



MODUS – OPERANDI: NATIONAL STANDING COMMITTEES / COMMITTEES

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CHAPTER 1: INTRODUCTION

APPOINTMENT

1. The Executive of Bowls SA (hereinafter referred to as the Executive), shall, at its first meeting after the Annual General Meeting (AGM), appoint the various National Standing Committees and Committees, as deemed necessary, from (unless otherwise indicated) nominations submitted by Provincial/District Bowling Associations and/or Associate members. The appointment of replacement members, for members that resign, etc, during the year shall be at the sole discretion of the Executive.
2. The Executive will seek to enforce the principles of gender and racial equality when appointing the members of the National Standing Committees and Committees.
3. The Executive shall appoint the Convenors of the National Standing Committees and Committees, unless otherwise stated.
4. An Executive member shall be appointed as the Executive Liaison for each of the appointed National Standing Committees and Committees.

FINANCES

5. The Convenors of the National Standing Committees and Committees, or a person appointed by the Convenor, shall be responsible for the financial reports (i.e. budget, financial records) of the National Standing Committee or Committee.
6. The National Standing Committees / Committees may not hold banking accounts of any nature either in its name or in the name of Bowls SA, unless otherwise stipulated hereinafter.
7. Members of the National Standing Committees / Committees shall be entitled, upon submission of satisfactory documentation to the Bowls SA Office, to be reimbursed for reasonable travelling, accommodation, subsistence, and communication expenses.
8. The Bowls SA Office may make EFT advances against an agreed budget for specific courses or events (funds will be deposited into the bank account as indicated on the Advance Form). Reconciliation of these advances together with supporting documents must be submitted to the Bowls SA Office within 15 days of closure of course or event.
9. All financial transactions, on behalf of the National Standing Committees / Committees, must be recommended by the relevant Convenor and approved by the relevant Executive Liaison.

MEETINGS

10. The Convenors of the National Standing Committees / Committees may convene any meetings of their National Standing Committee as and when required and/or at his/her discretion or as directed by the Executive. The Executive Liaison shall be invited to attend all relevant National Standing Committee / Committee meetings.

11. In the event of the Convenor not being present at any scheduled meeting, the National Standing Committee / Committee shall elect one of the members to act as Chairperson for that meeting.

12. In the event of a National Standing Committee / Committee not being able to reach a unanimous decision, the majority vote will apply. In the event of the vote being equal, the Chairperson will have a casting vote.

13. All minutes of meetings must be submitted to the relevant Executive Liaison within 15 days of such meeting.

14. The nature and purpose of the National Standing Committees / Committees are such that many of the functions can be performed through telephonic or electronic communications reducing the need for physical meetings to the minimum. The National Standing Committees will each be permitted to hold one in-person meeting per financial year.

15. The Executive Liaison shall be copied in all communication between members of the relevant National Standing Committee / Committee.

PLANS AND REPORTS

16. The National Standing Committees / Committees, unless otherwise stated, are to:

16.1. Submit Business Plans (period of 3 years).

16.2. Submit Project Proposals for each activity (i.e. a course, live streaming of an Event, attendance of a Seminar, etc).

16.3. Submit such reports as the Executive Liaison may determine from time to time, including but not limited to:

16.3.1. Quarterly reports that are submitted within 15 days of the month end of the following months:

16.3.1.1. March (covering period 1 January to 31 March)

16.3.1.2. June (covering period 1 April to 30 June)

- 16.3.1.3. September (covering period 1 July to 30 September)
- 16.3.1.4. December (covering period 1 October to 31 December)
- 16.3.2. Annual reports, covering the period 1 January to 31 December, that are submitted within 1 month of the end of the relevant financial year (i.e. by 28 February).

GENERAL

17. The National Standing Committees' / Committees' members are to be conversant with and abide by the Bowls SA Constitution, Policies, Standard Operational Procedures, etc.

- 17.1. Members of the National Standing Committees / Committees, unless otherwise stated, will be provided the relevant Official Bowls SA clothing as per the Bowls SA Dress Standard Operational Procedure.
- 17.2. The Convenors of the various National Standing Committees / Committees shall ensure that their members comply with the requirements of the Bowls SA Safeguarding Policy.

18. The Convenors of the National Standing Committees / Committees shall, unless otherwise stated, in conjunction with the relevant Executive Liaison:

- 18.1. Determine the allocation of duties and responsibilities to the members of their National Standing Committee / Committee by means of detailed job descriptions, 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.
- 18.2. Determine the allocation of any additional duties and responsibilities to the members of their respective National Standing Committee / Committee. These duties shall include, but not be limited to:
 - 18.2.1. Secretary of meetings.
 - 18.2.2. Co-ordination of travel and accommodation arrangements for submission to the Bowls SA Office. The Bowls SA Office is, however, responsible for the booking, etc of accommodation, flights, etc.
 - 18.2.3. Logistic management of all official equipment.
- 18.3. A summary, of all tasks allocated to the relevant members, by way of an Organogram & Tasks document, is to be submitted to the relevant Executive Liaison.

19. The Convenor of the National Standing Committee / Committee is to ensure that should they wish to have a Circular published and disseminated that they draft a proposed/draft Circular and send it to the Executive Liaison for approval. The Executive Liaison will after approval send it to the Bowls SA Office for publication/dissemination.

20. National Standing Committees' / Committees' members are to attend functions as and when invited to do so. Spouses/Partners will only accompany the invited members of the National Standing Committees / Committees if specifically invited.

21. The President may under special circumstances allow a Spouse/Partner to accompany the member of any NSC to a Bowls SA Event/Activity. The additional cost will be for the member's account.

