



**Bowls Queensland**

ABN 17 231 978 960

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Telephone: 07 3354 0777 Facsimile: 07 3354 0788

Email: [admin@bowlsqld.org](mailto:admin@bowlsqld.org) Web: [www.bowlsqld.org](http://www.bowlsqld.org)

## What you will find in this envelope or email:

- Poster 2020 Bowls Queensland Committee Appointments  
*(Please print and place on Club noticeboard)*
- Expression of Interest Nomination Form for:  
2020 Bowls Queensland Committees
- Roles & Responsibilities:
  - State Coaching Committee
  - State Match Committee
  - State Selection Committee
  - State Umpire Committee

**Please forward this paperwork or email to anyone you believe may be interested in applying.**

Patron: His Excellency the Honourable Paul de Jersey AC, Governor of Queensland



# YOUR SPORT

## 2020 Bowls Queensland Committee Appointments

EXPRESSIONS OF INTEREST ARE CALLED FOR THE  
FOLLOWING COMMITTEES:



**Coaching  
Match  
Selection  
Umpires**

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<b>Closing Date:</b>	Friday, June 12 <sup>th</sup> , 2020 at 4pm
<b>Lodgement:</b>	Expressions of Interest to be sent to Bowls Queensland either by:
<b>Mail:</b>	PO Box 476, Alderley, Qld 4051
<b>Email:</b>	<a href="mailto:admin@bowlsqld.org">admin@bowlsqld.org</a>
<b>In Person:</b>	Not available at this time.

Expressions of Interest forms available from Clubs, Districts or BQ website:  
[www.bowlsqld.org](http://www.bowlsqld.org)

N.B. Above positions open to financial male and female members of Clubs affiliated with Bowls Queensland.  
Any person appointed will be required to have a blue card.

# NEEDS YOU!



# 1 July 2020 - 30 June 2021

## Bowls Queensland Committees

Expressions of interest are invited from financial members of Clubs affiliated with Bowls Queensland for appointment to the following committees.

*Committee Co-ordinators will be selected by the Board from those successful committee appointees.*

Tick Box	Committee	Qualifications
	<b>Coaching</b>	Only coaches with at least Club coach accreditation with a minimum of 4 years' practice, shall be eligible for appointment to the committee. Also need to have or are willing to undertake the Presenter & Assessor training and approval process. Other Coaching experience e.g. District Level, whilst desirable, is not essential.
	<b>Match</b>	Persons with experience as a Games Director or on a Match Committee District or Club with 3 years' experience, shall be eligible for appointment to the committee. Other persons with administrative/commercial events organising skills, may be considered. Knowledge in the use of Word, Excel and email essential.
	<b>Selection</b>	Selectors with 3 years' experience at District or Club level, shall be eligible for appointment to the committee. Also need to have or are willing to undertake the Selection and Competition Module.
	<b>Umpires</b>	Only umpires or persons who have held national accreditation for a period of not less than 4 years, shall be eligible for appointment to the committee. Also need to have or are willing to undertake the Presenter & Assessor Module to assist with course accreditation.

**Responsibilities:** Refer to attached documents which outlines the relevant committees' roles and responsibilities which must be returned signed with this expression of interest and received by Bowls Qld, by the closing date.

**Pre-Requisite:** Applicant must have their own email and a current blue card.

**Applicant's Details** - Please Print

Surname:..... First Names: .....

Address.....

.....Post Code: ..... Club: .....

Daytime Contact No: ..... Mobile No: **04** \_\_\_\_\_ . \_\_\_\_\_

Email address: .....@.....

Blue Card No: ..... Expiry Date: ...../...../..... Date of Birth: ...../...../.....

Signature..... Dated: ...../...../.....

