

Birkenhead
Bowling Club

REGULATIONS

Updated April 2025

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Birkenhead Bowling Club Registered Office

The Registered Office of The Birkenhead Bowling Club Incorporated shall be at 95 Mokoia Road, Birkenhead.

Purpose and Status of Regulations

The purpose of these Regulations is to set out the procedures for Club operations.

These Regulations were adopted by the Club Board, in accordance with the Constitution November 2024 and shall be read in conjunction with the Constitution.

Interpretation

Every reference to the Constitution shall mean the Club Constitution unless specified otherwise.

The words and phrases used in these Regulations shall have the same meaning as defined in the Constitution of The Birkenhead Bowling Club Incorporated, unless otherwise specified in these Regulations.

In addition to any other clauses in these Regulations, the following words and phrases used in these Regulations shall mean as follows:

“Club Board” and “Board” mean the body that is responsible for the governance and management of the Club and includes any sub-committee of the Club.

“Proceeding” means any proceeding brought under these Regulations.

Club Disciplinary Regulations

The Club Disciplinary Regulations shall form part of the Club Regulations.

Application of Regulation and Amendment

Application: These Regulations apply to all Members, Officers and Appointed Personnel.

Amendment: These Regulations may be amended by the Club Board, in accordance with the Constitution, provided such amendments are not inconsistent with the Constitution.

Notification of Amendments: The Board shall notify all Members within 7 days of any revision or amendment to the Regulations.

LAWS OF THE SPORT

Status of Regulation

These Domestic Regulations (Regulation) are made in accordance with the World Bowls Laws of the Sport of Bowls. This Regulation applies to all domestic play in New Zealand which covers club, centre, regional and national competitions.

Bowls New Zealand (as a Member National Authority) are authorised to make Regulations on aspects of the sport. If there is no domestic regulation to cover a specific aspect of the sport, all games will be played in line with the Laws of the Sport of Bowls.

Commencement

This Regulation supersedes and replaces all previous Bowling Club and Bowls New Zealand Laws of the Sport Regulations. It shall continue in force until such time as it is revoked by the Bowling Club Board or the Bowls New Zealand Board.

Definitions

The words and phrases used in this Regulation shall have the same meaning as defined in the Bowling Club Constitution, unless otherwise specified in these Regulations. References to a Law in this Regulation refers to a law in the World Bowls Laws of the Sport of Bowls.

“Club Tournament” means a competition, tournament, or event for the game of bowls held by or under the auspices of a Club in which entry is limited to club members. This may include graded events where players play in a position that has been classified by their Club.

“Laws of the Sport” means the World Bowls Laws of the Sport for Bowls.

“Open Tournament” means a competition, tournament, or event for the game of bowls which is open for entry to any member of any Club or Centre.

Substitute Players

1. For domestic play, a substitute is a player who is either temporarily or permanently replacing an absent team member during a game or tournament.
2. A Substitute may be permitted into a team at any stage during a game throughout the course of a tournament. Changes made to members of the original team before the start of the first game are permitted at the discretion of the Controlling Body and are not considered to be a substitute.
3. The Controlling Body will decide on the eligibility and approve the use of a substitute. If no eligible substitute is available, the Laws of the Sport applies.
4. The following requirements apply to introducing a substitute:
 - a. The substitute must play in any position other than skip. The other members of the team can rearrange their positions as necessary.
 - b. If the tournament is a graded event, a substitute graded Skip can play as Skip. The Controlling Body may give approval for a team member to play in a higher graded position, but under no circumstances shall a team member play in a lower graded position.
 - c. The Controlling Body will determine if the request for a substitute is valid. The following examples would normally be considered valid, including but not limited to illness, bereavement of a close family member, jury duty, Bowls New Zealand duty and work commitments. Other circumstances may also be accepted as valid. The Controlling Body may include additional reasons in the Conditions of Play.
 - d. A Substitute shall not be permitted if a team member enters another tournament scheduled to play at the same time.
 - e. A Fours Team may contain up to two substitutes at any one time during an event.
 - f.
 - g. A substitute is not permitted in any Singles game, except in a Side, where a substitute may be permitted.
 - h. If the player for which the substitute was replacing later becomes available, the player shall with the consent of the Controlling Body, re-join the team in the same position at the completion of any end. The team can rearrange their positions as necessary. Wherever

possible, the original player, should return to the team before another player is appointed as a substitute.

- i. A substitute team member must be approved when a player has qualified or been selected for a Centre or Bowls New Zealand tournament.
 - j. If a player qualifies for more than one event under the control of the same Controlling Body and is instructed to play in one event, a substitute will be permitted, unless it is a Singles event.
5. A substitute approved by the Controlling Body shall, where possible, be:
 - a. Of playing ability equal to, or less than, the absent team member
 - b. A player who satisfies the eligibility requirements for team members in the Conditions of Play.
 - c. Where it is not possible to satisfy the above requirements, the Controlling Body may appoint any suitable player to act as substitute.
 6. The awarding of a trophy, financial reward, or other acknowledgement of winning a tournament to a substitute in the winning team shall be the prerogative of the Controlling Body.
 7. If the tournament leads on to a pathway event, the Controlling Body shall decide if the substitute will be nominated and entered to play in that tournament.
 8. Each pathway event is a competition in its own right and therefore the full scope of this Regulation will apply to each pathway event.

Artificial devices for use during the game of bowls

Bowling Arms

1. For domestic play, the use of a Bowling Arm is approved for delivering the jack or a bowl.
2. A player may use any number of Bowling Arms during trial ends to assess suitability.
3. Whenever a player commences using a Bowling Arm in a game, the player must use it for the remainder of that game. This does not apply to the delivery of the jack, which can be delivered either by hand or by a Bowling Arm.
4. A player cannot alter or change the Bowling Arm during a game except in circumstances where the device is rendered unplayable. In this instance, the player may change to another bowling arm on approval by the Umpire or Controlling Body.

Wheelchairs (Manual)

5. The large and usually rear tyres (pneumatic or soft rubber wheels) must have a minimum width of 75mm. Tyres must be smooth or inverted tread.
6. The tyres for the small or front wheels must be at least 200mm x 75mm with a pneumatic or soft rubber tyre. Castors made of nylon or polyurethane can also be used for front wheels. The width of these should be a minimum of 75mm. It is a requirement that the edges, if sharp, be rounded off.
7. If there are any doubts about the tyre tread, tape or other material can be placed over the tyre to provide a smoother surface as a temporary or precautionary measure.
8. To further ensure there is no undue damage to the green, players should ensure a wide circle is taken when turning their chair on the green.
9. It is considered that the use of a motorised wheelchair would damage greens, both natural and artificial. All play on greens should be from a manual wheelchair. Any wheelchair player is permitted to have an assistant to assist with any mobility issues.

Scooters

10. Any large tyres (pneumatic or soft rubber) must have a minimum width of 75mm. Tyres must be smooth or inverted tread.
11. Any smaller wheels must be at least 200mm x 75mm with a pneumatic or soft rubber tyre.
12. If there are any doubts about the tyre tread, tape or other material can be placed over the tyre to provide a smoother surface as a temporary or precautionary measure.
13. To further ensure there is no undue damage to the green, players should ensure a wide circle is taken when turning their chair on the green.

Walking Frames

14. Walking frames can be used provided the frame does not cause damage to the green. To eliminate damage that may be caused to the green, the frame must comply with the following requirements:
 - a. Pneumatic wheels which are at least 75mm or wider wheels that are smooth and without tread.
 - b. If the frame has “feet”, each one must have its own base covered with rubber or similar material. The base should measure at least 75mm across.
 - c. Players are not to sit on their frames while on the green unless each “foot” and wheel complies with these specifications.

Crutches or Walking Sticks

15. A player who has a physical disability will be allowed to use a crutch or walking stick. The support must have a base covered with rubber or similar material. This base must measure at least 75 mm across. The crutch or walking stick can be placed on or next to the mat.

String Lines

16. String lines are an accepted practice for centre line rink markings for vision impaired bowlers. The string line should be fixed to the end of the rink on the centre line.
17. The string line should be white and tightly affixed along the surface of the green.

Person Assisting a Vision Impaired Player

18. The sighted person assisting a vision impaired player will be referred to as the Director. The Director may give any assistance required to the player and assist with the strategy of play. The Director may stand in front of the mat while their player is in possession of the rink.

Other

19. Bowls New Zealand may consider approving other artificial devices for use on a case-by-case basis. A sample of the device should be submitted for practical assessment. Any additional approved artificial devices will be notified to all Centres once approval has been granted.

Greens (Natural and Artificial)

1. Bowls New Zealand will approve the type of synthetic surfaces to be used for domestic play. (see also Laws of the Sport)
2. Greens already in use at the time of implementation of this Regulation are approved for domestic play. (see also Laws of the Sport)

3. For domestic play, the minimum width of a rink shall be 3.6 metres and the maximum width shall be 5.8 metres. (see also Law Laws of the Sport)
4. Boundary Pegs (see also Laws of the Sport)
 - a. Boundary pegs already in use at the time of implementation of this Regulation are approved for domestic play.
 - b. The four corners of the rink must be marked by boundary pegs which shall be a minimum of 13mm and a maximum of 25mm wide.
 - c. The requirement for a thin black vertical line on boundary pegs shall not apply to pegs fixed on top of the bank.
5. Boundary threads will not be used for domestic play. (see also Laws of the Sport)

Re-testing and re-stamping bowls

1. All re-testing and re-stamping of bowls must be carried out by a World Bowls licensed tester.
2. A deposit of \$150 must be paid to the Umpire or Controlling Body by the person making a bowls challenge. The deposit to be paid when a challenge to bowls is lodged.
3. All sets of bowls used for domestic play shall bear a 1982 date or subsequent on the bowls stamp. (see also Laws of the Sport)

Types of measuring equipment for carrying out umpires' duties

1. Bowls New Zealand may approve measuring equipment for carrying out umpire's duties during domestic play in addition to the equipment listed in the Laws of the Sport.
2. A sample of the measuring equipment and accompanying information can be submitted for practical assessment. Measuring equipment will only be approved if it is determined that it is effective and accurate for use during umpiring duties.
3. If measuring equipment is approved for carrying out umpire's duties, this will be notified to all Centres and Umpire Groups once approval has been granted.