22. The National Standing Committees' / Committees' members are to, on an annual basis, declare any conflict of interest.

23. All required proformas, etc will be made available to the appointed Convenors.

CHAPTER 2: NATIONAL STANDING COMMITTEES: SELECTORS

APPOINTMENT

1. Bowls SA Shall appoint three separate National Standing Committee: Selectors, each consisting of a minimum of, namely:
 - 1.1. National Standing Committee: Selectors (Women)
 - 1.2. National Standing Committee: Selectors (Men)
 - 1.3. National Standing Committee: Selectors (PD/VI)
2. Each NSC Selectors shall consist of a minimum of three (3) or a maximum of five (5) members.

TASKS AND RESPONSIBILITIES

3. Each of the NSC Selectors shall:
 - 3.1. Select players, in accordance with the relevant stipulations of the Bowls SA Selection Policy and/or relevant Event Modus Operandi/Conditions of Play:
 - 3.1.1. For the Gold, Green and/or Yellow (PD/VI) Squads.
 - 3.1.2. To represent South Africa in International Events subject to the criteria of the relevant International Event and/or as directed by the Executive. This will include the selection of Protea, Junior Protea and Bowls SA Representative Teams and/or Individual Players.
 - 3.1.3. To participate in Master's Championships (Open, Seniors and U30).
 - 3.1.3.1. All nomination forms are to be submitted to the relevant NSC Selectors Convenors (Men & Women) who will be responsible for the dissemination thereof to the rest of the relevant Selectors.
 - 3.1.3.2. Gold and Green Squad members will automatically be nominated for selection for either the Open or U30 Masters (See Selection Policy for the required criteria).
 - 3.2. Maintain an accurate database of player's performances.
 - 3.3. Attend Bowls SA Events as directed by the Executive.

- 3.4. Liaise with the Convenors of the various Districts' Selection Committees to ensure knowledge of consistently good performers within a District and to be aware of emerging and prospective international players.
- 3.5. Subject to the approval of the Executive arrange National/Provincial/District Seminars pertaining to Selectors matters.
- 3.6. Subject to the approval of the Executive, attend Seminars pertaining to Selectors matters.

GENERAL

4. A National Selector may participate in the Inter-Districts tournament and be selected to play in the BSA Masters, but not be eligible for any international competitions as a player. However, if considered in the candidates list for the BSA Masters, they need to excuse themselves from the selection panel, for that specific discussion.

CHAPTER 3: NATIONAL STANDING COMMITTEE: ACADEMY

APPOINTMENT

1. The National Standing Committee: Academy, (NSCA) shall consist of any number of persons as may be decided by the Executive, and their appointment is at the sole discretion of the Executive. The NSCA shall consist of, inter-alia, the following persons:

- 1.1. Academy Manager / National Coach. The Academy Manager, who shall also be the National Coach, shall have inter-national coaching and team management experience and as such have achieved a minimum of a Level 4 Coaching qualification. The Academy Manager/National Coach will be the convenor of the NSCA.
- 1.2. Assistant National Coaches. A minimum of two (2) and a maximum of four (4) persons shall be appointed as Assistant National Coaches. To be appointed as an Assistant National Coach a person shall have achieved a minimum level of a Level 3 Coaching qualification.
- 1.3. Specialists. The Executive may appoint any number of Specialists, albeit on an ad hoc, or as required, basis. Such Specialist will need to have experience in any of the following fields:
 - 1.3.1. Sport Medicine.
 - 1.3.2. Physiotherapy and/or biokinetics.
 - 1.3.3. Sport Nutrition.
 - 1.3.4. Sport Psychology.
 - 1.3.5. Data Analysis.
 - 1.3.6. Physical (Fitness) Conditioning.

TASKS AND RESPONSIBILITIES

2. The tasks and responsibilities of the National Coach and Assistant National Coaches shall be to:

- 2.1. Facilitate, coordinate, coach and manage the development of elite players on a national basis (Gold/Green and/or Yellow Squads). This shall include but not be limited to:
 - 2.1.1. Drafting and implementing of a Long-Term Players Development Plan.
 - 2.1.2. Drafting of the required Preparation Plan(s) for Bowls SA's participation in Multi-sport events as required by SASCOG.

- 2.1.3. Skills assessment.
- 2.1.4. Advanced Skills Training.
- 2.1.5. Personal Training at the Camps.
- 2.2. Accompany National Teams, to International Events, as directed by the Executive.
 - 2.2.1. The Academy Manager shall provide the Executive with his/her nominations for these tasks, on an Event-by-Event basis, and the Executive will be required to approve or reject such nominations.
- 2.3. Arrange internal tours/matches for the Gold/Green and/or Yellow Squad players if no international (team) events are taking place in a specific year. Such activities require approval from the Bowls SA Executive.
- 2.4. Provide the National Standing Committee: Selectors with comprehensive reports wrt skill assessments, game notations, player personality, etc after each camp.
- 3. The Specialists are to, inter-alia, provide the following services:
 - 3.1. Notational analysis / Game analysis.
 - 3.2. Physical testing, conditioning and interventions.
 - 3.3. Medical testing.
 - 3.4. Psychological training and support.
 - 3.5. Sports nutrition support.
 - 3.6. Physiotherapy and/or Biokinetic support.
 - 3.7. Sports specific technology, including:
 - 3.7.1. Video-based biomechanical analysis.
 - 3.7.2. Video-based technique analysis.

MEETINGS

- 4. The Academy Manager may at his/her discretion call for any meeting that only involves the Assistant National Coaches, and/or only involves the relevant Specialists and/or joint meetings.