**Short Curriculum Vitae of experience/skills in connection with the above nominated position:**

**National:** .....

**State:** .....

**District:** .....

**Club:** .....

**Lodgement:** Expressions of Interest to be sent to Bowls Queensland either by:  
**Mail:** PO Box 476, Alderley, Qld 4051 **Email:** [admin@bowlsqld.org](mailto:admin@bowlsqld.org)  
**In person:** Bowls Queensland, 72 Pickering Street, Enoggera, Qld 4051

**Closing Date:** Friday, 12<sup>th</sup> June 2020 at 4:00pm



## BOWLS QUEENSLAND ROLES & RESPONSIBILITIES

**POSITION:** State Coaching Committee

**REPORTING RELATIONSHIPS:** This committee is responsible to and reports to the Board

**PURPOSE OF THE COMMITTEE:**

- Establish minimum standards for coaching applicants
- Liaise with Districts on coaching enquiries
- Encourage District Coaching Committees to promote benefits of becoming a coach
- Identify quality coaches for extra development

**KEY RESULT AREAS:**

- Increase the number of accredited coaches in Queensland
- Assist Districts without coaching committees to establish a committee
- Conduct coach workshops to 5 separate areas per year as per District request
- Respond to all correspondence through Bowls Queensland within 7 days

**PRINCIPAL RESPONSIBILITIES:**

- To establish the minimum standards of skills, experience and attributes amongst QLD coaches
- Assist Districts with coaching matters
- Ensure all correspondence (incoming/outgoing) is directed through Bowls Queensland
- Develop standardised personal development day for introductory and Club coaches in conjunction with District Coaching Committees
- Conduct annual self assessments of the committee's operations
- Undertake duties as directed by the Board
- Work cohesively with the Bowls Queensland team
- Expenditure will be as per the Finance Policy for Committees

**COMMITTEE CO-ORDINATOR:**

- **Roles & Responsibilities:**
  - Chair and convene all meetings or teleconferences, keeping precise minutes/records of these meetings of which a copy will be forwarded to Bowls Queensland
  - Prior to a meeting ensure all committee members have an agenda, necessary documentation and all information that will allow them to participate fully in the meeting
  - Present a monthly report to the Board covering the activities for the month, report on events and results and details of each event attended by committee members

**LIMITATIONS:**

The committee members are not authorised to:

- Make policy or regulations that are binding on the State Authority
- Commit Bowls Queensland to any policy or make changes to existing policy
- Exceed budget or modify program without prior approval
- Directly approach Bowls Australia



## BOWLS QUEENSLAND ROLES & RESPONSIBILITIES

**POSITION:** State Match Committee

**REPORTING RELATIONSHIPS:** The committee is responsible to and reports to the Board.

**PURPOSE OF THE COMMITTEE:**

Control of all games conducted under the authority of the Board

- State Pennant Finals
- State Champion of Club Champions
- District Sides Championships
- State Open and Junior Championships
- State Mixed Competitions (where applicable)
- Australian Indoor Qld Qualifying

**KEY RESULT AREAS:**

- Develop an annual plan that shall be reviewed and authorised by the Board
- Review all events to ensure a continuous improvement is achieved
- Enquire into and settle any complaints regarding matches/competitions

**PRINCIPAL RESPONSIBILITIES:**

*All duties listed are arranged in consultation and collaboration with the relevant Bowls Queensland Officer*

- Establish pertinent conditions of play for State competitions
- Request and arrange necessary greens/Club facilities
- Collate entries as soon as possible after closing date and arrange draw
- Arrange printing and distribution of draw to all participants
- Arrange notification of host Clubs regarding requirements/rinks etc.
- Arrange preparation of paperwork/scorecards for host Clubs
- Establish a template for the Expressions of Interest process
- Arrange preparation of master sheets
- Receive and collate results from host Clubs and declare sections where appropriate
- Advise Bowls Queensland of progressive results each day for distribution to media
- Notify Clubs hosting following rounds of the competitors
- Receive and prepare answers to correspondence relative to the match committee area
- Conduct annual self assessment of the committees operations
- Expenditure will be as per the Finance Policy for Committees

**MATCH COMMITTEE CO-ORDINATOR:**

• ***Roles & Responsibilities:***

- Chair and convene all meetings or teleconferences, keeping precise minutes/records of these meetings of which a copy will be forwarded to Bowls Queensland
- Prior to a meeting ensure all committee members have an agenda, necessary documentation and all information that will allow them to participate fully in the meeting
- Present a monthly report to the Board covering the activities for the month, report on events and results and details of each event attended by committee members

**LIMITATIONS**

The Match Committees do not have the authority to:

- Make policy or regulations that are binding on the State Authority
- Commit Bowls Queensland to any policy or make changes to existing policy
- Exceed budget or modify program without prior approval
- Negotiate financial arrangement with host Clubs