Colours for footwear and the types of sole

1. Players, Umpires and Markers must wear flat-soled (heel-less) footwear when they play on the green or act as an Umpire or Marker. Soles may be of a non-slip material with a slightly abrasive surface.
2. Bowls New Zealand may grant dispensation to wear a particular type of footwear or no footwear based on medical grounds.
3. Footwear that damages the green will not be permitted. The person concerned will be asked by the Controlling Body to remove their shoes and replace them.
4. Bowls New Zealand will have the ability to approve footwear for use on greens. The player or manufacturer/supplier must submit a sample for approval. Once approved footwear will be notified to all Centres. The approval of footwear will be based on (but not limited to) the following aspects:
 - a. Contour of the sole
 - b. One piece sole
 - c. Channel depth
 - d. No raised heel
 - e. No attached heel
 - f. Rounded edges
 - g. Indented non-slip sole

- h. No excessively pronounced ripples/obstructions

Colours and types of clothing, including bowling gloves

1. For club tournaments, clothing requirements shall be determined by the Club.
2. For any open tournament, players in Singles and members of a Team or Side must wear clothing of the same colour and design as determined by the Controlling Body. The Controlling Body may impose conditions relating to sponsor's logos.
3. Bowls New Zealand may approve clothing variations upon application from any Club or Centre for any specific event, game, Team or Side.
4. Bowling gloves are permitted and may be worn at any time.
5. All registered Umpires will wear clothing in the official colours as determined by Bowls New Zealand. Umpires are entitled to wear badges, flashes, and other uniform items, as approved by Bowls New Zealand.

Tournaments and Use of Greens

1. A Centre or Club shall not hold a qualifying competition for a National Event at the same time as the following competitions are being played:
 - a. New Zealand National Open Championships
 - b. Regional Playoff or National Final of any New Zealand Interclub or Intercentre competition.
2. A club shall not hold a qualifying competition for a national pathway event at the same time as a Centre competition, except if no players from that club are involved in that event.
3. Every Bowls New Zealand affiliated club shall allow Bowls New Zealand and/or its governing Centre the use of, and full access to, its bowling green(s) and amenities for the conducting of national and Centre tournaments and other fixtures held by or under the auspices of Bowls New Zealand or the relevant Centre on such days in the playing season as Bowls New Zealand or the Centre may require, following consultation with, and upon giving reasonable notice to, the Club concerned.

Use of Technology

1. The use of electronic devices (for example, mobile phones, tablets, and other devices) is permitted on the green under the following conditions:
 - a. If they are used by a player to either record or monitor the outcomes of their game;
 - b. They are not used for communication purposes; and
 - c. The use of the device does not interrupt or interfere with any other players or disrupts the flow of the game.
2. If the use of electronic devices does not meet these conditions, the Controlling Body or Umpire may ask the player to immediately stop using the device.
3. The Controlling Body for any tournament retains the right to make specific arrangements for the use of electronic devices in their Conditions of Play.

CODE OF CONDUCT

Purpose

The purpose of this Code is to ensure that all Participants participating in an Event are aware of the standard of conduct expected of them and the consequences of breaching that standard.

Commencement

This Code supersedes and replaces all previous Bowls New Zealand Codes of Conduct.

Definitions

For the purposes of this Code:

“Anti-Match Fixing Regulation” means the Bowls New Zealand Anti-Match Fixing Regulation, as amended from time to time.

“Bowls New Zealand Integrity Officer” means the Bowls New Zealand Chief Executive, unless the Board decides otherwise.

“Bowls New Zealand Tournament Director” means the director of an Event as appointed by Bowls New Zealand.

“Conditions of Play” means the playing conditions, eligibility, and other rules of the tournament under which an Event is to be played, as determined by the Bowls New Zealand Tournament Director in accordance with the Regulations.

“Event” means a bowls event held by, or under the auspices of, or administered by Bowls New Zealand and held at a Centre or Club venue as determined by Bowls New Zealand. Events may be held on an open, invitation, or limited entry basis. An Event shall be deemed to start at the commencement of the official opening, manager’s meeting or pre-event briefing immediately preceding the event (whichever is the earlier) and shall end at the conclusion of the official closing, prize giving or official Bowls New Zealand function for the event (whichever is the latter).

“Event Officials” means any individuals who are appointed by Bowls New Zealand, a Centre or Club to positions of responsibility at an Event including, but not limited to, volunteers, employees, officers, umpires, and the Tournament Director at which an Event is being held.

“Judicial Committee” has the meaning given to it in the Bowls New Zealand Judicial Regulation.

“Judicial Regulation” means the Bowls New Zealand Judicial Regulation as may be amended from time to time.

“Laws of the Sport” means the laws for playing the Game of Bowls as approved by World Bowls (including all domestic Regulations and the Conditions of Play).

“Match Fixing” means conduct defined as prohibited conduct in the Anti-Match Fixing Regulation including corruption, betting, misusing inside information and other offence.

“Misconduct” has the meaning given to it in the Bowls New Zealand Constitution and Judicial Regulation

“Participant” means any person who participates in an Event, including but not limited to players, coaches, managers who:

- are Members of Bowls New Zealand; or
- have acknowledged in writing that they are bound by this Code.

All other defined terms have the same meaning as defined in the Bowls New Zealand Constitution or the Bowls New Zealand Regulations.

Players Obligations

Sportsmanship

Participants must conduct themselves in a proper manner, including maintaining a high standard of personal conduct, so as not to bring themselves, Bowls New Zealand, a Centre, Club, or the game of Bowls into disrepute. Accordingly, all Participants will apply:

1. **Best efforts:** always playing to the best of their ability and to perform as part of a team (if relevant).
2. **Respect:** maintaining an attitude of respect and politeness towards their opponents and Event Officials.
3. **Integrity:** refraining from any conduct which might reflect on the integrity of an Event, Bowls New Zealand, a Centre, Club, or the game of Bowls generally.
4. **Discrimination:** refraining from any discriminatory practices (or making any discriminatory statements) based on age, gender, sex, race, religion, ethnic background, or special ability/disability bowlers.
5. **Misconduct:** refraining from engaging in Misconduct.

Laws

Participants must accept any ruling given by an Event Official during an Event (subject to any right of appeal given by these Regulations, Conditions of Play, and the Laws of the Sport) and strictly comply with:

1. the Bowling Club Regulations;
2. the Bowls New Zealand Regulations (including the Bowls New Zealand Anti-Doping Regulation, Bowls New Zealand Anti-Match Fixing Regulation and Bowls New Zealand Judicial Regulation, as may be amended from time to time); and
3. the Laws of the Sport.

Media

Participants are entitled to make public statements or any other communication with the media (including via web-based social media e.g. Facebook, Twitter) in relation to their personal performance at an Event provided that Participants do not make, or endorse, any public statement in the media (including web-based social media) that has (or may have) a negative effect on the interests of any other Participants, Event Official(s), the Tournament Director, Bowls New Zealand, a Centre, or a Club involved in an Event.

Late Withdrawal

Once the draw for an Event has been published players may only withdraw from the Event by providing the relevant Event Officials with evidence of a bona fide injury, illness, bereavement, or other exceptional circumstance.

Best efforts

A Participant must always use his/her best efforts to complete a game and must not default unless he/she is reasonably unable to play or complete a game.

Late Arrival

A Participant must not arrive late for a game, resulting in the default of the game, without providing Event Officials with evidence of an exceptional circumstance that prevented the Participant's attendance.

Default

A Participant must not default or withdraw from an Event in order to allow the Participant to compete in another Event (or other event) that is to occur on the same day.

Playing after withdrawal

A Participant must not compete in another Event after declaring themselves unavailable to compete in Event, unless otherwise agreed with Bowls New Zealand.

Obscenities

Participants must refrain from directing any words, signs or gestures towards any other Participants, Event Official(s) or the Tournament Director that are understood in any language to have an obscene or offensive meaning.

Dress

Participants must present themselves for play in suitable sports clothing and must comply with any Bowls New Zealand Regulations and with all reasonable directions of Event Officials regarding dress standards while competing in an Event.

Match Fixing

Match Fixing by Participants at, or in connection with, Bowls Events is prohibited as specified in the Anti-Match Fixing Regulation within the Bowls NZ Regulations.

Transgender

Bowls New Zealand and the bowls community has developed a policy in respect of transgender people, which includes those who are transsexual and transgender, in all aspects of the Sport: bowlers, employees, coaches, officials, volunteers and spectators. This policy is available from Bowls New Zealand.

Breach of Code

Breach of Obligations

1. If an Event Official, player, coach, or other person entitled to do so under the Laws of the Sport, considers that a Participant may have breached any obligation under this Code, the Event Official shall refer the matter to the Tournament Director who shall:
 - (a) where it is alleged to be Match Fixing, refer it to the Bowls New Zealand Integrity Officer for investigating in accordance with the Anti-Match Fixing Regulation;
 - (b) Where it is for any other matter:
 - i. dismiss the matter without a hearing if the Tournament Director considers that the matter is frivolous or is brought for vexatious reasons; or
 - ii. refer the matter to the Judicial process in accordance with the Judicial Regulations and subject the right to natural justice (below), suspend the alleged offending player from the Event with immediate effect pending the determination of the Judicial process.

Right to Natural Justice

Prior to imposing a suspension, the Tournament Director must inform the alleged offending Participant of the alleged breach of the Code and give the Participant the opportunity to provide their version of the events giving rise to the alleged breach.

JUDICIAL PROCESS

Purpose

The purposes of this Regulation are to:

- establish a consistent system for handling Disputes & Complaints and Misconduct involving persons, Members or Officials of a Club, Centres or Bowls New Zealand, that is fair and just, and delivered in a practical way; and
- give Members or Officials of Bowls New Zealand or members or Officials of a Club or Centre the ability to appeal decisions made by a Member, Club or Centre to a judicial body regulated by Bowls New Zealand.

Commencement Date

This Regulation supersedes and replaces all previous Bowls New Zealand Judicial Regulations. It shall continue in force until such time as it is revoked by the Bowls New Zealand Board.

Structure of these Rules

These Rules are divided into three parts:

- Part A contains provisions which apply to matters brought before **the Bowling Club**, according to the Bowling Clubs Constitution;
- Part B contains provisions which apply to matters brought before **Bowls New Zealand**, according to the Bowls NZ Constitution;
- Part C contains provisions which apply to **Appeals** brought before the Bowls New Zealand Judicial Committee, according to the Bowls NZ Constitution; and
- Part D contains **general provisions** which apply to all judicial matters.

Interpretation

The words and phrases used in this Regulation shall have the same meaning as defined in the Constitution, unless otherwise specified.