GENERAL

5. A member of the NSCA may participate in the Inter-Districts tournament and be selected to play in BSA Masters. While the Specialists will be eligible to be selected to participate in any international competition (if a Bowls SA member) the National Coach and/or Assistant National Coaches will not.

CHAPTER 4: NATIONAL STANDING COMMITTEE: TECHNICAL OFFICIALS

APPOINTMENT

1. The National Standing Committee: Technical Officials (NSCTO) shall consist of not less than three (3) or more than six (6) persons, all of whom shall have achieved a minimum of a Level 3 Technical Official qualification and a Train-the-Trainer qualification.
2. The Convenor must have achieved a minimum of a Level 4 Technical Official qualification and a Train-the-Trainer qualification.

TASKS AND RESPONSIBILITIES

3. The NSCTO shall:
 - 3.1. Assist and make recommendations to the Executive on all Technical aspects pertaining to the game and the Laws of the Sport of Bowls in the Republic of South Africa.
 - 3.2. Make recommendations regarding changes to the Laws of the Sport of Bowls to the Executive for submission to and for consideration by the World Bowls Laws Committee.
 - 3.3. On an annual basis in August and in collaboration with the Events Oversight Committee review the Conditions of Play of the various Bowls SA Events and make recommendations to the Executive, via the Executive Liaison, with regards to any amendments, deletion and or additions.
 - 3.4. Do duty as Technical Officials at any International Event hosted/presented by Bowls SA, Physically Disabled Bowlers South Africa (PDBSA) and/or Visually Impaired Bowlers South Africa (VIBSA).
 - 3.5. Do duty at the SA Masters, with the following tasks:
 - 3.5.1. Assisting the Event Committee to register the players and their bowls prior to the start of the event.
 - 3.5.2. Do spot checks of the registered bowls during the event, and to report transgressions to the Convenor of the Event Committee.
 - 3.5.3. Have, in consultation with the Event Committee, a briefing session with all the Technical Officials on duty, each morning of the event.

- 3.5.4. Evaluate the Technical Officials on duty and be available to do duty as Technical Officials during the event.
 - 3.5.4.1. Inform the Convenor of the Events Committee for consideration if they deem a Technical Official to be underperforming and needs to be replaced.
 - 3.5.4.2. Make recommendations to the Event Committee regarding the Technical Officials to be appointed by the nominated Executive member to be used for the finals of the event.
- 3.6. Assist the District Standing Committee: Technical Officials (DSCTO) of their allocated Districts which are scheduled to host Bowls SA events with any assistance, regarding Technical Officials issues, as required.
- 3.7. Subject to the approval of the Executive arrange National/Provincial/District Seminars pertaining to Technical Officials matters.
- 3.8. Subject to the approval of the Executive, attend Seminars pertaining to Technical Officials matters.
- 3.9. Determine the criteria, for approval by the Executive, pertaining to the different levels of Technical Officials.
- 3.10. Present the following Technical Officials Courses:
 - 3.10.1. Train-the-Trainer.
 - 3.10.2. Umpire Level 3.
 - 3.10.3. International Technical Officials (Level 4).
 - 3.10.4. Refresher Courses for Technical Officials that have previously completed the courses indicated above.
 - 3.10.5. Technical Official Courses to International Bowls Federations (specifically those based in Africa) as and when required.
- 3.11. Ensure that the evaluation system of qualifying and upgrading of Technical Officials to the various levels is implemented uniformly on a National basis via the District Standing Committee, by inter-alia:
 - 3.11.1. Being responsible for the production and distribution of the documentation required for presentations and evaluation.

- 3.11.2. Ensuring that all Districts conform and present the prescribed learning material to a level of excellence to achieve National uniformity.
 - 3.11.3. Receiving, and validating, results of qualifying courses in the prescribed format from all District Standing Committees within 30 days of the conclusion of final evaluation to a specific level.
 - 3.11.4. Ensuring that all Technical Officials are requested to undergo upgrading courses and/or refresher courses within a period of four years.
 - 3.11.5. Assist Provincial/District Bowls Association and Associate Members with the presentation of courses should they not have the required TOSC. The cost, including travel and accommodation, for the NSCTO member to present such a course will be for the account of the relevant Provincial/District Bowls Association and/or Associate Member.
 - 3.11.6. Ensure that, any amendments to the syllabi and evaluation programs are approved by the Executive prior to communication and implementation.
- 3.12. Ensure that the Bowls SA Database is updated by inter-alia:
- 3.12.1. Ensuring that the results of evaluations are entered on the Bowls SA Database.
 - 3.12.2. Updating the credentials of the successful candidates.

PROVINCIAL/DISTRICT BOWLS ASSOCIATIONS AND ASSOCIATE MEMBERS

4. Each Provincial/District Bowls Association and Associate Member should be encouraged to appoint a Standing Committee, preferably of mixed gender, to control and administer all Technical Official aspects of bowls in their area of responsibility.
5. Provincial/District Bowls Association and Associate Members TOSCs will inter-alia be responsible for the presentation of the following courses:
- 5.1. Markers/Advanced Markers.
 - 5.2. Umpire Level 1.
 - 5.3. Umpire Level 2.
 - 5.4. Laws Course for Non-Technical Officials.
 - 5.5. Refresher Courses for Technical Officials that have completed the courses indicated above.

TECHNICAL OFFICIAL LEVELS

6. The following are the official levels of Technical Officials in South Africa:

- 6.1. Marker/Advanced Marker.
- 6.2. Umpire Level 1 (Club).
- 6.3. Umpire Level 2 (District).
- 6.4. Umpire Level 3 (National).
- 6.5. Umpire Level 4 (International).

