIRES ASSOCIATION .....	20
18. COACHING AND TRAINING GROUP .....	20
19. GREENKEEPERS MANAGEMENT GROUP.....	20
21. SELECTORS.....	21
22. COLOURS.....	22
23-26 RESERVED .....	22
27. MATCHES, TOURNAMENTS, COMPETITIONS .....	22
28. TOURNAMENT CONDITIONS.....	22
29. CHAMPION CLUB TROPHY .....	22
30. PLAYER OF THE YEAR .....	23
31. CODE OF CONDUCT .....	23

# REGULATIONS OF BOWLS WELLINGTON INCORPORATED

## 1. Definitions

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

In addition the following words and phrases used in these Regulations shall mean as follows:

**“Bowls Wellington Board”** means the Board of Bowls Wellington.

**“Bowls Wellington Constitution”** means the Constitution of Bowls Wellington, as amended from time to time.

**“Board Member”** means a member of the Bowls Wellington Board.

## 2. Commencement Date

- 2.1 The Bowls Wellington Board has determined that these General Regulations shall come into force on 1<sup>st</sup> December 2025.
- 2.2 The Bowls Wellington Board has also determined that the Bowls Wellington Regulations dated 11 August 2014 are revoked with effect from the commencement of these Regulations and from that date shall have no force or effect.

## 3. Roles and Tasks of the Board of Bowls Wellington

### 3.1 Key Tasks of the Board.

- 3.1.1 Defining Bowls Wellington’s purpose, direction and priorities.
- 3.1.2 Developing a governance policy ‘umbrella’.
- 3.1.3 Specifying key outcomes and approving the availability of resources.
- 3.1.4 Appointing, supporting, evaluating and rewarding the General Manager.
- 3.1.5 Establishing a framework for assessment and risk,
- 3.1.6 Regular scanning of the environment beyond Bowls Wellington.

- 3.1.7 Gaining Bowls Wellington's stakeholders' input into determining direction and goals and maintaining communication with them.
- 3.1.8 Ensuring the Board complies with statutory and contractual requirements and with the Board's own policies.
- 3.1.9 Setting standards and evaluating the Board's own performance.
- 3.1.10 Ensuring there is appropriate succession planning.

**3.2 The Role of the Chair.**

The Chair's primary role is to provide assurance of the Board's governance integrity via the effective management of governance processes. The Chair's role is to:

- 3.2.1 Ensure consistency with internal and external rules.
- 3.2.2 Chair meetings with the commonly accepted power of the position.
- 3.2.3 Ensure meeting discussion focuses on those issues which clearly belong to the Board.
- 3.2.4 Ensure Board discussions are timely, fair, orderly, thorough, efficient and to the point.
- 3.2.5 Observe recognised 'rules of order' process for Board discussions.
- 3.2.6 Ensure the Board Manual is maintained and updated.
- 3.2.7 Act consistently with agreed governance policies and processes.
- 3.2.8 Avoid making independent operational decisions which are the prerogative of the General Manager or the Bowls Wellington Operations Committee.
- 3.2.9 Not directly supervise or direct the General Manager other than to provide support.

**3.3 The Role of the President.**

While the President is a full and active member of the Board the primary responsibility is to carry out representative duties and to be the 'face' of the organisation. They are to (so far as is reasonably practicable):

- 3.3.1 Take a full part in Board activities;
- 3.3.2 Represent the Board at all Bowls Wellington events;
- 3.3.3 Represent Bowls Wellington at all representative events where Wellington teams are participating;
- 3.3.4 Take all opportunities to further the image of the Board, Bowls Wellington and the Sport of Bowls whenever possible; and
- 3.3.5 Participate in all internal and external public relations opportunities.

**3.4 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.

## **4. Board Protocols**

**4.1** This document sets out a protocol for members appointed to the Bowls Wellington Board. It would be virtually impossible to devise specific rules to cover every situation which Board members may encounter. Therefore, many of the principles which are set out in the protocol are general in nature and can be applied to a variety of situations as they arise. The guiding principle is that members should act in the best interests of the Board and Bowls Wellington.

**4.2 Commitment to Collective Responsibility**

**4.2.1** Members agree that they will maintain a commitment to the collective responsibility of the Board. Free and frank expression of opinion is encouraged during Board meetings, and all viewpoints will be listened to. Board minutes are written in a format which does not disclose individual views. Board members should discuss matters amongst themselves prior to a meeting to clarify or resolve any matters of concern. If a member still has concerns, he or she should feel free to raise the issue with the Chair.

**4.2.2** Once a decision is made or policy is agreed to, the product is that of the Board as a whole. Members accept the principle that publicly the Board speaks with one voice and that individual members do not express dissenting views on an agreed Board policy or decisions. However, in extreme cases, Board members may request that the minutes record that there was a dissenting view.

**4.2.3** Unless otherwise authorised, all contact with the news media on Board business is to be by the Chair or General Manager who will express only the Board's views and not their own.

**4.3 Duty of Loyalty.**

Members agree that they have a duty of loyalty to the Board and its policies. Members will act in good faith and in the best interests of the Board. If Board Members find themselves in a situation where according to their conscience they cannot agree with the Board's decision or actions they should discuss their circumstances and options with the Chair or General Manager who may seek independent advice.