In addition, the following words and phrases used in this Regulation shall mean as follows:

“**CEO**” means the Chief Executive Officer of Bowls New Zealand Incorporated.

“**CEO Decision**” means a decision of the Bowls New Zealand CEO (or appointee) about a member or Official of a Club or Centre regarding Misconduct, a Dispute or Complaint.

“**Club or Centre Decision**” means a decision of the board, management committee or other equivalent governing body or any sub-committee of a Club or Centre about a member or Official of a Club or Centre regarding Misconduct, a Dispute or Complaint conducted by that Club or Centre.

“**Constitution**” means the Constitution of Bowls New Zealand Incorporated.

“**Interested Party**” means a person added to a Proceeding.

“**Judicial Committee**” means the Bowls New Zealand Judicial Committee(s).

“**Judicial Commissioner**” means a person appointed by the Bowls New Zealand CEO to make a decision on matters of Misconduct, Disputes and Complaints.

“**Judicial Commissioner Decision**” means a decision of the Judicial Commissioner about a member or Official of a Club or Centre regarding Misconduct, a Dispute or Complaint.

“**Judicial Member**” means a person who is a member of a Judicial Committee.

“**Match Fixing**” means conduct defined as prohibited conduct in the Bowls New Zealand Anti-Match Fixing Regulation including corruption, betting, misusing inside information and other offences.

“**Proceeding**” means any proceeding brought under Parts A of this Regulation.

“Registrar or Secretary” shall be a Registrar (or Secretary) who is available to assist all Judicial matters described in this Regulation. The Registrar shall be the CEO or other employee of Bowls New Zealand as determined by the CEO.

“Working Day” means any day of the week other than Saturday, Sunday, Good Friday, Easter Monday, ANZAC Day, Labour Day, the Sovereign’s birthday, Waitangi Day, Christmas Day, Boxing Day, New Years’ Day and 2 January, provided that if Christmas Day, Boxing Day, New Years’ Day and/or 2 January:

- falls on a Saturday the day must be treated as falling on the following Monday; and,
- falls on a Sunday the day must be treated as falling on the following Tuesday.

Jurisdiction

1. A Member, Members, Official, or the Bowling Club may elect to have matters of Misconduct, as established in the Bowling Club Constitution, managed by either the Bowling Club (Part A below) or Bowls New Zealand (Part B below).
 - a. If all parties are not in agreement as to who should manage the matter of Misconduct, then the Bowling Club (Part A) shall manage the matter.
2. For the avoidance of doubt all Complaints and Disputes that are not matters of Misconduct shall be managed by the Bowling Club.

Part A –Birkenhead Bowling Club

Jurisdiction of the Bowling Club

The Bowling Club shall have jurisdiction to hear and determine:

- Complaints, Disputes and Misconduct involving Bowling Club members.

For the avoidance of doubt, the Bowling Club does not have jurisdiction to hear and determine:

- Matters relating to Anti-Doping and Anti-Match Fixing;
- Appeals against a club or centre decision; and/or
- Any breach of a decision of the Bowls New Zealand Board.

Judicial Committee Members

The Bowling Club shall appoint at least three people to be members of the Judicial Committee when required by the Bowling Club. At least one of these people should have legal experience and the others should, if possible, have one or more of the following competencies:

- experience as a member of a disciplinary tribunal, preferably in relation to sport or bowls; and/or
- extensive knowledge of the Game of Bowls.

Administration of the Bowling Club Judicial Committee

1. **Chair:** The Bowling Club must appoint one of the Judicial Members as the Chair of the Bowling Club Judicial Committee.
2. **Panel:** The panel will normally comprise three members (of which one should be the Chair, and one should have legal experience) but, at the discretion of the Chair, may comprise more than three members.

Procedure of the Bowling Club Judicial Committee

The following protocol will be used as a broad guideline in relation to any investigation by the Bowling Club Judicial Committee into a matter that they have jurisdiction to hear and determine. Each investigation process will be tailored in some respects to meet the circumstances of the matter being heard.

Mediation

Having received and considered the matter, the Chair of the Judicial Committee may initiate mediation proceedings to attempt to reach an agreement between parties without the need for a Judicial investigation. The process for mediation will be determined by the Chair; but must adhere to the principles of natural justice. If mediation has not been successful within 10 days, then the matter will be referred to the Bowling Club Judicial Committee.

Scope of Investigations

1. A Terms of Reference will be established to outline the scope of the investigation.
 - a. The Terms of Reference will outline the nature of the matter, the allegations to be investigated and the process of the investigation in accordance with the guidance provided in this protocol.
2. The Judicial Committee will be impartial and will be required to follow a natural justice process in the investigation. Investigations will generally remain confidential to the parties involved, so far as the law allows.
3. The Judicial Committee will determine on the balance of probabilities whether any of the allegations made in the complaint are substantiated on the facts.
4. The Judicial Committee may also address any related matters that arise in the course of the investigation (provided that the complainant and respondent are made aware of any additional allegations sufficiently in advance of any interview with the Judicial Committee).
5. At the conclusion of the investigation, the Judicial Committee will make the final report available in accordance with the Terms of Reference and these Protocols. Generally, this will involve the report being provided to the complainant, the Bowling Club, and any other relevant party. All parties who receive the final report will not disclose the report to any other person except in accordance with the Terms of Reference or as agreed otherwise between all relevant parties.
6. The Judicial Committee may use the services of Bowls NZ in any investigation, provided this does not impact on the independence of the investigation.

Investigation Process

The investigation process will usually involve the following steps:

Interviews

1. At the commencement of any interview the Judicial Committee will describe the investigation process. This includes the rights and obligations established in the Terms of Reference. The interviewee must accept that they are happy to proceed on the terms stated before the interview begins.
2. The Judicial Committee may audio record interviews if this is considered appropriate by the Judicial Committee. Audio recordings of an interview can be made available in the event they are requested by an interviewee.

Complainant interview

3. The Judicial Committee will interview the complainant/s. Any complainant will be entitled to have present at the interview any support person or representative the complainant wishes to be present.

4. The complainant will be asked to produce any documents either they or the Judicial Committee consider relevant to the complaint, or the investigation and any documents produced will be annexed to each complainant's witness statement.

Witness interviews

5. The complainant and respondent will be invited to propose any relevant witnesses to be interviewed. The Judicial Committee will, in most circumstances, interview witnesses proposed by either the complainant or respondent, except where the Judicial Committee does not consider a witness's statement is necessary. The Judicial Committee may also elect to interview any person that may provide relevant evidence to the investigation.
6. Any relevant and necessary witnesses will be interviewed separately by the Judicial Committee and in the presence of any support person or representative the witness wishes to be present.

Respondent interview

7. Complainant and witness statements and any documents produced will be provided to the respondent, prior to being interviewed. Redactions may be made where necessary in the Judicial Committee's opinion to protect the personal information of individuals.
8. The Judicial Committee will then interview the respondent separately and in the presence of any support person or representative the respondent wishes to be present.
9. The respondent will be asked to produce any documents either they or the Judicial Committee consider relevant, and any documents produced will be annexed to the respondent's witness statement.

Opportunity to respond

10. Following the respondent's interview, the complainants may be asked to respond to any new information contained in the respondent and/or witness interviews.

Investigation Report

1. The Judicial Committee will produce a draft report which will be provided to relevant parties in accordance with the Terms of Reference, usually to include complainant and relevant respondent.
2. The final report will be provided to the parties in accordance with the Terms of Reference established at the commencement of the investigation. The final report will be stored by the Bowling Club however no action will or may be taken with that report including provision of the report to any other parties (other than by consent or by compulsion of law).

Investigation Principles

1. Investigations will be completed in accordance with the principles of natural justice. The Judicial Committee will determine what information needs to be provided to any parties involved having regard to the need for the investigation to be thorough and fair to all parties.
2. Any information provided to the Judicial Committee will be provided on the basis that it may be disclosed, by the Judicial Committee, to any other person involved in the investigation. This will be to ensure that Judicial Committee is able to conduct the investigation in accordance with the principles of natural justice.
3. The investigation will be confidential to the Judicial Committee, complainant(s), respondent(s), Bowling Club, Bowls NZ and any relevant bodies as determined by the Terms of Reference. Information will only be disclosed to other witnesses where that is necessary for the purposes of the investigation, or it is agreed prior between all relevant parties.
4. The Judicial Committee will ensure that those participating in the investigation understand and agree to applicable confidentiality requirements.

Independent Advice and Support

1. All parties to an investigation process will be entitled to seek their own independent advice or support at any stage during the process.
2. A condition for all interviews managed by the Judicial Committee, is that a party may not have legal representation – they may seek legal advice but not be represented at hearings or interviews by legal counsel.

Appeals against a decision of the Bowling Clubs Judicial Committee

A party to a decision of the Bowling Clubs Judicial Committee may appeal such decision to Bowls New Zealand in accordance with these Regulations (Part C).

Part B – Bowls New Zealand

Jurisdiction of Bowls New Zealand

The Bowls New Zealand CEO and/or Judicial Commissioner shall have jurisdiction to hear and determine:

- Matters of Misconduct, as established in the Constitution; and/or
- Complaints, Disputes and Misconduct at Bowls New Zealand Events.

For the avoidance of doubt, the Bowls New Zealand CEO and/or Judicial Commissioner does not have jurisdiction to hear and determine:

- Matters relating to Anti-Doping and Anti-Match Fixing;
- Appeals against a club or centre decision; and/or
- Any breach of a decision of the Bowls New Zealand Board.

Bowls NZ CEO and Judicial Commissioner(s)

In addition to the Bowls NZ CEO, Bowls New Zealand shall appoint a pool of at least five people annually to be Judicial Commissioners of Bowls New Zealand, when required by Bowls New Zealand. Ideally these Commissioners will also be members of the Bowls New Zealand Judicial Committee. These people should, if possible, have one or more of the following competencies:

- a practising or retired barrister or solicitor of the High Court of New Zealand;
- a retired judicial officer who has held office in a New Zealand court or statutory tribunal;
- experience as a member of a sports disciplinary tribunal, preferably in relation to sport and bowls; and/or
- extensive knowledge of the Game of Bowls.

Process for Bowls NZ CEO and Judicial Commissioner

The following protocol will be used as a broad guideline in relation to any investigation by the Bowls NZ CEO or Judicial Commissioner into a matter that they have jurisdiction to hear and determine. Each investigation process will be tailored in some respects to meet the circumstances of the matter being heard.