CHAPTER 5: NATIONAL STANDING COMMITTEE: COACHES

APPOINTMENT

1. The National Standing Committee: Coaching, (NSCC) shall consist of not less than three (3) or more than six persons, all of whom have achieved a minimum of a Level 3 Coach qualification and a Train-the-Trainer qualification.
2. The Convenor must have achieved a minimum of a Level 4 Coach qualification and a Train-the-Trainer qualification.

TASKS AND RESPONSIBILITIES

3. The NSCC shall:
 - 3.1. Assist and advise the Executive on coaching matters in the Republic of South Africa.
 - 3.2. Advise the Executive on all aspects pertaining to the practical and theoretical requirements regarding coaches of the Sport of Bowls.
 - 3.3. Subject to the approval of the Executive arrange National/Provincial/District Seminars pertaining to Coaches matters.
 - 3.4. Subject to the approval of the Executive, attend Seminars pertaining to Coaches matters.
 - 3.5. Determine the criteria, for approval by the Executive, pertaining to the different levels of Coaches.
 - 3.6. Present the following Courses:
 - 3.6.1. Train-the-Trainer (Coaches).
 - 3.6.2. Coaches Level 3.
 - 3.6.3. Coaches Level 4.
 - 3.6.4. Refresher Courses for Coaches that have previously completed the courses indicated above.
 - 3.6.5. Coaching courses to International Bowls Federations (specifically those based in Africa) as and when required.
 - 3.6.6. Director (Visually Impaired).
 - 3.7. Be responsible for the processing of applications of the Bowls SA Recognition of Prior Learning for candidates applying for Level 3 training without a Level 2.

- 3.8. Ensure that the evaluation system of qualifying and upgrading of Coaches to the various levels is implemented uniformly on a National basis via the District Standing Committee, by inter-alia:
 - 3.8.1. Being responsible for the production and distribution of the documentation required for presentations and evaluation.
 - 3.8.2. Ensuring that all Districts conform and present the prescribed learning material to a level of excellence to achieve National uniformity.
 - 3.8.3. Receiving, and validating, results of qualifying courses in the prescribed format from all District Standing Committees within 30 days of the conclusion of final evaluation to a specific level.
 - 3.8.4. Ensuring that all Coaches are requested to undergo upgrading courses and/or refresher courses within a period of four years.
 - 3.8.5. Assist Provincial/District Bowls Association and Associate Members with the presentation of courses should they not have the required Coaches Standing Committee (CSC). The cost, including travel and accommodation, for the NSCC member to present such a course will be for the account of the relevant Provincial/District Bowls Association and/or Associate Member.
 - 3.8.6. Ensure that, any amendments to the syllabi and evaluation programs are approved by the Executive prior to communication and implementation.
- 3.9. Ensure that the Bowls SA Database is updated by inter-alia:
 - 3.9.1. Ensuring that the results of evaluations are entered on the Bowls SA Database.
 - 3.9.2. Updating the credentials of the successful candidates.
- 3.10. Be responsible for the accrediting of Coaches and ensure that the qualification and upgrading of Coaches to the various levels comply with the requirements of the South African Qualification Authority [SAQA], and Tourism Hospitality and Sports Education Training Authority [THETA] and as such ensure that:
 - 3.10.1. A National Register of Coaches is maintained with current membership details and each calendar year's coaching-related hours and submitted to SASCOC on an annual basis.

- 3.10.2. Only coaches who comply with the SASCOC's four-year CPD policy remain on the list as Registered Coaches
- 3.10.3. All registered Coaches are provided with regular CPD opportunities by NSCC and DSCCs to comply with SASCOC requirements.

PROVINCIAL/DISTRICT BOWLS ASSOCIATIONS AND ASSOCIATE MEMBERS

- 4. Each Provincial/District Bowls Association and Associate Member should be encouraged to appoint a Standing Committee, preferably of mixed gender, to control and administer all Coaches aspects of bowls in their area of responsibility.
- 5. Provincial/District Bowls Association and Associate Members CSCs will inter-alia be responsible for the presentation of the following courses:
 - 5.1. Coaches Level A.
 - 5.2. Coaches Level 1.
 - 5.3. Coaches Level 2.
 - 5.4. Refresher Courses for Coaches that have completed the courses indicated above.

COACH LEVELS

- 6. The following are the official levels of Coaches in South Africa:
 - 6.1. Coach Level A (Assistant Coach / Schools).
 - 6.2. Coach Level 1 (Club).
 - 6.3. Coach Level 2 (District).
 - 6.4. Coach Level 3 (National).
 - 6.5. Coach Level 4 (International).

CHAPTER 6: NATIONAL STANDING COMMITTEE: GREENKEEPERS

APPOINTMENT

1. The National Standing Committee: Greenkeepers, (NSCG) shall consist of not less than three (3) and not more than six (6) persons, all of whom shall have had satisfactory experience in greenkeeping and be proficient at greens inspections.

TASKS AND RESPONSIBILITIES

2. The NSCG shall
 - 2.1. Assist and make recommendations to the Executive on the construction and maintenance of bowling greens in the Republic of South Africa.
 - 2.2. Subject to the approval of the Executive arrange National/Provincial/District Seminars pertaining to the construction and maintenance of bowling greens.
 - 2.3. Subject to the approval of the Executive, attend Seminars pertaining to sport facility management and/or maintenance matters.
 - 2.4. Present the following Courses:
 - 2.4.1. Greenkeeper Level 1.
 - 2.4.2. Greenkeeper Level 2.
 - 2.4.3. Greenkeeper courses to International Bowls Federations (specifically those based in Africa) as and when required.
 - 2.5. Evaluation of greens, as identified by the Hosting District, for all Bowls SA Events. (Initial inspection and thereafter every 6 months (minimum)).
 - 2.6. Evaluation of greens, as identified by the Executive, for all International Events hosted by Bowls SA. (Initial inspection and thereafter every 3 months (minimum)).
 - 2.7. Ensure that the Bowls SA Database is updated by inter-alia:
 - 2.7.1. Ensuring that the results of course evaluations are entered on the Bowls SA Database.
 - 2.7.2. Updating the credentials of the successful candidates.
 - 2.7.3. Ensuring that the evaluation sheets and results of green evaluations are entered on the Bowls SA Database.