**4.4 Conflict of Interest.**

**4.4.1** 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 writing or in the Board Conflicts of Interests Register (if any).

**4.4.2** Examples of conflicts of interest are:

- When a Board Member or his/her immediate family or business interests stands to gain financially from any business dealings, programmes or services of the organisation.
- When a Board Member offers a professional service to the organisation.
- When a Board Member stands to gain personally or professionally from any insider knowledge, if that knowledge is used to advantage.
- When an issue under consideration concerns the Board Member's own Club.

4.4.3 Any business or personal matter which is or could be a conflict of interest involving the Board Member and his/her role and relationship with the organisation, must be declared and documented in writing or registered in the Conflicts of Interest Register. All such declarations/entries in the Register shall be presented to the Board and minuted at the first Board meeting following such declaration/entry.

4.4.4 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. Preferably the Member concerned should leave the room during such discussions.

#### 4.5 **Confidentiality.**

Members accept that they have an obligation of confidentiality in relation to the business of the Board in order to encourage free and frank discussions and to enable the Board to carry out its function. The Board's policy on the release of information is set out in the Schedule to this Code.

#### 4.6 **Duty of Care.**

Board Members accept that, when exercising powers or performing duties as a Board Member, they must exercise the care and diligence that a reasonable person with the same responsibilities would exercise in the same circumstances, taking into account, but without limitation:

- (a) the nature of the organisation;
- (b) the nature of the decision; and
- (c) the position of the Board Member and the nature of the responsibilities undertaken by them.

#### 4.7 **Board Membership Status.**

Board Members accept a commitment to acting in a manner befitting Board membership status. This principle requires that members consider whether conduct in professional or private life will reflect adversely on the Board. Any matters that may bring the Board into disrepute or jeopardise its relationship with its Stakeholders should be reported to the Chair at the earliest opportunity.

#### 4.8 **Accountability for Organisational Matters.**

Board Members accept that they are accountable for organisational matters. This commitment arises because a level of accountability automatically accompanies

Board membership. In the widest sense the Board is accountable to the organisation's members for its actions and decisions. As part of this accountability, Board Members have to follow certain administrative rules and procedures, for example, prior approval for attendance at conferences or public meetings as a representative of the Board.

#### 4.9 **Attention to Board Business.**

Board Members accept a commitment to attend Board meetings and participate in the business before the Board. If a Member has other pressing commitments, leave of absence should be sought from the Board prior to a meeting or from the Chair if the Board does not meet prior to the date of absence. If a Member is absent for more than two consecutive meetings, then consideration should be given to reassessing priorities to allow the Member to properly fulfil his or her position as a Board Member. Board Members should endeavour to keep interruptions during meetings to a minimum.

#### 4.10 **Respect for the Rights of Others.**

Board Members accept that they will respect the rights of other Members, employees, volunteers and the bowling community. Members recognise that they have a duty to contribute to the smooth running of the Board by treating others with courtesy and respect. In meeting this obligation Board Members are expected not to discriminate against, or harass others because of their sex, marital status, ethnicity, disability or religious or ethical beliefs. The cultural background of all persons should be respected when involved on Board business.

#### 4.11 **Relationship with General Manager and Staff.**

Board Members accept that the administrative matters concerning the Board are dealt with by the Board's staff. Instructions concerning the business of the Board should be given to the General Manager on the motion of the Board as a whole and not by individual Board Members. Individual Board Members should not instruct individual staff members as all Board business should initially be directed to the General Manager.

### **Schedule – In House Board Matters and Discussions**

- Board Minutes**

Once the Board has made decisions after full discussion, the decision is noted in the minutes. The minutes will be distributed to Board Members and Clubs.

- Board Discussions**

A wide range of material comes before the Board in discussion. Sensitive information and issues are raised, and finance matters are discussed. Until the Board has reached a decision and it is minuted, those Board discussions should remain confidential to Board Members only. The basis for this proposal is that Board Members must be free to discuss, without fear of publicity or restraint, issues which may be contrary to the interests of the group with whom he or she may be associated but are necessary for the Board to carry out its functions.

- Board Papers**

Board papers and agendas are issued before meetings. Included in these are several matters for discussion including reports from the General Manager and Board

members on various issues. These papers must be classified as confidential. It is inappropriate for any Board Member to release information that has come to the Board prior to a Board discussion. The reasons for this are clear: the Board may not agree with the proposals, recommendations or conclusions in the documents. It is important for the whole Board to have a free and frank discussion of any matter, without fear that information has already been passed on to interested parties who are not Board Members.

The Board may receive papers of a confidential nature from other organisations. These must be treated with special care otherwise the Board will lose the co-operation of those organisations. Official information requests for these will usually be sent to the originating organisations.

- **Identification of Board Members**

To encourage free and frank discussions, it is important that Board Members are not reported by either other Board Members or by any person in the Centre office as being identified to a particular issue or to a particular point of view. It is detrimental for the proper functioning of the Board for any Board Members to be identified as having a certain view, when that Member may have expressed the view “in camera” with other Board members without consenting to this being released publicly. Again the guideline must be that Board decisions are the basis of any disclosure or communication.