Mediation

Having received and considered the matter, the Bowls NZ CEO may initiate mediation proceedings to attempt to reach an agreement between parties without the need for a Judicial investigation. The process for mediation will be determined by the CEO and managed by a Bowls NZ manager; but must adhere to the principles of natural justice. If mediation has not been successful within 10 days, then the matter will be referred to a Bowls NZ Judicial Commissioner.

Scope of Investigations

1. The CEO may elect to manage the independent investigation in relation to the investigation. Alternatively, the CEO may appoint a Judicial Commissioner to manage the investigation.
2. A Terms of Reference will be established to outline the scope of the investigation.
 - a. The Terms of Reference will outline the nature of the matter, the allegations to be investigated and the process of the investigation in accordance with the guidance provided in this protocol.
3. The CEO or Judicial Commissioner will be impartial and will be required to follow a natural justice process in the investigation. Investigations will generally remain confidential to the parties involved, so far as the law allows.
4. The CEO or Judicial Commissioner will determine on the balance of probabilities whether any of the allegations made in the complaint are substantiated on the facts.
5. The CEO or Judicial Commissioner may also address any related matters that arise in the course of the investigation (provided that the complainant and respondent are made aware of any additional allegations sufficiently in advance of any interview with the CEO or Judicial Commissioner).
6. At the conclusion of the investigation, the CEO or Judicial Commissioner will make the final report available in accordance with the Terms of Reference and these Protocols. Generally, this will involve the report being provided to the complainant, Bowls NZ, and any other relevant party. All parties who receive the final report will not disclose the report to any other person except in accordance with the Terms of Reference or as agreed otherwise between all relevant parties.
7. The CEO or Judicial Commissioner may use the services of a Bowls New Zealand Manager in any investigation, provided this does not impact on the independence of the investigation.

Investigation Process

The investigation process will usually involve the following steps:

Interviews

1. At the commencement of any interview the CEO or Judicial Commissioner will describe the investigation process. This includes the rights and obligations established in the Terms of Reference. The interviewee must accept that they are happy to proceed on the terms stated before the interview begins.
2. The CEO or Judicial Commissioner may audio record interviews if this is considered appropriate by the CEO or Judicial Commissioner. Audio recordings of an interview can be made available in the event they are requested by an interviewee.

Complainant interview

3. The CEO or Judicial Commissioner will interview the complainant/s. Any complainant will be entitled to have present at the interview any support person or representative the complainant wishes to be present.
4. The complainant will be asked to produce any documents either they or the CEO/Judicial Commissioner consider relevant to the complaint, or the investigation and any documents produced will be annexed to each complainant's witness statement.

Witness interviews

5. The complainant and respondent will be invited to propose any relevant witnesses to be interviewed. The CEO or Judicial Commissioner will, in most circumstances, interview witnesses proposed by either the complainant or respondent, except where the CEO or Judicial Commissioner does not consider a witness's statement is necessary. The CEO or Judicial Commissioner may also elect to interview any person that may provide relevant evidence to the investigation.

6. Any relevant and necessary witnesses will be interviewed separately by the CEO or Judicial Commissioner and in the presence of any support person or representative the witness wishes to be present.

Respondent interview

7. Complainant and witness statements and any documents produced will be provided to the respondent, prior to being interviewed. Redactions may be made where necessary in the CEO or Judicial Commissioner's opinion to protect the personal information of individuals.
8. The CEO or Judicial Commissioner will then interview the respondent separately and in the presence of any support person or representative the respondent wishes to be present.
9. The respondent will be asked to produce any documents either they or the CEO/Judicial Commissioner consider relevant, and any documents produced will be annexed to the respondent's witness statement.

Opportunity to respond

10. Following the respondent's interview, the complainants may be asked to respond to any new information contained in the respondent and/or witness interviews.

Investigation Report

1. The CEO or Judicial Commissioner will produce a draft report which will be provided to relevant parties in accordance with the Terms of Reference, usually to include complainant and relevant respondent.
2. The final report will be provided to the parties in accordance with the Terms of Reference established at the commencement of the investigation. The final report will be stored by Bowls NZ however no action will or may be taken with that report including provision of the report to any other parties (other than by consent or by compulsion of law).

Investigation Principles

1. Investigations will be completed in accordance with the principles of natural justice. The CEO or Judicial Commissioner will determine what information needs to be provided to any parties involved having regard to the need for the investigation to be thorough and fair to all parties.
2. Any information provided to the CEO or Judicial Commissioner will be provided on the basis that it may be disclosed, by the CEO or Judicial Commissioner, to any other person involved in the investigation. This will be to ensure that the CEO or Judicial Commissioner is able to conduct the investigation in accordance with the principles of natural justice.
3. The investigation will be confidential to the CEO or Judicial Commissioner, complainant(s), respondent(s), Bowls NZ and any relevant bodies as determined by the Terms of Reference. Information will only be disclosed to other witnesses where that is necessary for the purposes of the investigation, or it is agreed prior between all relevant parties.
4. The CEO or Judicial Commissioner will ensure that those participating in the investigation understand and agree to applicable confidentiality requirements.

Independent Advice and Support

3. All parties to an investigation process will be entitled to seek their own independent advice or support at any stage during the process.

4. A condition for all interviews managed by the CEO or Judicial Commissioner, is that a party may not have legal representation – they may seek legal advice but not be represented at hearings or interviews by legal counsel.

Appeals Against a Decision of the Bowls NZ CEO or Judicial Commissioner

A decision of the Bowls NZ CEO or Judicial Commissioner may be appealed according to these Regulations (Part C).

PART C – Bowls New Zealand Judicial Committee

Judicial Committee Members

Bowls New Zealand shall appoint a pool of at least five people annually to be members of the Bowls New Zealand Judicial Committee when required by Bowls New Zealand. At least one of these people must have legal experience and the others should, if possible, have one or more of the following competencies:

- a practising or retired barrister or solicitor of the High Court of New Zealand;
- a retired judicial officer who has held office in a New Zealand court or statutory tribunal;
- experience as a member of a disciplinary tribunal, preferably in relation to sport or bowls; and/or
- extensive knowledge of the Game of Bowls.

Members of the Bowls New Zealand Judicial Committee may also be appointed as Bowls New Zealand Judicial Commissioners, or to any other hearing body appointed by Bowls New Zealand.

Jurisdiction of the Bowls NZ Judicial Committee

The Bowls New Zealand Judicial Committee shall have jurisdiction to hear and determine:

- Appeals against a Club or Centre Decision, provided that the constitution, rules, or regulations of the Club or Centre provide for an appeal to the Bowls New Zealand Judicial Committee;
- Appeals against a Bowls NZ CEO or Judicial Commissioner decision, as established in Part A above;
- Matters that are not within the jurisdiction of a Club, Centre and/or the Bowls New Zealand Board;
- Matters relating to Anti-Doping and Anti-Match Fixing; and/or
- Any breach of a decision of the Bowls New Zealand Board or CEO.

For the avoidance of doubt, the Bowls New Zealand Judicial Commissioner does not have jurisdiction to hear and determine:

- Complaints, Disputes and Misconduct at Club or Centre level; and/or
- Complaints, Disputes and Misconduct at Bowls New Zealand Events.

For the avoidance of doubt, the Bowls New Zealand Judicial Committee has jurisdiction to hear and determine allegations of Match Fixing and Doping, unless these matters have been referred by the Bowls NZ CEO to a Government or Sport New Zealand Integrity body.

Administration of the Bowls NZ Judicial Committee

3. **Chair:** The Bowls New Zealand Board must appoint one of the Judicial Members as the regular Chair of the Bowls New Zealand Judicial Committee.
4. **Deputy Chair:** The Bowls New Zealand Board may appoint one or more of the Judicial Members as a Deputy Chair of the Bowls New Zealand Judicial Committee.
5. **Panels:** The Chair, or in his/her absence, a Deputy Chair, shall appoint a panel to hear and determine each matter to be dealt with by the Bowls New Zealand Judicial Committee. A panel will normally

comprise three members (of which one should be the Chair, or in his/her absence the Deputy Chair, and one must have legal experience) but, at the discretion of the Chair, or a Deputy Chair, may comprise more or fewer than three members.

Procedure of the Bowls NZ Judicial Committee (when not an Appeal)

The following protocol will be used as a broad guideline in relation to any investigation by the Bowls NZ Judicial Committee into a matter that they have jurisdiction to hear and determine. Each investigation process will be tailored in some respects to meet the circumstances of the matter being heard.

Mediation

Having received and considered the matter, the Chair of the Judicial Committee may initiate mediation proceedings to attempt to reach an agreement between parties without the need for a Judicial investigation. The process for mediation will be determined by the Chair and managed by a Bowls NZ manager; but must adhere to the principles of natural justice. If mediation has not been successful within 10 days, then the matter will be referred to a Bowls NZ Judicial Committee.

Scope of Investigations

7. A Terms of Reference will be established to outline the scope of the investigation.
 - a. The Terms of Reference will outline the nature of the matter, the allegations to be investigated and the process of the investigation in accordance with the guidance provided in this protocol.
8. The Judicial Committee will be impartial and will be required to follow a natural justice process in the investigation. Investigations will generally remain confidential to the parties involved, so far as the law allows.
9. The Judicial Committee will determine on the balance of probabilities whether any of the allegations made in the complaint are substantiated on the facts.
10. The Judicial Committee may also address any related matters that arise in the course of the investigation (provided that the complainant and respondent are made aware of any additional allegations sufficiently in advance of any interview with the Judicial Committee).
11. At the conclusion of the investigation, the Judicial Committee will make the final report available in accordance with the Terms of Reference and these Protocols. Generally, this will involve the report being provided to the complainant, Bowls NZ, and any other relevant party. All parties who receive the final report will not disclose the report to any other person except in accordance with the Terms of Reference or as agreed otherwise between all relevant parties.
12. The Judicial Committee may use the services of a Bowls New Zealand Manager in any investigation, provided this does not impact on the independence of the investigation.

Investigation Process

The investigation process will usually involve the following steps:

Interviews

11. At the commencement of any interview the Judicial Committee will describe the investigation process. This includes the rights and obligations established in the Terms of Reference. The interviewee must accept that they are happy to proceed on the terms stated before the interview begins.
12. The Judicial Committee may audio record interviews if this is considered appropriate by the Judicial Committee. Audio recordings of an interview can be made available in the event they are requested by an interviewee.

Complainant interview

13. The Judicial Committee will interview the complainant/s. Any complainant will be entitled to have present at the interview any support person or representative the complainant wishes to be present.
14. The complainant will be asked to produce any documents either they or the Judicial Committee consider relevant to the complaint, or the investigation and any documents produced will be annexed to each complainant's witness statement.