PROVINCIAL/DISTRICT BOWLS ASSOCIATIONS AND ASSOCIATE MEMBERS

3. Each Provincial/District Bowls Association and Associate Member should be encouraged to appoint a Standing Committee (GSC), preferably of mixed gender, to control and administer all Greenkeeping aspects of bowls in their area of responsibility.
4. Provincial/District Bowls Association and Associate Members GSCs will inter-alia be responsible for, the following in their area of responsibility:
 - 4.1. Evaluation of greens, as identified by the Hosting District, for all Bowls SA Events. (Every 2 months after the initial inspection by the NSCG).
 - 4.2. Evaluation of greens, as identified by the Bowls SA Executive, for all International Events hosted by Bowls SA. (Monthly after the initial inspection by the NSCG)).

CHAPTER 7: NATIONAL STANDING COMMITTEE: DISABILITY

APPOINTMENT

1. The National Standing Committee: Disability (NSCD) shall consist of not less than three (3) or more than six (6) persons to be represented by all member groups of Disability Bowls SA (DBSA) on an equal basis. Member groups of DBSA currently consist of:
 - 1.1. Physically Disabled Bowlers of South Africa (PDSA).
 - 1.2. Visually Impaired Bowls South Africa (VIBSA).

FINANCES

2. The two member groups of the Committee, i.e. PDBA and VIBSA will be allowed to conduct banking accounts in their names. Annual audited accounts to be forwarded to Bowls South Africa.
3. The two member groups of the committee i.e. PDSA and VIBSA will be allowed to apply separately for Lotto funds and the Lotto administration will be their responsibility.

TASKS AND RESPONSIBILITIES

4. The NSCD shall:
 - 4.1. Assist and advise the Executive on all aspects pertaining to Disability Bowls.
 - 4.2. In co-operation with the NSCC present Directors (for Visually Impaired Bowlers) Courses.
 - 4.3. Subject to the approval of the Executive arrange National/Provincial/District Seminars pertaining to Physical Disability and/or Visually Impaired matters regarding participation in Bowls.
 - 4.4. Subject to the approval of the Executive attend Seminars pertaining to Physical Disability and/or Visually Impaired matters regarding participation in Bowls.
 - 4.5. In conjunction with the host District, appoint members of the Event Committee of and assisting the Host District to present the Disability National event.

CHAPTER 8: NATIONAL STANDING COMMITTEE: YOUTH

APPOINTMENT

6. The NSC Youth shall consist of not less than four (4) or more than six (6) persons.

TASKS AND RESPONSIBILITIES

7. The NSC Youth shall

7.1. Assist and make recommendations to the Executive on bowls youth membership matters in the Republic of South Africa.

7.2. Prepare and oversee programs (projects) to enhance the Youth membership of Bowls SA.

7.2.1. Introduce individual Schools to the Sport of Bowls with the aim of eventually having bowls recognised as a school sport at a provincial and/or national level.

7.2.2. Introduce individual Tertiary Institutions to the Sport of Bowls with the aim of eventually having the University Sport South Africa (USSA) recognise bowls as a sport code in the tertiary education sector of South Africa at regional, provincial and/or national level.

7.3. Subject to the approval of the Executive arrange National/Provincial/District Seminars pertaining to Youth matters.

7.4. Subject to the approval of the Executive attend Seminars pertaining to the Youth in sport.

7.5. In conjunction with the host District, appoint members of the Event Committee of, and as such assist the Host District to present, the Bowls SA Junior National event. The NSC Youth will nominate a maximum of five members to be appointed to this Event Committee.

PROVINCIAL/DISTRICT BOWLS ASSOCIATION AND ASSOCIATE MEMBERS

8. Each Provincial/District Bowls Association and Associate Member should be encouraged to appoint a Standing Committee, preferably of mixed gender, to control and administer all Youth aspects of bowls.

CHAPTER 9: NATIONAL STANDING COMMITTEE: MEDIA & MEMBERSHIP

APPOINTMENTS

1. The National Standing Committee: Media & Membership (NSC MM) shall consist of not less than four (4) or more than nine (9) persons.

TASKS AND RESPONSIBILITIES

2. The NSC MM shall:
- 2.1. Assist and make recommendations to the Executive on media, sport marketing, bowls membership and women in sport matters in the Republic of South Africa.
 - 2.2. Be responsible for the marketing of:
 - 2.2.1. All Bowls SA, including the various NSCs', events/activities.
 - 2.2.2. The Protea Players.
 - 2.2.3. Bowls as a sport for all in South Africa (#1Sport4Life).
 - 2.3. Co-ordination of the live streaming, including the co-ordination of Commentators, of selected Bowls SA events.
 - 2.4. Be responsible for co-ordinating training for commentators.
 - 2.5. Plan, and manage, Bowls SA's participation in selected Sport Expos.
 - 2.6. Be responsible for all the maintenance of all Bowls SA social media platforms.
 - 2.7. Be responsible for the publication of the monthly Bowls SA Magazine.
 - 2.8. Prepare and oversee programs (projects) to enhance the membership of Bowls SA.
 - 2.9. Prepare and oversee programs (projects) to promote gender equality and empower women and girls for participation, administration, etc in bowls.
 - 2.10. Subject to the approval of the Executive arrange National/Provincial/District Seminars pertaining to media (marketing), membership and/or women in sport matters.
 - 2.11. Subject to the approval of the Executive attend Seminars pertaining to sport media (marketing), the membership of sport and/or women in sport matters.