- **Issues from the General Manager and Staff**

In the same way as General Manager and staff reports should remain for the eyes of Board Members only, it is also important for the General Manager and all staff members to maintain Board confidentiality. This means that there should not be a free discussion from the Centre Office with stakeholders about specific Members and their views. This is a two-way protection ensuring the loyalty both of Board Members to the Staff and Staff to Board Members.

- **In-house Board Matters and Discussions**

Any matters stamped “confidential” or which have been communicated to the Board because of confidentiality must be dealt with accordingly. No Member should disclose confidential information without the consent of the Board, or the person communicating the information to the Board.

## **6. High Performance Management Group**

6.1 The Centre shall have a High-Performance Management Group comprising:

- (a) Chair – General Manager.
- (b) Men’s and Women’s Conveners of Selectors and their assistants.
- (c) Other Members appointed by the Board as they see fit.

6.2 **Responsibilities**

- (a) Formulate and recommend to the Board the necessary strategic direction of the Centre’s High-Performance programme, including the structure, goals and supporting policies.

- (b) 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.
- (c) Responsible for developing annual plans for the high-performance programme. This is to include recommendations on the timing, frequency and duration of key competitions and long-term priorities.
- (d) Formulate squad and team selection criteria and procedures.
- (e) Provide quality advice to those working in the high-performance programme.
- (f) Monitor Bowls NZ high performance programmes.

### 6.3 Appointment

- (a) Members of the High-Performance Management Group will be appointed by the Board for a period of two years. They will be eligible for reappointment. (see Selectors appointment)
- (b) The Board will take advice from the High-Performance Management Group, Coaching Group and any other appropriate person when making an appointment.
- (c) The Board may, if it wishes, call for registration of interest for people to fill appointments on the High-Performance Management Group, but this is not necessary.
- (d) Independent Members need not be members of Bowls New Zealand.

## 7. Finance Management Group

### 7.1 The Centre shall have a Finance Management Group comprising:

- (a) General Manager
- (b) Two Board Members (preferably with financial experience)
- (c) Other Independent Members as the Board may decide from time to time

### 7.2 Responsibilities

- (a) The Finance Management Group will meet as required during the year.
- (b) Oversee and monitor the accounting and reporting functions, including methodology for preparation of management accounts.
- (c) Determine the adequacy of the internal controls around the assets and records of Bowls Wellington.
- (d) Recommend to the Board the appropriate authorisation and approval levels for expenditure of Bowls Wellington funds.

- (e) Recommend the Annual Budget to the Board for approval.
- (f) Recommend the Annual Accounts to the Board for the approval of the Annual General Meeting.
- (g) Review the full audit report, audit adjustments and unrecorded misstatements to determine if full integrity exists within the financial reporting process.
- (h) Recommend to the Board the nomination of the independent auditor.

### 7.3 **Appointment**

- (a) Members of the Finance Management Group will be appointed by the Board for a period of two years. They will be eligible for reappointment.
- (b) The Board may, if it wishes, call for registration of interest for people to fill appointments on the Finance Management Group, but this is not necessary.
- (c) Independent Members and Financial Advisor need not be members of Bowls New Zealand.

## **8. Club Delegates and Clusters**

- 8.1 Each Club affiliated to Bowls Wellington shall appoint a Delegate to vote on its behalf at General Meetings as specified in the Bowls Wellington Constitution.
- 8.2 The Centre General Manager will set and prepare a Club's Delegates meeting no less than four times per year but generally aim for 6 meetings per year. Clubs are requested to send their delegate to these meetings who will then report back to clubs.

## **9. Judicial Committee**

### 9.1 **Proceedings for Misconduct**

#### **9.1.1 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 may refer the allegation of Misconduct to the General Manager of the Centre for determination by the Centre Judicial Committee.

- (b) An allegation in Regulation 9.1.1(a) shall be submitted in writing in the prescribed form set out in Annexure 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 Judicial Committee in its absolute discretion may accept an allegation after 14 days.

### 9.1.2

### Procedure for Hearing

(a) Upon the General Manager receiving an allegation of Misconduct under Regulation 9.1.1 s/he shall as soon as practicable determine whether the allegation warrants the involvement of the Centre Judicial Committee and if so, the [General Manager/Chair] shall:

- (i) determine the availability of the Centre Judicial Committee members and request the Chairperson of the Centre Board to appoint the Chairperson of the Centre Judicial Committee;
- (ii) notify the other parties affected by the allegation of the fact that notice has been received and send to them copies of the allegation and any documentation or materials received in relation to it;
- (iii) request the Chairperson of the Centre Judicial Committee, in consultation with the other members of the Centre Judicial Committee, to determine a date, time and place for the hearing of the allegation;
- (iv) appoint a Committee Secretary for the Centre Judicial Committee, who shall be a person independent of the Centre and of the parties to the allegation of Misconduct;
- (v) give the parties affected by the allegation at least 7 days notice of the hearing, unless the Centre Judicial Committee considers that 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;
  - state whether the party or parties concerned, are required to appear or whether the allegation will be determined on the papers;
  - state the nature of the hearing and the matters or alleged offence(s) the subject of determination, the possible penalty or penalties and the date, place and time of the hearing; and
  - be delivered personally, by post and/or email and/or facsimile to the last known address or facsimile number of the party or parties concerned.

(b) Subject to these Regulations, the Centre 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.