Witness interviews

15. The complainant and respondent will be invited to propose any relevant witnesses to be interviewed. The Judicial Committee will, in most circumstances, interview witnesses proposed by either the complainant or respondent, except where the Judicial Committee does not consider a witness's statement is necessary. The Judicial Committee may also elect to interview any person that may provide relevant evidence to the investigation.
16. Any relevant and necessary witnesses will be interviewed separately by the Judicial Committee and in the presence of any support person or representative the witness wishes to be present.

Respondent interview

17. Complainant and witness statements and any documents produced will be provided to the respondent, prior to being interviewed. Redactions may be made where necessary in the Judicial Committee's opinion to protect the personal information of individuals.
18. The Judicial Committee will then interview the respondent separately and in the presence of any support person or representative the respondent wishes to be present.
19. The respondent will be asked to produce any documents either they or the Judicial Committee consider relevant, and any documents produced will be annexed to the respondent's witness statement.

Opportunity to respond

20. Following the respondent's interview, the complainants may be asked to respond to any new information contained in the respondent and/or witness interviews.

Investigation Report

3. The Judicial Committee will produce a draft report which will be provided to relevant parties in accordance with the Terms of Reference, usually to include complainant and relevant respondent.
4. The final report will be provided to the parties in accordance with the Terms of Reference established at the commencement of the investigation. The final report will be stored by Bowls NZ however no action will or may be taken with that report including provision of the report to any other parties (other than by consent or by compulsion of law).

Investigation Principles

5. Investigations will be completed in accordance with the principles of natural justice. The Judicial Committee will determine what information needs to be provided to any parties involved having regard to the need for the investigation to be thorough and fair to all parties.
6. Any information provided to the Judicial Committee will be provided on the basis that it may be disclosed, by the Judicial Committee, to any other person involved in the investigation. This will be to ensure that Judicial Committee is able to conduct the investigation in accordance with the principles of natural justice.
7. The investigation will be confidential to the Judicial Committee, complainant(s), respondent(s), Bowls NZ and any relevant bodies as determined by the Terms of Reference. Information will only be

disclosed to other witnesses where that is necessary for the purposes of the investigation, or it is agreed prior between all relevant parties.

8. The Judicial Committee will ensure that those participating in the investigation understand and agree to applicable confidentiality requirements.

Independent Advice and Support

1. All parties to an investigation process will be entitled to seek their own independent advice or support at any stage during the process.
2. At interviews managed by the Judicial Committee, a party may have legal representation, including being represented at hearings or interviews by legal counsel.

Appeals against a decision of the Bowls NZ Judicial Committee

A party to a decision of the Bowls New Zealand Judicial Committee may appeal such decision to the Sports Tribunal in accordance with the Rules of the Sports Tribunal for:

- Matters relating to Anti-Doping and Anti-Match Fixing; and/or
- A decision of the Judicial Committee, that was not itself an Appeal of a Club, Centre, or Bowls NZ judicial decision.

There is no further right of appeal from a decision of the Bowls NZ Judicial Committee for:

- Appeals against a Club or Centre Decision; and/or
- Appeals against a Bowls NZ CEO or Judicial Commissioner decision.

Appeals to the Bowls NZ Judicial Committee

The grounds for an appeal to a Bowls New Zealand Judicial Committee shall be those set out in the constitution, rules, or regulations of the applicable Club, Centre or Bowls NZ. In the absence of any such grounds, the grounds shall only be one or more of the following grounds:

- natural justice was denied;
- the decision-maker or decision-making body acted outside of its powers and/or jurisdiction (i.e., acted ultra vires);
- substantial new evidence became available after the decision, which is being appealed, was made; and/or
- in the case of a decision relating to Misconduct, the penalty was either excessive or inappropriate.

Process for Bowls NZ Judicial Committee Appeals

Notice of Appeal: A person wishing to appeal a Club, Centre, or Bowls NZ Decision (“the Appellant”) shall complete and file with Bowls New Zealand, a notice of appeal (see Appeals Form) and pay an appeal fee of \$100.00 as determined by the Bowls New Zealand Board. Such notice of appeal shall be filed with the Bowls NZ CEO (or appointed manager) within the time limit set out in the applicable constitution, rules or regulations of the Club, Centre, or Bowls NZ. In the absence of such time limits, within 28 Working Days of the Appellant being notified of the decision against which the appeal is made. A copy of the notice of appeal must also be served on the Club, Centre or Bowls NZ official that made the decision appealed against (as the case may be) (“Respondent”) and the Appellant must provide the Bowls NZ CEO (or appointed manager) with confirmation of service.

Appeal Brief: Within 10 Working Days of filing the notice of appeal, the Appellant must file and serve on the Respondent, an appeal brief in the prescribed Bowls NZ form.

Statement of Defence: Within 14 Working Days of receiving the appeal brief, the Respondent shall file with the Registrar and serve on the Appellant, a statement of defence in the prescribed Bowls NZ form. If the Respondent fails to file such statement of defence within the prescribed time, or such extended time as given by the applicable Bowls New Zealand Judicial Committee, the Bowls New Zealand Judicial Committee may proceed with the appeal and issue its decision.

Stay of Execution: Pending the determination of an appeal before it, the Bowls New Zealand Judicial Committee, may grant a stay of execution of the decision which is being appealed. This decision should be made as soon as possible, and the parties notified of such.

Appeal Hearing: The Bowls New Zealand Judicial Committee shall determine the procedure of the hearing. In appropriate cases and by agreement of the parties and the Bowls New Zealand Judicial Committee, the appeal may be determined by the Bowls New Zealand Judicial Committee by reference only to the documents filed, without hearing from the parties or others in person.

Evidence: The Bowls New Zealand Judicial Committee has discretion to admit new evidence, including any evidence produced during the mediation process and may re hear the matter de novo on which the appeal is based. Unless directed otherwise, the parties will be required to place before the Bowls New Zealand Judicial Committee, the transcript (if available) of the hearing at which the decision appealed from was made, copies of any witness statements produced to that hearing, and all other relevant documents which were before the body which made the decision appealed from.

Onus: The onus of proof shall be upon the Appellant.

Decision: The decision of a Bowls New Zealand Judicial Committee shall be consistent with the applicable constitution, rules or regulations of the Club, Centre, or Bowls NZ. Unless such constitution, rules or regulations expressly or implicitly provide otherwise, the Bowls New Zealand Judicial Committee may make any decision that the Club, Centre or Bowls NZ appealed from was capable of making on the original application or may, if it considers it necessary, refer the matter back to that Club, Centre or Bowls NZ for further consideration, with such directions (if any) which the Bowls New Zealand Judicial Committee determines to give. If the appeal is allowed, the Bowls New Zealand Judicial Committee, in addition to making any decision, may make such orders it considers appropriate to give effect to its decision, including imposing any of the orders set out in these Regulations (Orders).

Recommendation to Bowls New Zealand: The Bowls New Zealand Judicial Committee, whether or not it allows or dismisses an appeal, may recommend to Bowls New Zealand that changes be made to any applicable rule, policy or procedure of the relevant Club, Centre or Bowls NZ.

Appeals against a Decision of the Bowls NZ Judicial Committee

A party to a decision of the Bowls New Zealand Judicial Committee may appeal such decision to the Sports Tribunal in accordance with the Rules of the Sports Tribunal for:

- Matters relating to Anti-Doping and Anti-Match Fixing; and/or

- A decision of the Judicial Committee, that was not itself an Appeal of a Club, Centre, or Bowls NZ judicial decision.

There is no further right of appeal from a decision of the Bowls NZ Judicial Committee for:

- Appeals against a Club or Centre Decision; and/or
- Appeals against a Bowls NZ CEO or Judicial Commissioner decision.

PART D – General Provisions

Other Rights

Nothing in this Regulation:

- Waives or limits the right of the Bowling Club Board under the Rule (Resignation, Suspension and Termination of Membership) of the Constitution.
- Waives or limits any rights that the Bowling Club has under any agreements it has with Members, players, Officials, and other personnel appointed by the Bowling.
- Waives or varies any entitlements at law or under any employment agreement or contract for the Bowling Club to investigate, suspend and/or terminate an employee's employment or contractor's role where an issue involves a Bowling Club employee or contractor.
- Waives or limits the rights of Bowls NZ or Centres to determine their own judicial processes provided such processes comply with and are not inconsistent with the Constitution and/or this Regulation.

Registries and Registrar

Registry: The registry (office) of the Judicial Committee described in this Regulation shall be at the location of the Bowling Club

Registrar/Secretary: There shall be a Registrar/Secretary who is available to assist the Judicial Committee described in this Regulation. The functions of the Registrar include:

- Providing information regarding procedure to any person seeking to bring Proceedings under this Regulation.
- Coordinating the management of all Proceedings before the Judicial Committee.
- Undertaking such other functions as may be determined by the Bowling Club Board.

Judicial Members

Ineligibility: No person who holds any of the following positions may be a member of a Judicial Committee governed by this Regulation, unless otherwise agreed by the Bowling Club Board:

- employee of the Bowling Club; and/or
- person who has an interest in a matter being heard by a Judicial Committee.

Expenses and Remuneration: the Bowling Club may:

- pay for, or reimburse Judicial Members for, reasonable travelling and other expenses incurred in the course of performance of duties as a Judicial Member, provided that where remuneration occurs, the expenses have been approved in advance by the Bowling Club; and in its discretion remunerate a Judicial Member for services provided.

No Personal Liability: No Judicial Member will be personally liable for any act done or omitted to be done by a Judicial Committee or any Judicial Member in good faith in pursuance or intended pursuance of the functions, duties, powers, or authorities as specified in this Regulation.

Service

1. Every document which is filed with a Judicial Committee shall also be served on all other parties in the Proceeding (including Interested Parties) at the address for service notified by that party in its documents in the Proceedings. If an Interested Party has not notified such an address, service shall be at the last known address of that party.
2. Documents to be filed with the Judicial Committee, or served on another party, shall be sent by post, courier, email, or delivered in person.
3. Where a document is served on a party or person under this Regulation, the document shall be deemed to have been served as follows:
4. If delivered in person between the hours of 9.00am and 5.00pm, then on that day, and if such delivery is outside of these hours, then on the next Working Day.
5. If posted, then on the earlier of:
 - a. the fifth Working Day after the day on which it was posted; or
 - b. the day on which it was received.
6. If transmitted by email, then on the day on which it was transmitted, unless such transmission commenced after 5.00pm, in which case it shall be the next Working Day.