OTHER NATIONAL STANDING COMMITTEES

3. All National Standing Committees should be encouraged to submit articles for publication in the Bowls SA Monthly Newsletter.
4. All National Standing Committees should provide the NSC MM with the relevant information to allow the NSC MM to market their event(s), including, but not limited to, courses.

PROVINCIAL/DISTRICT BOWLS ASSOCIATION AND ASSOCIATE MEMBER

5. Each Provincial/District Bowls Association and Associate Member should be encouraged to appoint a Standing Committee to control and administer all media (marketing), membership and women in sport aspects of bowls.

CHAPTER 10: NATIONAL STANDING COMMITTEE: PLAYER REPRESENTATIVES

APPOINTMENT

1. The National Standing Committee: Player Representatives (NSCPR) shall consist of not less than three (3) or more than nine (9) persons. The appointments shall be made from nominations received from the players participating in the Bowls SA Open Inter-Districts (six (6) persons), if no Generic Black player is nominated, an additional player will then be appointed, as well as from Physically Disabled Bowlers of South Africa (PDSA) (two (2) persons).

TASKS AND RESPONSIBILITIES

2. The NSPR shall:
 - 2.1. Assist and make recommendations to the Executive on players' affairs matters.
 - 2.2. Make recommendations to the Executive on Bowls SA Tournaments (i.e. Conditions of Play, Formats, etc).
 - 2.3. Subject to the approval of the Executive arrange National/Provincial/District Seminars pertaining to players' affairs.
 - 2.4. Subject to the approval of the Executive attend Seminars pertaining to players' affairs.

CHAPTER 11: NATIONAL STANDING COMMITTEE: TRANSFORMATION & WOMEN IN SPORT

APPOINTMENT

1. The National Standing Committee: Transformation & Women in sport (NSC T&W) shall consist of not less than three (3) or more than six (6) persons.
2. The Executive reserves the right to appoint a specialist as a consultant to assist with, inter-alia, the multi-dimensional Transformation Scorecard.

TASKS AND RESPONSIBILITIES

3. The NSC T&W shall:
 - 3.1. Assist and make recommendations to the Executive on all aspects of transformation in accordance with Government policies and in alignment with the Transformation Charter for South African Sport in the Republic of South Africa.
 - 3.2. Draft the Bowls SA Transformation Charter.
 - 3.3. Support and advise Provincial/District Bowls Associations and Associate Members of all Transformation requirements within the bowls multi-dimensional scorecard and measurement system.
 - 3.4. 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 must be brought about in these dimensions if effective transformation is to take place. The dimensions to be monitored are:
 - 3.4.1. Access – infrastructure and participation.
 - 3.4.2. Skills and Capacity Development.
 - 3.4.3. Demographic Profiles.
 - 3.4.4. Performance – contributing to winning nation.
 - 3.4.5. Contribution to Government priorities.
 - 3.4.6. Good Governance.
 - 3.5. Provide guidelines and recommendations to the Executive and all other Standing Committees regarding the multi-dimensional Transformation Scorecard.

- 3.6. Subject to the approval of the Executive arrange National/Provincial/District Seminars pertaining to Transformation in bowls matters.
- 3.7. Subject to the approval of the Executive, attend Seminars pertaining to Transformation in sport matters.

PROVINCIAL/DISTRICT BOWLS ASSOCIATIONS AND ASSOCIATE MEMBERS

4. Each Provincial/District Bowls Association and Associate Member should be encouraged to appoint a Standing Committee, preferably of mixed gender, to control and administer all Transformation aspects of bowls in their area of responsibility.

CHAPTER 12: NATIONAL STANDING COMMITTEE: SAFEGUARDING

APPOINTMENT

1. The National Standing Committee: Safeguarding (NSCS) shall consist of:
 - 1.1. A Convenor that has a legal background (Can be an Executive Committee member).
 - 1.2. The nine appointed Provincial Safeguarding Officers (PSO).
 - 1.3. The Associate Members Safeguarding Officers (AMSO).
 - 1.4. The National Safeguarding Officers may not be members of the NSCS.
2. The NSCS will be divided into the following Sub-Committees:
 - 2.1. Safeguarding Investigation Sub-Committee (SISC).
 - 2.2. Safeguarding Case Management Sub-Committee (SCMSC).
3. The Convenor of the NSCS will also be the Convenor of the SCMSC.
4. The Executive has appointed The Guardian as the Bowls SA Safeguarding Partner.

TASKS AND RESPONSIBILITIES

5. The NSCS shall:
 - 5.1. Assist and make recommendations to the Executive on all aspects of Safeguarding in sport, in accordance with Government policies and laws.
 - 5.2. Subject to the approval of the Executive arrange National/Provincial/District Seminars pertaining to Safeguarding in sport matters.
 - 5.3. Subject to the approval of the Executive, attend Seminars pertaining to Safeguarding in sport matters.
6. The SCMSC shall:
 - 6.1. Ensure compliance of the minimum standards for the vetting of employees and volunteers at National level.
 - 6.2. Ensure that Disciplinary actions regarding safeguarding incidents, are taken as a when required.