- (c) The Chairperson may, if necessary, make orders as to the direction of the hearing.
- (d) 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 Centre Judicial Committee.
- (e) Persons appearing before the Centre Judicial Committee shall be entitled to call witnesses but must present their case in person unless the Centre Judicial Committee permits presentation through an advocate or legal representative. All parties and their witnesses shall be given a full opportunity to be heard.
- (f) 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 Centre Judicial Committee in their absence or an adjournment may be granted. Before making such a decision in the person's absence the Centre 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.
- (g) If the hearing is in person, the Chairperson shall, at the commencement of it, announce the opening of the hearing, stating the Judicial Committee's authority, jurisdiction, composition and the nature and purpose(s) of the hearing.
- (h) 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 the hearing during evidence and submissions (including representatives of the media) and whether or not the proceedings are to be confidential.
- (i) The allegation(s) which are the subject of the 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 Centre Judicial Committee, and other parties to the matter as determined by the Chairperson. Evidence and/or submissions may be given in writing.
- (j) The Centre Judicial Committee will consider the evidence presented. The Centre Judicial Committee may adjourn the hearing if necessary to do so.

No other person shall be present or partake in any discussion with the Centre Judicial Committee at this time.

- (k) The Committee Secretary shall keep a record of the hearing, in the form determined by the Centre Judicial Committee, and any decision made.
- (l) The Centre 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 Centre Judicial Committee may draw inferences from that failure to attend.

#### **9.1.3 Procedure after Hearing**

- (a) If, after hearing from the parties, the Centre Judicial Committee finds an offence of Misconduct has not been committed, it will advise the General Manager as soon as possible, and dismiss the matter, accordingly.
- (b) If the Centre 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 9.1.4.
- (c) In addition, or in the alternative to imposing any penalty, the Centre Judicial Committee may, report its findings to the President with such recommendations as it considers appropriate.
- (d) If a decision cannot be given by the Centre 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 and the Centre Board, signed by the Chairperson.

#### **9.1.4 Recommendations and Penalties**

- (a) If the Centre Judicial Committee finds that an offence of Misconduct has been committed, it may impose any one or more of the following penalties:
  - (i) a reprimand;
  - (ii) suspension from such activities of the Centre and/or its Members, including competitions, tournaments, events, General Meetings or other meetings or functions, on such terms and for such period as it thinks fit;

- (iii) exclusion from a particular competition, tournament, event, General Meetings or other meetings or functions of the Centre and/or its Members;
- (iv) suspension or termination of membership of the Centre;
- (v) fines, imposed in such manner and in such amount as the Judicial Committee thinks fit, to a maximum of \$1000;
- (vi) 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; or
- (vii) such combination of any of the above penalties as the Judicial Committee thinks fit.

(b) In addition to any penalty imposed under Regulation 9.1.4(a) or in the alternative to such penalty, after hearing an allegation of Misconduct the Centre Judicial Committee may make recommendations to the Centre Board through the General Manager.

(c) A decision of the Centre Judicial Committee may be appealed in accordance with the Bowls Wellington Constitution and these Regulations.

## 9.2 Disputes

### 9.2.1 Commencement of Dispute

#### Where there is a Dispute

any party to the Dispute may refer it to the General Manager of the Centre for determination by the Centre Judicial Committee.

(b) A Dispute in Regulation 9.2.1(a) shall be submitted in writing in the prescribed form set out in Annexure 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 Centre Judicial Committee in its absolute discretion may accept a Dispute after fourteen (14) days.

### 9.2.2 Procedure for Resolving Dispute

(a) Upon the General Manager receiving notice of a Dispute under Regulation 9.2.1 s/he shall as soon as practicable determine whether the Dispute warrants the involvement of the Centre Judicial Committee and if so, the [General Manager/Chair] shall:

- (i) determine the availability of the Centre Judicial Committee members and request the Chairperson of the Centre Board to appoint the Chairperson of the Centre Judicial Committee;
- (ii) notify the other parties affected by the Dispute of the fact that the Dispute has been referred to the Centre Judicial Committee

and send to them copies of the Dispute and any documentation or materials received in relation to it;

- (iii) request the Chairperson, duly appointed in consultation with the other members of the Centre Judicial Committee, to determine a date, time and place for the hearing of the Dispute;
- (iv) appoint a Committee Secretary for the Centre Judicial Committee, who shall be a person independent of the Centre and of the parties to the Dispute;
- (v) give the parties affected by the allegation at least 7 days notice of the hearing unless the Centre Judicial Committee considers that the Dispute 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;
  - state whether the party or parties concerned, are required to appear or whether the Dispute will be determined on the papers;
  - state the date, place and time of the hearing; and
  - be delivered personally, by post and/or email and/or by facsimile to the last known address or facsimile number of the party or parties concerned.

(b) If after enquiry and agreement of the parties, the Centre 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 Centre Judicial Committee, it may refer the Dispute to the General Manager 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.

(c) A mediator appointed under Regulation 9.2.2 (b) 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.

(d) If by the agreed time period an agreement is reached on the outcome of the Dispute, the mediator shall notify the General Manager of the outcome. If an agreement cannot be reached within the agreed time period, the Dispute shall be referred back to the Centre Judicial Committee for determination under these Regulations.