Procedure

Procedure: Except as provided for in the Constitution or this Regulation, the Judicial Committee may determine their own practices and procedures for performing the functions specified in this Regulation and may prescribe or approve forms for the purposes of any Proceeding.

Preliminary Matters: Preliminary matters may be heard and determined by a Judicial Committee as it thinks fit.

Interested Party: A Judicial Committee may, either on its own motion or on the application of a person whom the Judicial Committee determines has sufficient interest in the matter, add a further person or persons as parties to a Proceeding, or allow a person or persons to make submissions or provide evidence in any Proceeding. If this occurs, that person(s) will be bound by these Regulations as if that person(s) was a party to the Proceeding.

Power to Inquire and Direct: Judicial Committees shall have the power to inquire into the subject-matter of any Proceeding in accordance with this Regulation. For the purposes of any inquiry, the Judicial Committee, or any person authorised in writing by it may:

- inspect and examine any papers, documents, records, or items;
- require any party or person bound by this Regulation, and request any other person, to produce for examination any papers, documents, records, or things in that person's possession or under that person's control and to allow copies of or extracts from any such papers, documents or records to be made;

- require any party or person bound by this Regulation, and request any other person, to furnish, in a form approved by or acceptable to it, any information or particulars that may be required by it, and any copies of or extracts from any such papers, documents or records;
- in respect of any Proceeding, hear evidence either of its own motion or upon application by any party, whether or not such evidence is new to the dispute; and
- make such inferences and draw such conclusions as it considers appropriate from the failure by any person or party to comply with any requirement made by a Judicial Committee.

Proof of Facts: Facts related to any Proceeding may be established by any reliable means, including admissions.

Natural Justice: A Judicial Committee shall, in all matters, observe the principles of natural justice.

Time Rules:

1. Where this Regulation fixes a day within a time period for doing any act or taking any step in a Proceeding, then such act or step shall be taken by 5.00pm (New Zealand time) on that day, unless determined otherwise by the Judicial Committee before or after the time stipulated.
2. The Chair, in the discretion of that person, may extend or, in urgent situations, abridge, the time period for doing any act or taking any Proceeding or any step in the Proceeding, on such terms (if any) as that person thinks just. This discretion may be exercised even if the application for an extension is made after the expiration of the time appointed or fixed.
3. The power to extend or abridge time limits shall not allow the Chair to alter a time period specified in the constitution or rules of a Club, Centre or Bowls NZ, unless there is a provision in the constitution or rules permitting the Judicial Committee to grant such amendment or unless the parties agree to such an extension or abridgment.

Filing Fees: The Bowling Club have not set a filing fee for Proceedings.

Evidence in Proceedings: Judicial Committee(s) may:

- Receive as evidence any statement, document, information, or matter that may, in its opinion, assist it to deal effectively with the matters before it, whether or not the same would be admissible in a court of law.
- Permit a person appearing as a witness before it to give evidence by tendering a written statement.

Representation: The parties, including any Interested Party, may be represented or assisted in the Proceeding by a person of their choice. The name, address, email address, and telephone numbers of the person representing a party shall be communicated to the Registrar in advance of any hearing in which the representative is to act for the party.

Minors: A person who has not attained the age of 18 years, (referred to in this Regulation as a “Minor”) may be a party to and shall be bound by a Proceeding before a Judicial Committee as if the Minor were a person of full age and capacity. Where a Minor is a party to any Proceeding, the Judicial Committee may, if the Minor agrees and it considers it would be in the interests of the Minor to do so, at any time appoint a person to represent the Minor. The Minor shall be responsible for any costs incurred as a result of such representation.

Privacy: A Proceeding brought under this Regulation shall usually be private and confidential, but the applicable Judicial Committee shall have an absolute discretion to hold a hearing in public if it considers there are exceptional circumstances which warrant it doing so, or, if the parties so agree. Unless a Judicial Committee directs otherwise, a decision in such a Proceeding will be published.

Applicable Law: All Proceedings shall be determined according to the laws of New Zealand.

Decisions:

1. A decision of a Judicial Committee in any Proceeding shall be made by majority decision of the Judicial Members hearing the Proceeding. In the event there is no majority decision of the Judicial Members hearing the Proceeding, the Chairperson shall decide the matter.
2. A Judicial Committee may, in its discretion, give an oral decision, but shall also issue a written decision with reasons as soon as expedient.
3. A Judicial Committee may also make non-binding recommendations to Bowls New Zealand, a Centre, a Club, or any other party of any Proceeding.
4. Any decision of a Judicial Committee made under this Regulation shall be enforceable, by any party to the Proceeding in which the order is made, in the courts of New Zealand under the law of contract.

Orders: A Judicial Committee may make such orders, which are consistent with the “Sanction Guidelines” as it considers appropriate to give effect to its decision, including imposing any of the following:

- a reprimand or warning;
- suspension or termination from such activities of the Club, Centre, and/or Bowls New Zealand including events, competitions, tournaments, meetings, and functions, on such terms and for such period as it thinks fit;
- suspension or termination of the person’s membership of a Club, Centre and/or Bowls New Zealand;
- fines, imposed in such manner and in such amount as the Judicial Committee thinks fit;
- such other penalty as the Judicial Committee considers commensurate with the offence; and/or
- such combination of any of the above penalties as the Judicial Committee thinks fit.

Costs: A Judicial Committee may order any party to a Proceeding to pay to any other party and/or to the applicable Judicial Committee such costs and expenses (including filing fees) as the Judicial Committee thinks fit. Unless the Judicial Committee directs otherwise, any costs awarded shall be paid within 21 Working Days of the Judicial Committee’s decision as to costs. The party in whose favour the costs have been ordered, or the Bowling Club (as the case may be) may enforce payment of the costs as a contractual debt in the District Court.

General: Where any matter is not otherwise provided for in this Regulation, the applicable Judicial Committee shall have jurisdiction to make such orders or give such directions as it considers to be consistent with the just, speedy, and inexpensive determination of the Proceeding.

Mediation: Any Judicial Committee may, if requested by the parties, or on its own volition, order that the substantive issue in a Proceeding, or any sub-issue, be mediated, either before a Judicial Member, or a suitably qualified independent mediator. If a Judicial Member is the mediator, that person may not sit on the panel which hears the substantive matter, unless all parties otherwise agree. A Judicial Committee may order that the parties, or any one of them, meet the cost of an independent mediator if the mediation proceeds with an independent mediator.

Correction of Accidental Slip or Omission: If any decision of a Judicial Committee contains a clerical mistake or an error arising from any accidental slip or omission, the decision may be corrected by the Judicial Committee.

Rehearing: A Judicial Committee may order a rehearing if, in its opinion, there has been a miscarriage of justice that justifies a rehearing.

Media

The Registrar shall not allow media to be present at any hearing unless the applicable Judicial Committee decides, following receipt of an application from a party to that hearing, that representatives of the media should be permitted to attend. Any party requesting that media be permitted to attend a hearing must demonstrate there is sufficient public interest and justification to allow the media to attend. A Judicial Committee may make conditions upon media attendance at a hearing as it considers appropriate.

BIRKENHEAD BOWLING CLUB REGULATIONS:

Commencement Date

This Regulation supersedes and replaces all previous Bowling Club Events Regulations. It shall continue in force until such time as it is revoked by the Bowling Club Board.

Governance

Election of Chairperson: The incoming Secretary shall convene the first meeting of the incoming Board immediately following the Annual General Meeting and, in accordance with the Constitution shall conduct the election for the position of Chairperson.

Appointment of Committees and Appointed Personnel: Prior to each Annual General Meeting, the Club shall call for expressions of interest for at least the following positions:

1. **Club Captain:** The Club Captain shall be appointed by the Board upon the recommendation of the President.
2. **Selectors:** The Board, upon the recommendation of the President, shall appoint up to 3 selectors, including the Convenor, and shall approve the list of competitions to be entered, as proposed by the Selectors through the President.
3. **Match Committee:** The President shall appoint the Convenor and the Members of the Match Committee.
- iv. **Tournament Committee/s:** The President shall appoint the Convenor/s and the members of the Tournament Committee/s
4. **Roll-up Committee:** The President shall appoint the Convenor and the members of the Roll-up Committee.
5. **Coaches:** The President shall appoint the Chairperson of the Coaching Committee.
6. **Social Committee:** The Board Member responsible for this portfolio shall appoint the members of the Social Committee and shall act as Convenor.
7. **Sponsorship Committee:** The Board Member responsible for this portfolio shall appoint the members of the Sponsorship Committee and shall act as Convenor.
8. **House Committee:** The Board Member responsible for this portfolio shall appoint the members of the House Committee and shall act as Convenor.

9. Greens Superintendent and Greens Committee: The Board, upon the recommendation of the President, shall appoint the Greens Superintendent and the members of the Greens Committee.

10. **Grounds Maintenance Committee:** The Board Member responsible for this portfolio shall appoint the members of the Grounds Committee and shall act as Convenor.

Annual Objectives and Board Portfolios: The Chairperson, in consultation with the Board, shall determine and set the planned objectives for the Club and for each portfolio for the forthcoming year and shall then appoint a Board Member to manage each portfolio. The Chairperson shall inform Club Members about these appointments and objectives.

Management of Board Portfolios: Board Members shall be responsible to the Board for the management of their portfolios in accordance with the responsibilities detailed in Appendix 1 and the Board approved planned objectives and shall provide written reports detailing progress against set objectives to each monthly Board meeting.

Committee Responsibilities: Each Committee shall fulfil its duties in accordance with the responsibilities detailed in Appendix 1 and such other duties as are allocated to it by the Board.

Bowling Operations: The President, assisted by the Vice-President, is responsible to the Board for Bowling Operations in accordance with the Constitution (Duties of the President).

a. Bowling Operations shall comprise all activities associated with the playing of Bowls within, and on behalf of, the Club and shall include responsibility for (but not be limited to) the following Appointed Personnel and Committees and activities:

1. The Club Captain.
2. The Selectors.
3. The Coaches.
4. The Greens Superintendent.
5. The Match Committee/s.
6. The Tournament Committee/s.
7. The Roll-up Committee.
8. The playing activities of Casual Members.

b. The President shall ensure that all new and recent Playing Members fully participate in the activities managed by the above Appointed Personnel and Committees.

