



**BOWLS SOUTH AFRICA**

**MODUS OPERANDI**

**OF THE**

**NATIONAL STANDING  
COMMITTEE –**

**TRANSFORMATION & WOMEN**

**IN SPORT**

**[N.S.C.T&WS]**

**February 2019**

**TRANSFORMATION**



**“And the day came when the risk to  
remain the same was greater than  
the risk to change ...  
It is, after all, the only hope for the  
Caterpillar to become the Butterfly.”**

**MODUS OPERANDI FOR THE NATIONAL STANDING  
COMMITTEE FOR TRANSFORMATION AND WOMEN IN  
SPORT**

1. Bows South Africa Executive shall appoint a Standing Committee These appointments shall be at the discretion of the Bows South Africa Executive [hereinafter, referred to as the Executive] and revised when necessary.

- 1.1 The National Standing Committee for Transformation and Women in Sport, hereinafter referred to as "NSCT&WS," shall consist of not less than three or more than six persons, preferably of mixed gender and race.
  - 1.2 The appointment of additional or replacement members to the NSCT&WS shall be at the sole discretion of the Executive.
  - 1.3 The Convenor shall be appointed by the Executive.
  - 1.4 The NSCT&WS shall be responsible and accountable to the Executive.
  - 1.5 The Convenor may convene any meetings of the NSCT&WS 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 NSCT&WS shall elect one of the members to act as Chairperson for that Meeting.
  - 1.7 In the event of the NSCT&WS 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 and copied to all other Standing Committees for information.
  - 1.9 The NSCT&WS shall meet as and when required to perform its functions. The nature of the purpose of the NSCT&WS is such that many of the functions can be performed through telephonic or electronic communication between members of the Committees reducing the need for physical meetings to the minimum. All communications relating to NSCT&WS 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 NSCT&WS
  - 1.12 The Executive may, at its discretion, allow members of the NSCT&WS to serve on a District Standing Committee.
  - 1.13 Members of the NSCT&WS shall seek approval for unbudgeted expenses from the Convenor and the Executive Liaison Member prior..
  - 1.14 Members of the NSCT&WS 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.
  - 1.14 The NSCT&WS, during November each year must present to the Executive a business plan for the ensuing financial year.
  - 1.14 The NSCT&WS 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 NSCTO annually
2. The NSCT&WS shall assist and make recommendations to the Executive on all aspects of transformation and Women in Sport, in accordance with Government policies and in alignment with the Transformation Charter for South African Sport in the Republic of South Africa.

- 2.1 Support and advise Districts of all Transformation requirements within the bowls multi-dimensional scorecard and measurement system.
- 2.2 Implement manage and monitor the Transformation process in bowls, using a multi-dimensional Transformation Scorecard that is built around a set of key strategic areas. Change has to be brought about in these dimensions if effective transformation is to take place.

The dimensions to be monitored are:

- Access – infrastructure and participation
- Skills and Capacity Development
- Demographic Profiles
- Performance – contributing to winning nation
- Contribution to Government priorities
- Good Governance

- 2.3 Provide guidelines and recommendations to the Executive and all other Standing Committees relating to 2.2
  - 2.4 Undertake such duties as the Executive may delegate from time to time.
  - 2.5 Subject approval of the Executive, arrange National Workshops, Seminars or other events to achieve the current NSCT&WS business plan.
3. **District Transformation and Women in Sport Standing Committee**  
Each District affiliated to Bowls South Africa shall appoint Standing Committee of not less than three and not more than six persons, preferably of mixed gender, to control and administer all marketing and membership 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, 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.

Correct dress to be worn on arrival

**Rev. February 2019**