(e) The procedures of the Centre Judicial Committee set out in Regulations 9.1.2(b) to 9.1.2 (l) with any consequential modifications shall apply to Disputes.

### 9.2.3 Procedure after Hearing

- (a) Once the Centre 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 and the Centre Board, signed by the Chairperson.
- (b) In addition, or in the alternative to determining the outcome of a Dispute the Centre Judicial Committee may, report its findings to the General Manager with such recommendations as it considers appropriate.
- (c) If a decision cannot be given by the Centre Judicial Committee immediately after the hearing, the relevant party or parties must be advised of the date by which the decision will be given.

## 10. Appeals

### 10.1 Commencement of Appeal to Centre Judicial Committee

10.1.1 Where a party wishes to appeal to the Centre Judicial Committee, the Appellant must give written notice of their appeal (as set out in Regulation 10.1.4) to the General Manager within 14 days of the decision appealed against being advised in writing to the Appellant.

10.1.2 In addition to Regulation 10.1.1, the Appellant shall pay a non-refundable fee of \$100 (incl GST) to the Centre within 14 days of the decision appealed against being advised in writing to the Appellant.

10.1.3 Any appeal under Regulation 10.1.1 shall be limited to any one or more of the following grounds:

- (a) that natural justice was denied;
- (b) the decision making body acted ultra vires or beyond its powers;
- (c) that substantially new evidence has become available after the decision which is being appealed;
- (d) in respect of Misconduct proceedings only, that the penalty was either excessive or inappropriate.

10.1.4 The Notice of Appeal in Regulation 10.1.1 must:

- (a) set out the grounds of appeal;
- (b) set out the outcome which is sought;
- (c) be accompanied by a statement or statements of evidence setting out the facts of the matter;

- (d) be accompanied by a written submission setting out why and how the Appellant considers the Centre Judicial Committee's decision was wrong; and
- (e) be in the prescribed form as set out in Annexure C.

## 10.2 Procedure for Appeals

- 10.2.1 Upon the General Manager receiving notice of Appeal under Regulation 10.1.1 s/he shall as soon as practicable determine whether to grant the Appellant leave to appeal and if so:
  - (1) determine the availability of the Centre Judicial Committee members;
  - (2) notify the other parties affected by the Appeal of the fact that the Appeal has been referred to the Centre Judicial Committee and send to them copies of the Notice of Appeal and any documentation or materials received in relation to it;
  - (3) request the Chairperson, in consultation with the other members of the Centre Judicial Committee, to determine a date, time and place for the hearing of the Appeal;
  - (4) give the parties affected by the Appeal at least 7 days notice of the hearing, unless the Centre Judicial Committee considers that the Appeal 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;
    - state whether the party or parties concerned, are required to appear or whether the Appeal will be determined on the papers;
    - state the date, place and time of the hearing; and
    - be delivered personally, by post and/or by facsimile to the last known address or facsimile number of the party or parties concerned.
- 10.2.2 The procedures of the Centre Judicial Committee set out in Regulations 9.1.2(b) to 9.1.2(l), with any consequential modifications, shall apply to Appeals.
- 10.2.3 An Appeal under these Regulations shall not be by way of rehearing but shall be limited to the decision against which is being appealed. Notwithstanding this the Centre Judicial Committee may hear or rehear evidence which was heard before the decision making body, if in the interest of natural justice, it considers it appropriate to do so.
- 10.2.4 Having heard the Appeal, the Centre Judicial Committee may make the following orders:

- (a) allow the Appeal and reduce or increase any penalty which was imposed by the organisation whose decision was appealed or impose any other penalty or sanction permitted by the Rules of the organisation whose decision was appealed;
- (b) dismiss the Appeal;
- (c) refer the matter back to the Club to re-hear the matter, with any such directions as it considers fit;

10.2.5 Once the Centre Judicial Committee has determined the outcome of the Appeal, the decision, and the reasons for the decision shall be given in writing to the parties and the Centre Board, signed by the Chairperson.

10.2.6 In addition, or in the alternative to determining the outcome of an Appeal the Centre Judicial Committee may, report its findings to the General Manager with such recommendations as it considers appropriate.

10.2.7 If a decision cannot be given by the Centre Judicial Committee immediately after the hearing, the relevant party or parties must be advised of the date by which the decision will be given at the conclusion of the hearing,

10.2.8 During any Appeal relating to Misconduct under this Regulation, the persons against whom an allegation of Misconduct is made may be suspended, on such terms and for such period as the Centre Judicial Committee thinks fit.

### 10.3 Procedure for Appeal Against Decision of Centre Judicial Committee

10.3.1 Where a party wishes to appeal a decision of the Centre Judicial Committee, (“the Appellant”) the Appellant must appeal in accordance with the Bowls Wellington Constitution and Regulations of Bowls NZ.

## 11. Other Provisions Relating to the Centre Judicial Committee

11.1 If upon receiving an allegation of Misconduct, a Dispute or an Appeal under these Regulations the Centre Judicial Committee considers that the matter is frivolous or is brought for vexatious reasons, it may dismiss the matter without a hearing. Before making such determination the Centre Judicial Committee may seek written submissions from the affected parties on the question of whether such matter is frivolous or vexatious.

