



# **BOWLS SOUTH AFRICA**

## **MODUS OPERANDI**

### **OF THE**

## **NATIONAL STANDING COMMITTEE – ACADEMY [N.S.C.A.]**

**February 2019**

### **MODUS OPERANDI OF THE NATIONAL STANDING COMMITTEE – ACADEMY**

1. Bowls South Africa Executive shall appoint a 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 – Academy, hereinafter referred to as "NSCA." shall consist of not less than three or more than six persons, preferably of both genders. Members should have inter-national coaching and/or management experience. [The Executive, at their discretion, may amend the total number of members on the Committee].
  - 1.2 The appointment of additional or replacement members or consultants to the NSCA shall be at the sole discretion of the Executive.
  - 1.3 The Convenor shall be appointed by the Executive.
  - 1.4 The NSCA shall be responsible and accountable to the Executive
  - 1.5 The Convenor may convene any meetings of the NSCA as and when required at his or her discretion or as directed by the Executive.
  - 1.6 In the event of the Convenor not being present at any scheduled Meeting, the NSCA shall elect one of the members to act as Chairperson for that Meeting.
  - 1.7 In the event of the NSCA not being able to reach a unanimous decision, the matter must be referred to the Executive
  - 1.8 All minutes of meetings and copies of correspondence must be submitted to Bowls South Africa within 15 days of such meeting.
  - 1.9 The NSCA 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 telephonic or electronic communication between members, reducing the need for physical meetings to the minimum. All communications relating to NSCA affairs must be copied to both the Convenor and Executive liaison member.

- 1.11 The Convenor shall determine the allocation of duties and responsibilities to the members of the NSCA.
  - 1.12 The Executive may, at its discretion, allow National Standing Committee – Academy officials to serve on other National or District Standing Committees.
  - 1.13 Members of the NSCA shall seek approval for unbudgeted expenses from the Convenor.
  - 1.14 Members of the NSCA 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 NSCA may not conduct banking accounts of any nature either in its name or in the name of Bowls South Africa.
  - 1.16 No credit purchases, travel or accommodation arrangements may be made without the prior written consent of the Executive.
  - 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 Any conflict of interest must be declared by any member of the NSCTO annually.
2. The objectives of the NSCA shall be to facilitate, coordinate, coach and manage the development of elite players on a national basis

- 2.1 They are to
  - be Medal driven
  - be Coach driven
  - be Athlete centred focused
  - employ sports technology and science to enhance players and coaches performances
  - create a winning culture
  - be research and development driven

### 3. **Services to be rendered**

- 3.1 Physical testing and interventions, Medical testing, Psychological training and support, Sports nutrition, Sports vision, Bio-kinetic support and Physical conditioning.

### 4. **Responsibilities**

The Academy is responsible for the provision of sports specific technology, which is an essential component of the development and competitiveness of players. These include

- 4.1 Notational analysis, game analysis, video-based biomechanical analysis, video-based technique analysis skills assessment and Dart Fish analysis.

### 5. **Attendance at Functions:**

All Standing Committee members are to attend all functions 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 members account.

### 6. **Standing Committees 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, Navy Blue Trousers, White Shoes. Cream trousers may be worn whilst attending formal functions as shall be determined by the President.

**Women**

Bowls SA Windbreaker, Cream Golf Shirt, Navy Blue Skirt or Slacks, White Shoes. Cream Slacks may be worn whilst attending formal functions as shall be determined by the President.

**NB. Correct dress to be worn if a Formal or Informal function is to be attended on arrival.**

**Rev. February 2019**