- 6.3. Ensure that any cases that need to be reported to authorities, i.e. SAPS, child protection agencies, etc. are indeed reported. The Guardian can be contacted for assistance in this regard.
7. The SISC shall:
 - 7.1. Conduct all investigations pertaining to major safeguarding transgressions at all levels, and minor transgressions at the national level. If needed the transgressions can be referred to The Guardian for further investigation. (NB!! All cases involving Children, Sexual Harassment and/or Sexual Assault cases must be reported to The Guardian).
 - 7.2. Submit reports on investigations (albeit that they were conducted by The Guardian) to the SCMSC to allow them to determine if/what Disciplinary actions are required.

PROVINCIAL/DISTRICT BOWLS ASSOCIATIONS AND ASSOCIATE MEMBERS

8. Each Provincial/District Bowls Association and Associate Member should be encouraged to appoint a Standing Committee, preferably of mixed gender, to control and administer all Safeguarding aspects, including the investigation of any minor safeguarding transgressions, in their area of responsibility.

CHAPTER 13: MANAGEMENT COMMITTEE

APPOINTMENT

1. The Management Committee shall consist of the following Members:
 - 1.1. Bowls SA President, who shall be the Convenor.
 - 1.2. Bowls SA Vice-President.
 - 1.3. Bowls SA Chief Operations Officer / Operations Manager.
 - 1.4. Convenor of the Bowls SA Financial Committee, or if he/she is the Vice-President, the 2nd member of the Bowls SA Executive that is a member of the Bowls SA Finance Committee.

TASKS AND RESPONSIBILITIES

2. The Management Committee shall take all required decisions required if the full Executive is not available. All decisions taken need to be ratified by the Executive at the earliest convenience.

CHAPTER 14: FINANCE AND AUDIT COMMITTEE

APPOINTMENT

1. The Finance and Audit Committee shall consist of not less than three (3) or more than five (5) persons, one of which should be the Finance Assistant, and one an Executive Committee member. One of the appointed members must have a financial background (preferably a Chartered Accountant).
2. The Convenor, who shall be appointed by the President, should have a financial background.

TASKS AND RESPONSIBILITY

3. The tasks and responsibilities of the Finance and Audit Committee shall be as follows:

3.1. Financial Oversight

- 3.1.1. Budget Preparation and Approval: The committee collaborates with the Executive to prepare an annual budget that aligns with the Bowls SA's strategic goals. They review, amend, and recommend the budget for approval by the Executive and Council.
- 3.1.2. Financial Reporting: The committee ensures that accurate financial reports are prepared monthly. This includes income & expenditure statements, balance sheets and cash flow statements. These financial reports are to be provided to the Executive and Council members.
- 3.1.3. Monitoring Financial Performance: The committee monitors actual financial performance against the approved budget, identifying variances and recommending corrective actions when necessary.

3.2. Audit Functions

- 3.2.1. Internal "Audits": The committee is responsible for a mid-year internal audit of Bowls SA's financial statements.
- 3.2.2. External Audits: The committee coordinates with the external auditors to conduct annual audits of Bowls SA's financial statements.
- 3.2.3. Reviewing Audit Reports: After audits are completed, the committee reviews audit findings and recommendations and ensure that any issues raised by the auditors are addressed promptly.

3.3. Financial Policies Development

3.3.1. Policy Formulation: In collaboration with the Executive develop policies regarding budgeting processes, expenditure approvals, investment strategies, fundraising activities, and asset management.

3.3.2. Policy Review: Regularly reviewing existing financial policies to ensure they remain relevant and effective in guiding the federation's financial practices.

3.4. Strategic Financial Planning

3.4.1. Long-term Financial Planning: The committee engages in strategic planning efforts that include forecasting future revenue streams (e.g., sponsorships, grants) while considering potential expenditures related to programs or initiatives.

3.4.2. Sustainability Initiatives: Assessing opportunities for improving long-term sustainability through diversified funding sources or cost-saving measures.

GENERAL

4. The members of the Finance and Audit Committee will not be provided with Official Bowls SA clothing.

CHAPTER 15: GOVERNANCE, COMPLIANCE AND RISK MANAGEMENT COMMITTEE

APPOINTMENT

1. The Governance, Compliance and Risk Management Committee shall consist of not less than three (3) or more than five (5) persons. At least two (2) members of the Executive should be appointed as members of the Governance, Compliance and Risk Management Committee.
2. The President will appoint the Convenor, who must be a member of the Executive.

TASKS AND RESPONSIBILITY

3. Governance Oversight
 - 3.1. Developing Policies: The committee formulates policies related to governance structures.
 - 3.2. Monitoring Compliance: It ensures that all governance policies are adhered to by the organisation's members and stakeholders.
 - 3.3. Evaluating Executive, National Standing Committees' and other Committees' Members Performance: The committee drafts and implements an assessment mechanism to assess the effectiveness of the Executive, National Standing Committees' and other Committees' members.
4. Compliance Management
 - 4.1. Legal Compliance: Ensuring that Bowls South Africa complies with all relevant laws, regulations, and standards applicable to sports organisations.
 - 4.2. Reporting Mechanisms: Establish and manage channels for reporting non-compliance while protecting whistleblowers.
5. Risk Management
 - 5.1. Risk Assessment: Conducting regular assessments to identify potential risks that could impact the organization's operations or reputation.
 - 5.2. Mitigation Strategies: Developing strategies to mitigate identified risks, including financial risks, operational risks, reputational risks, and compliance-related risks.
 - 5.3. Crisis Management Planning: Preparing contingency plans for potential crises or emergencies that may affect the organization.

6. Reporting Responsibilities

- 6.1. Regular Reports to the Executive: Providing updates on compliance status, risk management activities, and any significant issues encountered during their oversight.
- 6.2. Annual Review Reports: Compiling annual reports summarising governance effectiveness, compliance achievements, risk assessments conducted throughout the year.