11.2 Every decision of the Centre Judicial Committee under this Regulation shall be delivered or sent to the parties concerned. Immediately following such notification, and unless the Centre Judicial Committee considers it should remain confidential, the decision shall be circulated as soon as possible to all Members of the Centre and to the Chief Executive of Bowls NZ.

11.3 All decisions of the Centre Judicial Committee shall, unless specified otherwise, take effect immediately upon the date the decision is dated.

- 11.4 Each party and person involved in any proceedings under these Regulations shall bear their own costs. The Centre Judicial Committee has no right to award costs however it may, in its discretion, if the Appellant is successful in their appeal, direct that the fee for the appeal (as described in Regulation 10.1.2) be refunded.
- 11.5 If the Centre Board is unable to, or does not appoint a lawyer to the Centre Judicial Committee under Rule 27.1(a) of the Constitution, the Centre Judicial Committee (through the Secretary) may appoint a legally qualified person to be present at the hearing to render advice or assistance concerning any legal issue raised in the hearing, provided that such person shall not vote in relation to the findings or decision of the Centre Judicial Committee.

## **12-15 Reserved**

## **16. Competitions and Tournament Management Group**

- 16.1 The Centre will have a Competitions Management Group which will be made up of:
  - (a) General Manager (chair)
  - (b) Competitions Manager
  - (c) Tournament Managers
  - (d) Other Independent Members as the Board may decide from time to time
- 16.2 The Competition and Tournament Management Group will Set, Organise and Run all competitions and tournaments for Bowls Wellington. This includes setting the season program of events, asking for entries, setting up draws and running of competitions till its completion.
- 16.3 The Competitions and Tournament Management Group will report back to the Board at each Board meeting during the year.
- 16.4 The board will approve the season program before this goes into effect.

### **16.5 Tournament Review Sub-Committee.**

A Minimum of Four playing members of Bowls Wellington (ideally two men and two women), and the Tournament Committee will comprise the Tournament Review Committee.

In March every second year, the General Manager will ask for submissions from all members of Bowls Wellington for the Tournament Review.

The Tournament Review Committee will review these submissions along with looking at the Centre's playing programme and conditions of play for Centre Tournaments and recommend changes for the following 2-year period. The recommendations will be forwarded to the Clubs for consideration at the Delegates

Meeting in August. The output of the Tournament Review Committee and the relevant Delegates Meeting will be submitted to the Board, for approval.

## **17. Umpires Association**

- 17.1 There shall be a Wellington Umpires Association that will run independent of the Board.
- 17.2 The board will ask for a report no less than twice a year from this Association and assist as they see fit with them.

## **18. Coaching and Training Group**

- 18.1 There shall be a coaches and training group set up to help foster the development of players in Bowls Wellington. This group will be made up of:
  - (a) General Manager (Chair)
  - (b) Coaching Co-Ordinator
  - (c) High Performance Coaches in Bowls Wellington
  - (d) Other Independent Members as the Board may decide from time to time
- 18.2 **Functions.**  
The functions of the Coaching and Training Group, subject to any directions from the Centre Board and the Bowls NZ Coaching Coordinator, are:
  - 18.2.1 To take such action as it deems appropriate to ensure the provision of competent qualified coaches for the Game of Bowls throughout the Centre.
  - 18.2.2 To foster such educational and other work as may be deemed advisable to develop and maintain among all bowlers in the Centre District a high level of skill in the Game of Bowls.
  - 18.2.3 To take such action as it deems necessary to ensure that appropriate records of registered coaches are kept at Centre level.
  - 18.2.4 To carry out such other functions as may be prescribed from time to time by the Centre Board and/or the Bowls National Coaching Coordinator.

## **19. Greenkeepers Management Group**

- 19.1 There shall be a Greens Management Group which shall consist of:
  - (a) General Manager (Chair)
  - (b) Greenkeepers Manager
  - (c) No less than 2 Greenkeepers in Bowls Wellington
  - (d) Other Independent Members as the Board may decide from time to time
- 19.2 Finances will be held in a Centre account and used exclusively by the Greens Management Group. There are to be three signatories, two from the Greens

Management Group and the Centre General Manager. Two signatories are required on all transactions, one of which must be the Centre General Manager.

19.6 Functions.

The functions of the Greens Management Group, subject to any directions from the Centre Board, are:

- 19.6.1 To take such action as it deems appropriate to ensure the provision of suitable greens for the game of bowls throughout the Centre District.
- 19.6.2 To inspect all greens within the Centre District and make recommendations to the Centre Competitions and Tournament Management Group on their suitability for use at Centre events.
- 19.6.3 To foster such educational and other work as may be deemed advisable to develop and maintain among all Green Superintendents and Green Keepers a standard of knowledge to ensure that the greens in the Centre District are of the highest possible standard. To promote the structures provision and use of greenkeeping training.
- 19.6.4 To maintain contact with NZ Sports Turf Institute and to disseminate agronomic advice and research findings to all Clubs.
- 19.6.5 To take such action as it deems necessary to coordinate the provision of services and chemicals to Clubs.
- 19.6.6 To prepare and submit an annual report on its activities throughout the year for presentation to each Bowls Wellington Annual General Meeting.
- 19.6.7 To carry out such other functions as may be prescribed from time to time by the Centre Board.

