



# **BOWLS SOUTH AFRICA**

**MODUS OPERANDI OF THE**

**NATIONAL STANDING**

**COMMITTEE - DISABILITY**

**[N.S.C.D]**

**September 2017**

## **MODUS OPERANDI OF THE NATIONAL STANDING COMMITTEE DISABILITY**

1. Bowls South Africa Executive [hereinafter referred to as the Executive] shall have under its control a Standing Committee The National Standing Committee – Disability will hold their own election of office bearers. These office bearers will be ratified at the Executive’s annual Strategic Planning Meeting.
  - 1.1 The National Standing Committee - Disability, hereinafter referred to as “NSCD,” shall consist of not less than three or more than six persons and preferably be of mixed gender. The Committee to be represented by all member groups, and preferably on an equal basis. [The Executive at their discretion may amend the total number of members on the Committee].
  - 1.2 Member Groups consist of:  
Physically Disabled Bowlers of South Africa (PDSA) and Visually Impaired Bowls South Africa (VIBSA).  
Disability Bowls S.A. to be affiliated to International Bowls for the Disabled – [I.B.D].
  - 1.3 The appointment of additional members to the Committee shall be at the sole discretion of the Executive
  - 1.4 The Convenor shall be appointed by the Executive.
  - 1.5 The NSCD shall be responsible and accountable to the Executive..
  - 1.6 The Convenor may convene any meetings of the Committee as and when required at his or her discretion or as directed by the Executive.
  - 1.7 In the event of the Convenor not being present at any scheduled Meeting, the Committee shall elect one of the members to act as Chairperson for that Meeting
  - 1.8 In the event of the Committee not being able to reach a unanimous decision, the matter must be referred to the Executive.

- 1.9 All minutes of meetings and copies of correspondence must be submitted to the Bowls South Africa Office, within 15 days of such meeting.
- 1.10 The Committee shall meet as and when required to perform its functions. The nature of the purpose of the Committee is such that many of the functions can be performed through postal, telephonic or electronic communication between members of the Committees reducing the need for physical meetings to the minimum.
- 1.11 The Convenor shall determine the allocation of duties and responsibilities to the members of the Committee.
- 1.12 The Executive may, at its discretion, allow members of the Committee to serve on a District Standing Committee.
- 1.13 Members of the NSCD shall seek approval for unbudgeted expenses from the Convenor and the Executive Liaison Member prior to any visits to Districts and/or clubs.
- 1.14 Members of NSCD shall be entitled, upon submission of satisfactory documentation to the Executive, to be reimbursed for reasonable travelling, accommodation, subsistence and communication expenses, provided it was recommended and signed by the Convenor.
- 1.15 The two member groups of the Committee PDBA and VIBSA will be allowed to conduct banking accounts in their names. Copies of all financials to be forwarded to the Bowls South Africa Office monthly, on or before the 15<sup>th</sup> of every month. Annual audited accounts to be forwarded to Bowls South Africa.
- 1.16 Credit purchases, travel or accommodation arrangements may only be made with the prior written consent of the Executive after monies become available from Bowls South Africa.

1.17 The Executive may make cash or cheque advances against an agreed budget for specific courses or events. Reconciliation of these advances together with supporting documents must be submitted to the Bowls South Africa Office within 15 days of closure of course or event.

1.18 The two member groups of the committee PDSA and NAVIB will be allowed to apply separately for Lotto funds and the Lotto administration will be their responsibility.

1.19 Any conflict of interest must be declared by any member of the NSCD annually.

2. The NSCD shall assist and advise the Executive on all aspects pertaining to Disability Bowls and:-

2.1. from time to time, as deemed necessary, Directors for Visually Impaired Bowlers will be trained by the Committee.

### 3. Tournaments:

3.1 Tournaments for the Disabled and Blind Bowlers are to be organized by the Committee, whenever necessary. Bowls South Africa to be informed as per section 1.9.

3.2 Bowls S.A Tournaments – Participation:

3.2.1. Any affiliated bowler may enter any National or District Competition provided they meet the criteria laid down by the Executive as follows:

3.2.1.1 No centre strings may be placed on the green.

3.2.1.2 The player needs to be self-helping i.e. in the case of a wheelchair or physically disabled bowler no assistance will be allowed. No Director in the case of a visually impaired bowler.

3.2.1.3 Distance markers/discs may be placed

along the side of the banks for the visually impaired. The markers/discs must be provided by the player.

- 3.2.14 Any other criteria as laid down by the Executive who may include time limits imposed on games.

**4. Membership of Bowlers:**

- 4.1 Bowlers to be affiliated to Bowls South Africa via Club and District structures.
- 4.2 Where financial burdens exist, arrangements with Individuals would be arranged by the N.S.C.D. to fund affiliations

**5. Bowls SA Code of Conduct and Communication Policies**

All members are to be conversant with and abide by these policies.

**6. Attendance at Functions:**

All Standing Committee members are to attend all function when required to do so.

No Spouses/Partners to accompany a Standing Committee member when they travel for official duty.

The President may under very special circumstances allow a spouse/partner to accompany the member. The additional cost will be for the member's account.

**7. Standing Committee Clothing Policy:**

The following is the dress policy whilst performing Bowls SA duties, unless instructed otherwise by the President or the Bowls SA office.

**Men**

Bowls SA Windbreaker, Cream Golf Shirt, Cream Trousers, White Shoes. Navy Blue trousers may be worn whilst running courses or officiating at tournaments.

**Women**

Bowls SA Windbreaker, Cream Golf Shirt, Cream Skirt or Slacks, White Shoes. Navy Blue Slacks may be worn whilst running courses or officiating at tournaments.  
Correct dress to be worn on arrival

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