



BOWLS SOUTH AFRICA

MODUS OPERANDI

OF THE

NATIONAL STANDING COMMITTEE –

MEMBERSHIP & MARKETING [N.S.C.M.&M.]

September 2017

MODUS OPERANDI OF THE NATIONAL STANDING COMMITTEE – MEMBERSHIP & MARKETING

1. Bowls South Africa Executive shall appoint members of the Membership & Marketing Standing Committee. These appointments shall be at the discretion of the Bowls South Africa Executive [hereinafter, referred to as the Executive] and revised when necessary..
 - 1.1 The National Standing Committee – Membership & Marketing, hereinafter referred to as “NSCM&M” shall consist of not less than three or more than six persons, preferably of mixed gender, in addition they should have marketing and promotional experience, [The Executive, at their discretion, may amend the total number of members on the Committee].
 - 1.2 The Executive may, at its discretion, allow NSCM&M Officials to serve on a District Standing Committee.
 - 1.3 The appointment of additional or replacement members to the NSCM&M shall be at the sole discretion of the Executive, with appointments made annually at the Executive Strategic Planning Meeting.
 - 1.4 The Convenor shall be appointed by the Executive.
 - 1.5 In the event of the Convenor not being present at any scheduled Meeting, the NSCM&M shall elect one of the members to act as Chairperson for that Meeting.
 - 1.6 The NSCM&M shall be responsible and accountable to the Executive.
 - 1.7 The NSCM&M shall meet as and when required to perform its functions. The nature of the purpose of the NSCM&M is such that many of the functions can be performed through, telephonic or electronic communication between its members thereby reducing the need for physical meetings to the minimum.

- 1.8 The Convenor may convene any meetings of the NSCM&M Committee as and when required at his or her discretion or as directed by the Executive.
- 1.9 All minutes of meetings and copies of correspondence must be submitted to Bowls South Africa within 15 days of such meeting.
- 1.10 In the event of the NSCM&M not being able to reach a unanimous decision, the matter must be referred to the Executive.
- 1.11 The Convenor shall determine the allocation of duties and responsibilities to the members of the NSCM&M, according to a detailed list of job descriptions, with allocations made annually at the Executive Strategic Planning Meeting. The job descriptions should detail each member's responsibilities and be easily transferable from member to member, especially at the time of introduction of new members.
- 1.12 Members of the NSCC shall seek approval for unbudgeted expenses from the Convenor and the Executive Liaison Member prior to any visits to Districts and/or Clubs.
- 1.13 Members of the NSCM&M 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 and the Executive Liaison member of the NSCM&M.
- 1.14 The NSCM&M may not conduct banking accounts of any nature either in its name or in the name of Bowls South Africa.
- 1.15 No credit purchases, travel or accommodation arrangements may be made without the prior written consent of the Executive.
- 1.16 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.
- 1.17 Any conflict of interest must be declared by any member of the NSCM&M annually.
2. The NSCM&M shall prepare and oversee programs to
- 2.1 Assist Districts and Clubs to grow membership.
- 2.2 Promote and market the sport creating awareness and change perceptions.
- 2.3 Assist districts and clubs to increase participation and membership of all age groups.
- 2.4 Negotiate with the respective national and regional government departments to get bowls recognised and registered as a school sport at a national level
- 2.5 Submit such reports as the Executive may determine from time to time.
- 2.6 Undertake such other duties as the Executive may delegate from time to time.
3. District Marketing and Membership Standing Committee:
- 3.1 Each District affiliated to Bowls South Africa shall appoint a Standing Committee of not less than three and not more than six persons, preferably of mixed gender, to control and administer all membership and marketing aspects of bowls within its area of jurisdiction.
4. **Bowls SA Code of Conduct and Communication Policies**
All members are to be conversant with and abide by these policies.
5. **Attendance at Functions:**
All Executive members, Selectors, Standing Committees and Players to attend all functions when required to do so.

Spouses/Partners will only accompany when specially invited.
This must be approved by the Office.

No Spouses/Partners to accompany any Executive, Selector or 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.

6. **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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