## 21. Selectors

- 21.1 The Conveners 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.
- 21.2 The Conveners of Men's and Women's Selectors will recommend to the Board through the General Manager appointments of assistants and coaches to their teams.
- 21.3 The duties of the Selectors shall be to select the teams for all Inter-Centre matches and in accordance with the Centre Constitution make nominations for Representative Teams.

21.4 Key Tasks:

- (a) Select teams on playing form.
- (b) Hold selection trials as deemed necessary.
- (c) Observe players to ascertain current playing form and attitude to bowling.

- (d) Attend Centre fixtures to observe players.
- (e) Maintain record of player's representative appearances in collaboration with the General Manager.
- (f) Liaise with Centre High Performance Committee to prepare a Player Development Programme.

## **22. Colours**

- 22.1 The Centre and all Clubs shall comply with the clause relating to colours set out in the Constitution of Bowls NZ.
- 22.2 The colours of the Centre shall be Gold or Yellow and Black.
- 22.3 No Club shall use the colours which are the same or similar to the Centre's colours without the prior approval of the Centre Board.

## **23-26 Reserved**

## **27. Matches, Tournaments, Competitions**

### **27.1 Centre and Club Open Tournaments**

The Centre may approve applications, conditions and posters lodged by its Clubs for the conduct of Club Open Tournaments and may itself conduct Centre Open Tournaments provided posters and/or conditions for such Tournaments conform to Bowls NZ requirements.

### **27.2 Matches**

The Centre Board shall determine the Inter Centre matches and competitions which it may enter for the Centre during the ensuing season, but the Centre Board shall have power to vary such decisions if, owing to subsequent circumstances it shall deem such variations to be in the best interests of the Centre.

The Above – Can it be deleted?

## **28. Tournament Conditions**

- 28.1 Conditions for all tournaments for which Bowls Wellington is the Controlling Body are published by Bowls Wellington on their website and handbook (if they have one) and will be communicated to clubs via email and social channels.

## **29. Champion Club Trophy**

29.1 Points awarded towards the Dominion Cup (Men), and Noel Burn Tray (Women) can often change due to requests at the Tournament Review Meeting. As such these points will be displayed by Bowls Wellington online via their website.

## **30. Player of the Year**

30.1 This trophy is awarded annually to the male and female player who earns the highest number of points during the season. These points often change due to requests at the Tournament Review Meeting. As such these points will be displayed by Bowls Wellington online via their website.

## **31. Code of Conduct**

31.1 The Bowls Wellington Code of Conduct is attached as Annexure D

## **ANNEXURE A**

## ALLEGATION OF MISCONDUCT

## Regulation 9.1.1

I..... (name)  
("Complainant") of

..... (address)

consider .....  
(insert name of, Member, Club or name official or member of the Centre) ("Respondent")

has engaged in Misconduct (as defined the Constitution of Bowls Wellington) in that the Respondent did the following:

*(insert details of misconduct including date(s), place and time on which it occurred)*

This form is to be submitted within 14 days of the alleged incident/s of misconduct to Bowls Wellington, PO Box 38245, Wellington Mail Centre for consideration by the Centre Judicial Committee. The Complainant consents to this form and its contents being disclosed to the Respondent.

Signed: .....

Date: .....

## **ANNEXURE B**

## **REFERAL OF A DISPUTE**

## Regulation 9.2.1

**I,**.....  
*(insert name of member, official or name of Club)*

of.....(Club)

.....(address)

am in dispute with

(insert name of member, official or name of Club)

and wish to refer that dispute to the Centre Judicial Committee. The dispute is about the following:

*(insert details of dispute including date(s), place and time on which the matter giving rise to the dispute occurred)*

This form is to be submitted within 14 days of the alleged incident/s giving rise to the dispute to Bowls Wellington, PO Box 38245, Wellington Mail Centre for consideration by the Centre Judicial Committee. I consent to this form and its contents being disclosed to the other party/ies to this dispute.

Signed: .....

Date: .....

**ANNEXURE C**  
**NOTICE OF APPEAL**  
**Regulation 10.1.4**

I,.....(name)

of .....(Club)

.....(address)

give notice that I wish to appeal the decision of:

.....  
(insert name of official or committee of a Club/or Centre Controlling Body which gave decision which you are appealing)

which decision was notified to me on.....(date)

on the grounds that: (continue on separate page if necessary)

.....  
.....

The outcome which I am seeking from this appeal is: (continue on separate page if necessary)

.....  
.....

As required under the Centre's Judicial Regulations, attached to this Notice of Appeal is:

1. A statement or statements of the facts giving rise to this appeal (i.e. a statement of what happened at, or in connection with, the hearing or the decision of the Club which you are appealing).
2. A submission on why I consider the decision of the Club/Centre Controlling Body is wrong.
3. My payment for the sum of \$100 payable to Bowls Wellington Incorporated bank account and being the non-refundable fee for the appeal.

Account Number: 03-0543-0160449-00

Signed: .....

Date: .....

This form and the attachments referred to in it, must be submitted within 14 days of the day on which you were notified of the decision which you are now appealing, to Bowls Wellington, PO Box 38245, Wellington Mail Centre for consideration by the Centre Judicial Committee.

## ANNEXURE D



# Bowls Wellington Representative Code of Conduct Form (2025)

If you are Under 18 or part of our youth team, you must have a Parent/Caregiver sign this Code of Conduct on your behalf.