Visitors

Members of Bowling Clubs affiliated to Bowls New Zealand: The Board may grant a Member of any Club not within the Bowls North Harbour Centre and which is affiliated to Bowls New Zealand, permission to use the Club's premises and Greens for such time and upon such terms as the Board shall determine. The Visitor shall not be eligible to play in Club Championships or Trophy Events and cannot represent the Club in external competitions, tournaments and matches.

Overseas Visitors: The Board may grant any overseas Member of a Bowling Club affiliated to an Association which is a member of World Bowls, the privilege of becoming a Playing or Non-Playing Member of the Club for a period not exceeding 12 months and upon such terms as the Board shall determine.

Members of Clubs affiliated to Clubs New Zealand: Persons visiting for purposes not including the playing of Bowls may be admitted to the Club on presentation of their Clubs New Zealand affiliated Club Membership Card and in accordance with the Sale of Liquor Act and other legislation.

Other Visitors: Persons visiting for purposes not including the playing of Bowls may be admitted to the Club when accompanied by a Member and in accordance with the Sale of Liquor Act and other legislation. The Member accompanying the Visitor shall be responsible for the conduct of that Visitor.

Awards

Membership Awards:

The following guidelines shall apply in considering proposals to award Life Membership and Club Excellence awards:

Life Members. Life membership may be conferred for outstanding length of service to the Club, in addition to length of membership. The Board shall give particular consideration to length and quality of service as Chairperson, President, Vice President, Secretary, Treasurer and/or Board Member in assessing a proposal to confer life membership upon a member.

Club Excellence Award: A Club Excellence Award may be conferred on any person who has been a Member for at least 10 years and who fulfils the criteria set out in the Constitution.

Financial

Budgets: Upon assuming office, the incoming Board shall review the Operating and Capital Expenditure Budgets approved by Members at the Annual General Meeting and when necessary, shall immediately advise all Members of any material revision/s to the Budgets due to an expected shortfall in income or an increase in operating or capital expenditure. The Board shall seek the approval of Members for revised Budgets in the event that this will lead to an increase in subscriptions.

Material Transactions: The Board shall not enter into any material transaction, including the sale, purchase or leasing of a major or income producing asset, without the approval of Members in General Meeting.

Borrowings: The Board may resolve to arrange an operating overdraft with a fluctuating balance limited to \$25,000. All other borrowings shall be approved by Members in General Meeting. Each Financial Report presented to the Board and/or to Members shall clearly delineate between the balance of any account which has an operating overdraft and the balances of other borrowings at the time of such Financial Report.

Board Report: The Treasurer shall present a written financial report to each meeting of the Board, including an analysis of revenue and expenditure against budget and an estimate of future cash requirements against expected cash holdings.

Club Property: Members shall make reparation of any deliberate loss or damage to Club property unless the Board in its sole discretion shall decide that there are extenuating circumstances.

Data Protection: Members are advised that all Clubs records maybe stored electronically and/or in hard copy and are Club property and confidential unless otherwise specifically authorised by the Board.

Dress and Behaviour on Club Premises: All persons on Club premises shall maintain an acceptable standard of dress and behaviour. Bare feet, dirty work shoes, singlets, dirty or unkempt clothing, clothing bearing offence images or wording are not permitted in the Clubhouse

Complaints: Any complaint concerning staff, green/s, domestic or any arrangement of the Club or about the conduct of any Member shall be addressed to the Board in writing and signed by the Member making the complaint. At no time shall a staff member or servant of the Club be reprimanded or criticised directly by a Member.

General Regulations:

Dress Code, Footwear and Colours. Members shall wear the latest official club shirt and either black or white lower garments when representing the Club at National and Centre Championships and Events, except when the Board may approve a specific departure from this requirement in order to accommodate the request of a sponsor.

Members shall meet official Bowls New Zealand and Bowls North Harbour dress standards when participating in all other competitions and events.

Members may wear previous club uniforms when participating in Club championships and events. The Board prefers that every member of a team wears the same uniform.

Members may wear Mufti between Opening and Closing Days, when participating in handicap and similar events where games are held in their own time, and during business house and social bowling events.

Disabled Players The Board may approve an application for a disabled player to use a support and/or artificial limb which is approved by Bowls New Zealand for use in competitions, provided that the any such support or artificial limb shall not cause damage to the Club's greens.

Colours The official club colours are blue, gold and white in the prescribed form.

General Meetings

Approval of Minutes of General Meetings: The Board shall approve the Minutes of any General Meeting as a true and correct record of proceedings at its monthly meeting following the General Meeting. The Minutes shall be confirmed by Members present at the following Annual General Meeting.

Postal Voting: In accordance with the Constitution (Voting: At General Meetings), Members entitled to vote but unable to be present at a General Meeting shall be entitled to lodge a postal vote if provided for in the Regulations.

Members shall provide details of the reason for being unable to attend a General Meeting on the voting form and may seek advance approval for lodging a postal vote.

The Board has approved the following reasons for non-attendance for the purposes of lodging a postal vote:

1. Family commitments, including holidays.
2. Bereavements.
3. Overseas travel.

4. National, Centre or other major bowling commitments but not including a tournament or event held at another Club.
5. Other reasons approved by the Board.

The Board may determine by a two-thirds majority that postal voting shall not apply in respect of a particular matter to be considered by Members at a General Meeting.

These matters may include:

1. A complex or multi-faceted resolution where there is the potential for significant amendment or modification.
2. A proposed new Constitution or an amendment to the existing Constitution.
3. A proposal where the attendance of Members is essential in order for them to gain a full understanding or appreciation of the matter under consideration.

Amendments to Resolutions.

Postal votes shall not be taken into account when voting on a proposed amendment to a resolution.

If an amendment is passed and becomes part of the main resolution, then postal votes shall be taken into account in considering the amended resolution unless the Chairperson of the Meeting rules that the amendment is so material as to substantially change the original resolution.

BIRKENHEAD BOWLING CLUB EVENTS

Scope

This Regulation shall apply to all Bowling Club Events including (but not limited to):

- a. Club Champion Singles, Pairs, Mixed Pairs, Triples and Fours;
- b. Interclub;
- c. Bowls3Five;
- d. Other Bowls events as approved by the Bowling Club from time to time.

Definitions

The words and phrases used in this Regulation shall have the same meaning as defined in the Constitution of the Bowling Club, unless otherwise specified in these Regulations. For avoidance of doubt, the conventions used in the Laws of the Sport shall not apply to this Regulation unless expressly stated.

“Bowling Club Event” means a bowls event held by, or under the auspices of, or administered by the Bowling Club.

“Bowling Club Tournament Director” means the person appointed by the Bowling Club to oversee each Event in accordance with this Regulation.

“Code of Conduct” and **“Code”** means the Bowling Club Code of Conduct, as amended from time to time by the Board.

“Conditions of Play” means the playing conditions, eligibility, and other rules of the event under which each Bowling Club Event is to be played (where applicable).

“Host” or **“Host Centre”** means the Club where the Event is being held as determined by the Bowling Club.

“Laws of the Sport” means the World Bowls Laws of the Sport of Bowls.

“Participant” means any person who participates in an Event and includes players, coaches, managers who are Members of the Bowling Club or have acknowledged that they are bound by these Regulations.

“Period of the Event” means the period from the official opening, managers meeting or pre-event briefing immediately preceding the Event (whichever is the earlier) and shall end at the conclusion of the official closing, prize giving, or official functions for the Finals at the Event, (whichever is the latter).

“Technical Official” means the person(s) appointed by the Tournament Director to officiate and umpire at the Bowling Club Event to ensure compliance with the Conditions of Play, this Regulation, and the Laws of the Sport.

“Tournament Director” means the Club Tournament Director.

Membership

Subcategories of Membership: In accordance with the Constitution, the Club Board has approved the following subcategories of Membership:

a. Playing Members:

1. Full Members: Full Members shall be entitled to all of the playing and other privileges of membership as these are set out in the Constitution.
2. Life Members: Life Members shall be entitled to all of the playing and other privileges of membership as these are set out in the Constitution.
3. Honorary Members: The Board may appoint any Full Member, who is unable to play bowls through illness or other cause, as an Honorary Member for such period as the Board shall deem fit. Except for the bowling privileges which they cannot enjoy, Honorary Members shall enjoy the privileges of Full Members as these are set out in the Constitution.

b. Non-Playing Members:

1. Social Members: Social Members shall be entitled to the privileges of membership as these are set out in the Constitution and to participate in the social and pavilion activities of the Club but shall have no right to participate in bowling activities at, or on behalf of the Club.
2. Corporate Members: The Board may confer corporate membership upon any person who is a member or staff member, including an associate of that member or staff member, of an organisation with a governing document. Corporate Members shall be entitled to the privileges of membership as these are set out in the Constitution and to participate in the social and pavilion activities of the Club but shall have no right to participate in bowling activities at, or on behalf of the Club.

c. Casual Members:

1. Associate Members: The Board may appoint any Playing Member of another club which is a Member of Bowls New Zealand as an Associate Member of the Club. Associate Members shall be entitled to limited use of the Club’s greens, to play in events held by the Club and to participate in social and pavilion activities. Associate Members shall not be eligible to play in Club Championships or Trophy Events and cannot represent the Club in external competitions, tournaments and matches.
2. Other Casual Members: Casual Members shall be entitled to the playing and other privileges of membership as these are set out in the Constitution, including the right to participate in the social and pavilion activities of the Club.

3. Student Members: Any Person who is enrolled in a fulltime course of education at a school or tertiary event and who is aged less than 19 years shall be entitled to use of the Greens as determined by the Board and to the other privileges of membership as these are set out in the Constitution, including the right to participate in the social and pavilion activities of the Club.

d. Application Forms

All applications for membership shall be made on the approved Application Form.

General Conditions of Entry

1. It shall be a condition of entry to each Bowling Club Event that Participants agree to comply with the Code of Conduct Regulation. Every Participant shall also be bound by these Regulations, the Conditions of Play, the Bowling Club Constitution, and Bowls New Zealand Regulations.
2. All Participants must be Playing Members of the Club they are representing.
3. All Bowling Club Events shall be conducted under the Laws of the Sport.
4. The Conditions of Play may alter or restrict the requirements set out this Regulation.

