



# **BOWLS SOUTH AFRICA**

## **MODUS OPERANDI**

### **OF THE**

### **NATIONAL**

### **STANDING COMMITTEE -**

### **GREENKEEPERS**

### **[N.S.C.G]**

February 2019

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

1. Bowls SA Executive shall appoint a Standing Committee for Greenkeepers. These appointments shall be at the discretion of Bowls South Africa Executive [hereinafter, referred to as the Executive] and revised when necessary.
  - 1.1 The National Standing Committee - Greenkeepers, hereinafter, referred as "NSCG," shall consist of not less than three and not more than six persons, preferably of mixed gender, all of whom shall have had satisfactory experience in greenkeeping, in presenting courses and be proficient at inspections. The Executive, at their discretion, may amend the total number of members on the Committee.
  - 1.2 The appointment of additional or replacement members to the NSCG shall be at the sole discretion of the Executive.
  - 1.3 The Convenor shall be appointed by the Executive.
  - 1.4 The NSCG shall be responsible and accountable to the Executive.
  - 1.5 The Convenor may convene any meetings of the NSCG 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 NSCG shall elect one of the members to act as Chairperson for that Meeting.
  - 1.7 In the event of the NSCG 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 the Bowls South Africa Office within 15 days of such meeting.

- 1.9 The NSCG 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. All communications relating to NSCG affairs must be copied to both the Convenor and Executive liaison member.
- 1.10 The Convenor shall determine the allocation of duties and responsibilities to the members of the NSCG
- 1.11 The Executive may, at its discretion, allow members of the Greenkeepers Standing Committee to serve on a District Standing Committee.
- 1.12 Members of the NSCG 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 NSCG shall be entitled, upon submission of satisfactory documentation to Bowls South Africa, be reimbursed for reasonable travelling, accommodation, subsistence and communication expenses, provided it was recommended and signed by the Convenor.
- 1.13 The NSCG may not conduct banking accounts of any nature either in its name or in the name of Bowls South Africa.
- 1.14 No credit purchases, travel or accommodation arrangements may be made without the prior written consent of the Executive.
- 1.15 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.
- 1.16 Any conflict of interest must be declared by any member of the NSCG annually.

2. The NSCG shall assist and make recommendations to the Executive on the construction and maintenance of bowling greens in the Republic of South Africa and shall
  - 2.1 strive continuously to improve the standard of greens throughout the Republic of South Africa.
  - 2.2 train groups of Greenkeepers in each District to enable them:
    - 2.2.1 to inspect and evaluate greens in their District
    - 2.2.2 to identify problems and provide assistance in solving these problems
    - 2.2.3 to conduct or assist in the organisation of Seminars for Greenkeepers.
    - 2.2.4 to build up a database of greens in their District to stimulate interest in greenkeeping at Club Committee level.
    - 2.2.5 to assist in research projects initiated by themselves or by the National Standing Committee – Greenkeepers of Bowls South Africa.
  - 2.3 Group districts into 6 greenkeeping regions allowing for similarities in climatic conditions and playing surfaces.
    - ◆ All the KwaZulu Natal Districts
    - ◆ Eastern Province & Border
    - ◆ Southern Cape, Boland & Western Province
    - ◆ Northern & Southern Free State, Griqualand & Vaal
    - ◆ Eastern Gauteng, Gauteng North, Limpopo & Mpumalanga.
    - ◆ Central Gauteng, Sables & North West

Each member of the committee will be allocated a region and will be referred to hereinafter as Regional Greens Advisors.

## 2.4 Regional Green Advisors Liaison with Districts

- 2.4.1 The Regional Green Advisor (RGA) is a member of the Greens Standing Committee.
- 2.4.2 The RGA for a particular Region will initiate contact with the Executive and the Greens Standing Committee of each District in his region
- 2.4.3 All correspondence and educational material will be directed through the District Secretary for distribution except in the case of a National or International event where the RGA concerned will deal directly with the Tournament Committee Convenor and Bowls South Africa.
- 2.4.4 It is important that the District Secretary should have knowledge of any contact between the District Standing Committee and an outside agency.

However, in order to expedite matters, direct contact between the RGA and the District Greens Committee in the final stages of organising seminars for visits of the RGA may be allowed provided the District Secretary and Bowls South Africa are kept informed of developments, in writing.

## 2.5 Education and Training

- 2.5.1 Initially the RGA will be responsible for the training of those members of the district Greens Committee who will be undertaking the inspections and who will be making contact with club committees and their greenkeepers.
- 2.5.2 The RGA and the District Greens Committee will be responsible for the organisation of Seminars.
- 2.5.3 The RGA will assist the District Greens Committee in establishing a database of all the greens in the District.

## 2.6 District Greens Standing Committee

- 2.6.1 Each District Association will be required to form a Greens Standing Committee.
- 2.6.2 This Committee will consist of a Convenor and preferably not less than three and not more than six members, one of whom should act as Secretary.
- 2.6.3 The members of the District Greens Standing Committee should be proficient in Greens evaluation and be willing to undertake inspections.
- 2.6.4 The Regional Greens Advisor (RGA) will liaise with each District Association and be available to assist with the formation of the District Greens Committee if so required.
- 2.6.5 Once the District Greens Committee has been formed, the RGA and the Executive of Bowls South Africa must be informed of the names of the Committee members and contact numbers of the Convenor.

## 2.7 Inspection of Greens:

- 2.7.1 Bowls South Africa National & International Events
- 2.7.2 As all South African events are organised by a Tournament Committee the RGA and the District Greens Committee must maintain a line of communication with that committee.
- 2.7.3 Preliminary inspections:

Considering the additional duties imposed upon the members of the National Standing Committee – Greenkeepers and Regional Greens Advisor all preliminary inspections for SA events will be undertaken by the District Greens Standing Committee.

Such an inspection for S.A. events will be undertaken by the Standing Committee of Bowls S.A. assisted by members of the District Greens Standing Committee. Results and recommendations submitted to Bowls S.A. Executive.

The Executive will decide on which greens are to be used for any event.

The following minimum requirement will apply, and must be evaluated on the stipulated forms:

◆ SA Nationals Fours play-off	81.5%
◆ SA Nationals Headquarters	87.5%
◆ SA Masters and Inter-Districts	87.5%
◆ International & National	87.5%

2.7.4 The Operations Manager of Bowls South Africa is involved with forward planning and allocation of major tournaments. It is important that the District Greens Committees through the RGA should keep the Executive informed of any changes in the greens of the major clubs in the District where S.A. events might be held.

#### 2.7.4.1 District Events:

The District Greens Standing Committee will be available to undertake inspections for the District Executive and may call upon the RGA at their expense to assist if deemed necessary.

2.7.4.2 Bearing in mind the fact that some Districts cover a large area it is expected that all the greens in a district will be inspected every two years.

### 3. **Bowls SA Code of Conduct, Communication, Sexual Harassment and Conflict of Interest Policies**

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

#### 4. **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.

#### 5. **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, 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 Slacks, White Shoes. Cream Slacks may be worn whilst attending formal functions as shall be determined by the President

Correct dress to be worn on arrival

**Rev. February 2019**