GENERAL

7. The members of the Governance, Compliance and Risk Management Committee will not be provided with Official Bowls SA clothing.

CHAPTER 16: ETHICS COMMITTEE

APPOINTMENT

8. The Ethics Committee shall consist of not less than two (2) or more than four (4) persons. At least one (1) member of the Executive must be appointed as a member of the Ethics Committee.
9. The Executive shall strive to appoint at least one (1) person that has formal legal training as a member of the Ethics Committee.

TASKS AND RESPONSIBILITY

10. Development of Ethical Guidelines. The committee is responsible for developing, reviewing, and updating ethical guidelines that govern the conduct of players, officials, and administrators within Bowls SA. This includes creating a code of ethics that aligns with broader sporting principles and values.
11. Monitoring Compliance. The committee monitors compliance with established ethical guidelines among all stakeholders involved in the sport. This involves ensuring that all members understand their obligations under these guidelines and promoting adherence to them.
12. Handling Complaints and Disputes. The Ethics Committee serves as a point of contact for reporting unethical behaviour or disputes related to ethical issues within the sport. It investigates complaints thoroughly and impartially, ensuring fair treatment for all parties involved.
13. Education and Training. The Ethics Committee is to provide education by inter-alia the distribution of educational materials to foster an understanding of ethical decision-making in various situations.
14. Promoting Integrity in Sport. The committee actively promotes integrity within the sport by encouraging transparency in decision-making processes and fostering an environment where ethical behaviour is valued and rewarded.
15. Collaboration with Other Committees. The Ethics Committee collaborates with other committees within Bowls SA to ensure that ethical considerations are integrated into all aspects of governance and operations.
16. Reporting to the Executive. The Ethics Committee is required to provide updates on compliance issues and any significant cases it has handled.

GENERAL

17. The members of the Ethics Committee will not be provided with Official Bowls SA clothing.

CHAPTER 17: DISCIPLINARY COMMITTEE AND DISCIPLINARY APPEAL COMMITTEE

APPOINTMENT/HEARINGS

1. The Disciplinary Committee and Disciplinary Appeal Committee are appointed on an Ad-hoc basis and shall consist of no less than 3 (Three) Members, of which at least 1 (One) will have a legal background.
2. The Executive should have a shortlist of at least 6 (six) persons with a legal background (Attorney, Advocate, Magistrate or Judge) that are willing to assist in this regard.
3. Disciplinary hearings may be conducted in person or by means of electronic platforms (i.e. Zoom, etc), at the discretion of the Convenor/Chairperson of the Disciplinary Hearing.

DISCIPLINARY COMMITTEE

4. Referral of Cases to Disciplinary Committee

- 4.1. The Bowls SA Executive member responsible for the Disciplinary Committee shall be responsible for referring cases to the Disciplinary Committee in accordance with the Disciplinary Policy/Procedure.

5. Tasks and Responsibilities. The primary responsibilities of the Disciplinary Committee, which shall be conducted in accordance with the Disciplinary Policy/Procedure, include:

- 5.1. Investigating Allegations: The committee is tasked with investigating any allegations of misconduct or breaches of Bowls South Africa's rules and regulations. This includes gathering evidence, interviewing witnesses, and reviewing relevant documentation.
- 5.2. Conducting Hearings: Once an investigation is complete, the committee conducts hearings where involved parties can present their cases. This process ensures that all sides are heard before any decisions are made.
- 5.3. Imposing Penalties. Penalties shall be imposed in accordance with the Disciplinary Policy.
- 5.4. Ensuring Fairness: The committee must operate fairly and impartially, ensuring that all disciplinary actions comply with established procedures and respect the rights of individuals involved.
- 5.5. Reporting Findings: After concluding investigations and hearings, the committee is responsible for documenting its findings and decisions. This documentation may be used for future reference or appeals.

- 5.6. Reviewing of Disciplinary Action by Provincial Bowls Associations and/or Associate Members. The review of cases submitted to it by either the Provincial Bowls Association/Associate Member or the aggrieved Player/Club.

DISCIPLINARY APPEAL COMMITTEE

6. Tasks and Responsibilities. The Disciplinary Appeal Committee serves as a review body for decisions made by the Disciplinary Committee. Its responsibilities include:
 - 6.1. Reviewing Appeals: The appeal committee reviews cases where person/entity believe that a decision made by the Disciplinary Committee was unjust or improperly handled. This includes examining whether proper procedures were followed during the original hearing.
 - 6.2. Conducting Further Hearings: If deemed necessary, the appeal committee may conduct additional hearings to gather more information or clarify aspects of the case that were previously addressed.
 - 6.3. Making Final Decisions: The appeal committee has the authority to uphold, modify, or overturn decisions made by the Disciplinary Committee based on its review process. Should the person/entity not be happy with this decision of the Bowls SA Disciplinary Appeal Committee they may appeal to SASCOC.
 - 6.4. Ensuring Consistency: One of their key roles is to ensure consistency in how disciplinary matters are handled across different cases, thereby promoting fairness in enforcement of rules.

GENERAL

7. The members of the Disciplinary Committee / Disciplinary Appeal Committee will not be provided with Official Bowls SA clothing.
8. The Disciplinary / Disciplinary Appeal Committee will only be required to submit plans, reports or any other document as and when required by the Executive.

CHAPTER 18: AD-HOC / STEERING COMMITTEES

APPOINTMENT

1. The Executive shall for a specific purpose and period, to be so decided, form Ad-hoc / Steering committees to facilitate in discharging its duties as contained in its specific terms of reference. The composition of such a committee and its terms of reference shall be published in a Bowls SA Circular.