## BOWLS QUEENSLAND ROLES & RESPONSIBILITIES

**POSITION:** State Selection Committee

**REPORTING RELATIONSHIPS:** The committee is responsible to and reports to the Board.

**PURPOSE OF THE COMMITTEE:**

- To select sides and replacements to represent the State at all interstate or scheduled events as required and to submit names of side members for approval prior to any side announcement
- To select athletes for special events as required by Bowls Queensland
- Establish a written document that outlines a players ability in the following areas:

**Personal Attributes/achievements:**

- Bowling ability/specialists positions
- Technique
- Mental attributes
- Consistency ability
- Behavioural traits
- Dedication to representing the state
- Team spirit/compatibility
- Personal image and compatibility (as well as their interaction as a member of a pennant side or state side)
- Athlete ability to play match turning shots

**KEY RESULT AREAS:**

- Committed to selecting the best possible sides to represent Queensland. The selection process to be fair, unbiased and transparent organised manner
- The committee should investigate and develop a process of succession planning

**PRINCIPAL RESPONSIBILITIES:**

- Develop an annual plan that shall be recommended, reviewed and authorised by the Board
- Conduct annual self assessments of the committee's operations
- Report to the Board on the outcomes of the work of the committee after each committee meeting or as specified or requested by the Board
- Work and consult with the High Performance team regards to all team selection and athlete ability
- Work cohesively with the Bowls Queensland team

**COMMITTEE CO-ORDINATOR:**

**Roles & Responsibilities:**

- Chair and convene all meetings or teleconferences, keeping precise minutes/records of these meetings of which a copy will be forwarded to Bowls Queensland
- Prior to a meeting ensure all committee members have an agenda, necessary documentation and all information that will allow them to participate fully in the meeting
- Present a monthly report to the Board covering the activities for the month, report on events and results and details of each event attended by committee members

**LIMITATIONS:**

The committee members are not authorised to:

- Make policy or regulations that are binding on the State Authority
- Commit Bowls Queensland to any policy or make changes to existing policy
- Exceed budget or modify program without prior approval
- Directly approach Bowls Australia
- Publish or communicate selections



## BOWLS QUEENSLAND ROLES & RESPONSIBILITIES

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**POSITION:** State Umpire Committee

**REPORTING RELATIONSHIPS:** This committee is responsible to and reports to the Board

**PURPOSE OF THE COMMITTEE:**

- To answer all matters pertaining to umpiring and accreditation
- Promote benefits to become an umpire
- Maintaining high standards of umpires in Queensland

**KEY RESULT AREAS:**

- Increase the number of accredited umpires in Queensland
- Respond to all correspondence through Bowls Queensland within 7 days
- Support Districts with all umpire enquiries
- Mark and assess re-accreditations as required
- Conduct workshops in Districts to assist development
- Conduct development/umpire workshops to 5 separate areas per year as per District request.

**PRINCIPAL RESPONSIBILITIES:**

- Forward the appropriate examination papers and practical test as provided by Bowls Australia
- Provide documentation on the laws of the sport of lawn bowls for instruction of candidates for accreditation as national umpires and measurers
- Accredite/re-accredit umpires, markers and measurers on completion of the necessary qualifications required by Bowls Australia
- Resolve and report on any questions, interpretations or decisions on the laws of the sport of bowls
- Ensure relevant feedback is provided to unsuccessful candidates
- Conduct annual self-assessments of the committee's operations
- Undertake duties as directed by the Board
- Work cohesively with the Bowls Queensland team
- Expenditure will be as per the Finance Policy for Committees

**COMMITTEE CO-ORDINATOR:**

- **Roles & Responsibilities:**
  - Chair and convene all meetings or teleconferences, keeping precise minutes/records of these meetings of which a copy will be forwarded to Bowls Queensland
  - Prior to a meeting ensure all committee members have an agenda, necessary documentation and all information that will allow them to participate fully in the meeting
  - Present a monthly report to the Board covering the activities for the month, report on events, results and details of each event attended by committee members

**LIMITATIONS**

The committee does not have the authority to:

- Make policy or regulations that are binding on the State Authority
- Commit Bowls Queensland to any policy or make changes to existing policy
- Exceed budget or modify program without prior approval
- To directly approach Bowls Australia