

Playing Programme Committee

Terms of Reference

May 2024

1. Constitution

- a. In accordance with the Bowls Auckland Constitution (Clauses 5.1n and 21.2d, g, k, m, and n) the Bowls Auckland Board (Board) has set up the Playing Programme Committee.

2. Powers

- a. The Board has delegated certain powers to the Playing Programme Committee, always noting that the Committee must act within the rules of the Bowls Auckland Constitution and Regulations, the Laws of the Sport of Bowls, and at the direction of the Board through the Bowls Auckland CEO.

3. Strategic Intent

- a. To assist Bowls Auckland in delivering enjoyable experiences to clubs and players through high-quality programming and events founded on consultation whilst increasing participation and satisfaction.

4. Strategic Objectives

- a. Ensure there is strong alignment with Bowls New Zealand on all aspects.
- b. All events have a defined purpose, target market and strategic alignment.
- c. Environmental trends are considered and there is forward-looking to ensure events and delivery meet the changing demographic including their wants and needs.
- d. Both the on-green and off-green elements are considered, and prioritised.
- e. Scheduling of events ensures that the congestion on club activity is alleviated as much as possible.

5. Members

- a. The Committee shall comprise of up to five people, one of whom shall be a Bowls Auckland employee, and up to a maximum of two employees.
- b. The Bowls Auckland CEO may serve as one of the Bowls Auckland employee members from time-to-time or stand in the stead of the designated employee/s as applicable.

6. Function and Duties

- a. The Committee's main function and duty is to lead the establishment of the following three documents.
 - i. To produce an annual draft Playing Programme for Board Approval by 20 May each year.
 - ii. To establish the Conditions of Play for the upcoming season for all events.

- iii. To in collaboration with the CEO (or his/her nominee) by the way of providing recommendations establish the Delivery Plan ahead of each season (and reviewed / evolved in-season as applicable), which will include a green allocation priority list and green allocation process.
- b. To support the Controlling Body – Bowls Auckland (in line with Law 57.2 of the Laws of the Sport of Bowls).
- c. To ensure that the three fundamental documents are delivered as agreed to, whilst escalating any concerns to the CEO.
- d. To support Bowls Auckland in ensuring the COP are implemented and adhered to by the club and players whilst enabling the CEO or his/her nominee to lead all alleged breaches of COP or Code of Conduct disputes.
- e. To champion Bowls Auckland and centre events when liaising with clubs and players.

7. Agreement

- a. All members will work in good faith to come to an agreement that seeks to achieve the overall objectives.
- b. Each member shall receive one vote when there is a topic to vote.
- c. A majority is 51% or three or more votes.
- d. If an agreement cannot be reached or there is a conflict the CEO through the Board will have the powers to intervene.

8. Meetings and Reporting

- a. The Committee will meet as required to fulfil its roles and functions and duties.
- b. The Bowls Auckland appointed staff member will act as the Secretary, ensuring all pre-reading documents including an agenda and minutes are circulated.
- c. The CEO will provide updates and reports as necessary to the Bowls Auckland Board and/or clubs.

9. Conduct

At all times the Playing Programme Committee members:

- a. Shall always live out Bowls Auckland's values which are respect and inclusion in all aspects, and especially in their behaviours both at committee meetings and out in the bowling community.
- b. Shall always act honestly and in good faith in the interest of Bowls Auckland and its stakeholders, ensuring that all stakeholders, particularly its members, are treated according to their rights.
- c. Shall observe the confidentiality of non-public information acquired by them in their role as committee members and not disclose to any other person such information.

- d. Shall avoid conflicts of interests in as far as this is possible. Where such conflicts arise, the committee member/s concerned shall not vote on that issue. Only with the unanimous agreement of all other committee members present may the committee member/s concerned participate in any discussion on that topic. Failing such agreement being reached, the individual shall either refrain from participation or leave the room.
- e. Shall be diligent, attend meetings and devote sufficient time to preparation for meetings to allow for full and appropriate participation in the decision making.
- f. Shall interact with the Board and Bowls Auckland staff in a positive and constructive manner.
- g. Shall be loyal and supportive to the Board, abiding by Board decisions once reached.
- h. Shall not do anything that in any way denigrates Bowls Auckland or harms its public image.
- i. Shall not participate (or benefit from assisting others involved) in sports betting or gambling activity associated with bowls events and/or bowls results in which Bowls Auckland are involved in.
- j. Shall not undermine the decisions made by the Committee.

10. General

- a. The Bowls Auckland CEO (or his/her nominee) will take a lead role in ensuring that the Committee meets its obligations to Bowls Auckland.
- b. Once the playing programme, COP and Delivery Plan are set, it is the role of the Bowls Auckland CEO (or his/her nominee) to manage and deliver the playing programme.
- c. Where a decision-making power is not clearly stated a recommendation should be put forward by the Committee to the CEO for consideration in which he/she may consult with the Board prior to determining an outcome.
- d. Where the Committee wishes to contribute to a matter that falls outside its decision-making power, a recommendation should be put forward by the Committee to the CEO for consideration in which he/she may consult with the Board prior to determining an outcome. For the avoidance of doubt such matters include (but are not limited to) financial (i.e., centre events profit and loss considerations), the marketing plan (including broadcast), and the Performance (Representative) Programme.