## Terms & Conditions

### BOWLS WELLINGTON HIGH PERFORMANCE CODE OF CONDUCT

#### 1. OBJECTIVES

**1.1** To state plainly how players chosen in squads and teams to represent Bowls Wellington, team management and team support are expected to conduct themselves as representatives and the consequences of any breach of the expected standard of behaviour.

**1.2** To ensure that High Performance squad members are aware of the standards expected and the consequences of breaching those standards.

**1.3** To identify a clear process for dealing with any grievances arising from any actions that breach this Code of Conduct.

#### 2. GENERAL

**2.1** This Code of Conduct is to be followed on all occasions and in all places where the member of the High-Performance squad represents Bowls Wellington. This Code applies:

- a)** at the venue of play, including the green, its surrounds, and the clubhouse where the player is about to compete, is competing, or has competed;
- b)** when competing outside Wellington, from the time of departure until return to the region. This includes all relevant locations including the competition venue (greens, surrounds, and clubhouse), accommodation, restaurants, and any official or unofficial gatherings during that period; and
- c)** any situation where the player or High-Performance squad official is participating in a training, competition, or other official or unofficial event as part of the Bowls Wellington High-Performance Squad.

#### 3. PLAYER'S OBLIGATIONS

##### 3.1 Competition

- a)** To always maintain a high standard of sportsmanship and fair play. This will include:

- i)** always playing to the best of their ability and where appropriate to perform as part of a team including maintain team rules and accepted culture;
- ii)** abiding by the laws of the sport, its regulations, and the conditions of play;
- iii)** respecting and accepting without question any ruling given by an Umpire (subject to any appeal process provided by the laws or regulations of Bowls);
- iv)** abiding by the Bowls New Zealand Anti-Doping Regulations or any other applicable anti-doping rules;
- v)** presenting himself/herself for competition in an acceptable physical and mental condition and standard of appearance; and
- vi)** maintaining an attitude of self-respect and politeness towards opponents both on and off the green and, as appropriate, prepared to acknowledge opposition good play.

### **3.2 Playing and Training**

- a)** As a member of the Bowls Wellington High Performance Squad, the squad member shall attend and participate in, to the best of their ability, all training sessions, and meetings as directed by High-Performance Management.
- b)** Immediately when a player has become ill or injured, they shall notify High-Performance Management and take all reasonable steps to minimise any further illness or injury.

### **3.3 Other Occasions-**

- a)** To refrain from:
  - i)** any behaviour that might reflect unfavourably on the sport, Bowls Wellington, or the High-Performance Squad and management, or that might bring any other player, official or Bowls Wellington into disrepute;
  - ii)** making any negative comment to the media, written, electronic or social media relating to the event, High-Performance Squad, Bowls Wellington without the permission of High-Performance Management, and in particular any public announcement or media comment that might bring the game or Bowls Wellington into disrepute; and
  - iii)** behaving in a way that is discriminatory, bullying, harassing, racist, sexist, violent, abusive or otherwise inappropriate towards others, in person or online.
- b)** Abide by and:
  - i)** comply with all reasonable directions of High-Performance Management or Bowls Wellington; and
  - ii)** accept and act upon any judgment of Bowls Wellington Management in respect of unacceptable behaviour.
- c)** Respect the tournament officials, volunteers, officers, members, and staff of any club during any event.

- d)** Respect the officers and appointed officials of Bowls Wellington, any other Centre you play in, and Bowls New Zealand.
- e)** Respect any other officials involved at any gathering in public as a member of the High-Performance Team.
- d)** Accurately represent personal qualifications, experience, and affiliations.

### **3.4 Other Bowls Wellington Policy**

- a)** Consumption of Alcohol during representative play is not approved and any deviation from this is to be sanctioned by High-Performance Management.
- b)** Bowls Wellington High-Performance squad members must honour the team environment team rules and culture and any departure away from the place of the team residence must be sanctioned by High-Performance Management.
- c)** The Bowls Wellington smoking/vaping policy is that smoking and vaping is prohibited on greens while standing or playing on the greens. This excludes the designated smoking areas.

## **4. RESPONSIBILITIES OF HIGH-PERFORMANCE MANAGEMENT**

- 4.1** Provide a supportive and safe environment for the players and others while at the same time ensuring that any potential breach of this Code of Conduct is drawn to the attention of the player concerned.
- 4.2** Provide the opportunity for a member of the High-Performance team to safely express their views relating to the playing environment and team culture.
- 4.3** Take responsible and appropriate action when High-Performance Management or a responsible official is satisfied that a breach of the Code of Conduct has occurred.
- 4.4** Report on any breach of this Code of Conduct which has come to their attention to Bowls Wellington.

## **5. BREACH OF THE CODE OF CONDUCT**

- 5.1** If High-Performance Management is satisfied that a person may have breached this Code of Conduct, having heard an explanation from a High Performance team member, High-Performance Management shall notify the Centre Manager and the process set out in the Bowls Wellington Constitution and Regulations shall apply.

This Code of Conduct has been adopted by Bowls Wellington. It requires every player selected in the Bowls Wellington High-Performance Programme, management, and any other support personnel appointed by Bowls Wellington, to sign their acceptance of the terms.

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Position	Name	Signature	Date
Player			
Manager			