Conditions of Play

General Conditions

- a. The Match Committee/s reserves the right to alter the programme when necessary.
- b. Format shall be:
 1. Singles 4 bowls
 2. Pairs 3 bowls
 3. Triples 2 bowls
 4. Fours 2 bowls
- c. Structure of completion shall be:
 1. 8 Players/Teams and less – round robin or two life system
 2. Over 8 Players/Teams – section play to qualify followed by sudden death post qualifying rounds.
 3. The Match Committee reserves the right to alter the structure of a competition to meet prevailing conditions.
- d. Members shall only enter a championship or event if they can fulfil the engagement.
- e. Winners of championships or events that lead to Centre, Regional or National finals are expected to represent the Club at those finals.
- f. The Club may impose a penalty/s if a Member/s withdraw from a championship or event without good reason.
- g. Members withdrawing from a championship or event after closing shall be liable for the entry fee.
- h. Players are required to mark for Singles Events in which they participate, as determined by the Controlling Body.
- i. All games shall start at the specified time unless otherwise approved by the Controlling Body.
- j. The Controlling Body may allow a delay of up to 10 minutes before a game is forfeited except, in the sole discretion of the Controlling Body, where there is sufficient cause for further delay.

Qualification for Participation

- a. Club Championships and Events – open to all Playing Members.
- b. 1 – 5 Years (Junior) Championships and Events – restricted to any Playing Member who has been a member of a bowling club for less than 5 years as at 1 July of the relevant financial year.

c. First Year Championship and Events – restricted to any Playing Member who commenced bowling after 1 July in the relevant financial year.

Championship Events These will be:

1. Singles – Men’s, Women’s, Men’s Junior and Women’s Junior.
2. Pairs – Men’s and Women’s.
3. Triples – Men’s and Women’s.
4. Fours – Men’s and Women’s.
5. Mixed First Year Singles.
6. Any Combination Junior Pairs.
7. Any Combination Junior Triples.
8. Any Combination Junior Fours.

Handicap Singles and Pairs

1. Games maybe played prior to the date of the scheduled round at a time and date agreed between the players/teams.
2. The responsible players shall arrange markers for Handicap Singles.

Other Scheduled Competitions

a. Any Combination

1. Drawn Fours – drawn single entries.
2. Allan Meekings’ Memorial – drawn single entries.
3. Matthews Memorial Pairs – 60 years and over, drawn single entries.
4. Leads and Twos – pairs, drawn single entries.
5. Handicap Pairs – Team entry, grading applies.

b. Mixed

1. Handicap Singles – grading applies.
2. Darrington Singles – 60 years and over.
3. Len Lanigan Cup – Veteran Singles, 70 years and over

Clothing

Player’s clothing and footwear at all Bowling Club Events must comply with the Laws of the Sport Regulation.

Smoking and Alcohol

Subject to any further restrictions in specific Conditions of Play, the following smoking and alcohol policies apply:

- a. There shall be no smoking anywhere in a Club house or on the greens at a Bowling Club Event. Smoking may only occur in designated smoking areas.
- b. The drinking of alcohol at a Bowling Club Event is restricted to the Bowling Clubs liquor licence conditions.

Date and Venue

1. The date and venue for all Bowling Club Events shall be decided by the Bowling Club and shall be communicated through the Bowling Club event calendar.
2. Greens used for Bowling Club Events may be allocated and reviewed by the Tournament Director, for quality.

Centre Qualifying Competitions

No Club shall hold any Club Championship Event at the same time as a Bowling Club Centre Qualifying Event or Final are being played. This specifically includes:

- a. Centre Finals of the New Zealand Interclub, Bowls3Five Interclub; and
- b. Centre Champion of Champion Singles, Pairs, Mixed Pairs, Triples, and Fours.

Tournament Director

1. The Bowling Club will appoint a Tournament Director for each Event on such terms and conditions and for such number of Events as it determines.
2. The Tournament Director has delegated authority from the Bowling Club to be the Controlling Body for the Event to the extent set out in these Regulations.
3. The Tournament Director will be responsible, during the Period of the Event, for the overall control of the Event, including:
 - a. Fair Play: ensuring that the Event is conducted fairly and in accordance with the Laws of the Sport and the Conditions of Play;
 - b. Variations: varying the programme of the Bowling Club Event, as s/he considers appropriate or necessary, where the weather or other conditions are unsuitable or result in travel delays, or in the case of indoor play, where is power failure and lighting is affected;
 - c. Suspending Play: suspending play temporarily in any game or abandon a game if necessary or appropriate due to weather or other circumstances;
 - d. Questions on Conditions of Play: deciding any questions received from Participants, or Umpires about the interpretation of the Conditions of Play, or referring them to the Jury of Appeal, in accordance with these Regulations;
 - e. Officials' Meeting (if applicable): at a convenient time prior to the commencement of play, convening an officials' Meeting to ensure understanding of the Conditions of Play for the Bowling Club Event, these Regulations, and the Code of Conduct;
 - f. Breach of Code of Conduct: receiving and deciding any allegations of breach(es) of the Code of Conduct referred to him/her under the Code or referring such allegations to the Judicial Committee or to the Integrity Officer under the Anti-Match Fixing Regulation, as specified in the Regulation; and
 - g. Receiving and referring to the Event Jury of Appeal, any appeal by a Player against a decision of a Technical Official, under the Laws of the Sport, as set out in these Regulations; and
 - h. Referring to Bowls New Zealand any appeal made against a decision of **deliberate non sporting action** under the Laws of the Sport, as set out in these Regulations.
4. The Tournament Director will also be responsible for appointing the Technical Official/Umpire.

Jury of Appeal

1. The Bowling Club shall appoint a Jury of Appeal prior to the start of each Event/Season to serve for that Event/Season. The Jury of Appeal shall comprise of three people who have extensive knowledge of the game and are independent. The Jury of Appeal may act with two of its three members, if necessary.
2. All persons on the Jury of Appeal must be independent of the parties and must disclose immediately any circumstance likely to compromise their independence. A person must exclude himself or herself from the Jury of Appeal if there are legitimate doubts as to his or her independence. In addition, the

Bowling Club shall have the power to exclude from the Jury of Appeal any person who, in its opinion, is not independent of the parties and appoint another person in his/her place.

3. All persons on the Jury of the Appeal must be available to attend or participate in (by teleconference or other electronic means if necessary) a hearing at any time during the Event.
4. The powers of the Jury of Appeal are to:
 - a. Conditions of Play: decide any question about the interpretation of the Conditions of Play at a Bowling Club Event which is referred to it by the Tournament Director;
 - b. Decide any appeal, referred to it by the Tournament Director, by a Participant against a decision of a Technical Official, under the Laws of the Sport.
5. The Jury of Appeal has no power to consider or decide on any allegations of breaches of the Code of Conduct.

Procedure for Deciding Questions About Interpretation of Conditions of Play

1. Raising Question: Any Participant or Umpire in a game at a Bowling Club Event may verbally raise a question about the interpretation of the Conditions of Play, with the Tournament Director.
2. Process for Tournament Director: On receiving a question about the interpretation of the Conditions of Play, the Tournament Director shall immediately:
 - a. consult with all the persons involved in the game, to obtain their views on the question and the circumstances surrounding it; and,
 - b. either consider and decide the question, in which case they shall immediately inform the Participants in the game of such decision or, in their discretion, refer the question to the Jury of Appeal.
3. Hearing: If a question under the above clause is referred to the Jury of Appeal, it shall convene and have a hearing as soon as practicable. The Tournament Director shall provide a verbal report on the question including the views from those consulted, if applicable. The Jury of Appeal shall then decide the question as soon as possible and once decided immediately inform the Tournament Director verbally of that decision, who shall in turn inform the Participants in the game.

Procedure for Breaches of Code of Conduct

Any alleged breach of the Code of Conduct shall be dealt with in accordance with the procedure for breaches set out in the Code of Conduct Regulation.

Procedure for Appeals under Law of Sport (Decision of Technical Official)

1. The Laws of the Sport sets out an Umpire's duties. This includes that:
 - a. "the Umpire's decision is final in all circumstances except those relating to the meaning or interpretation of a law, in which case there will be a right of appeal to the Controlling Body"
2. **Scope of Appeal:** Any Participant who wishes to appeal a decision of a Technical Official in a game at a Bowling Club Event may do so, only if such appeal relates to the meaning or interpretation of a law in the Laws of the Sport.
3. **Lodging Appeal:** Any such appeal must be made in writing on an Appeal Form, signed by the Participant and lodged with the Tournament Director within 30 minutes of the conclusion of the game.

4. **Appeal not affect Decision:** The lodging of an appeal under this clause does not act as a stay of the Technical Official's decision, and pending determination of the appeal, the Technical Official's decision shall be valid.
5. **Process for Tournament Director:** On receipt of an appeal, the Bowling Club Tournament Director shall as soon as practicable:
 - a. inform the Technical Official concerned of the appeal including providing them with a copy of the Players Appeal Form;
 - b. inform the Technical Official that he or she is required to submit a Technical Official Report on all the circumstances leading up to and including the details in the game, which is the subject matter of the appeal, and to forward it to the Tournament Director within 24 hours of such notification; and
 - c. forward the Appeals Form and the Technical Official Report, to the Jury of Appeal for determination of the appeal.
6. **Process for Jury of Appeal:** On receipt of an appeal, the Jury of Appeal shall, as soon as practicable:
 - a. decide if the appeal relates to the meaning or interpretation of a law in the Laws of the Sport and as such has jurisdiction to determine the appeal;
 - b. if it considers it does not have jurisdiction to determine the appeal, it will dismiss the appeal on this basis and inform the Tournament Director, who shall in turn advise the relevant Participant and the Technical Official.
 - c. if it considers it does have jurisdiction, then it shall consider the Appeals Form, the Technical Official Report, and any other additional evidence it considers appropriate as soon as practicable. The Participant and the Technical Official shall be given a reasonable opportunity to review any such additional evidence (which will usually be 24 hours or shorter if less than 24 hours until the end of the Event) and to make submissions on all the evidence and the issues in the appeal. Having heard and considered such evidence and submissions, the Jury of Appeal shall determine if the appeal is to be upheld or dismissed in the manner set out below.
7. **If Decision in Error:** If the Jury of Appeal decides that the decision of the Technical Official was in error (whether partly or whole):
 - a. it shall order the appeal to be upheld and immediately inform the Tournament Director who shall in turn, immediately inform the Participant and the Technical Official.
 - b. if the result of the game in which the erroneous decision was made affected a subsequent draw, game(s), tournament result or other decision prior to the Jury of Appeals' decision being delivered, then the result of the game which gave rise to the appeal shall not be altered. However, the Tournament Director must inform the Participant, the Technical Official, and the players who played, of such decision so that they are aware of the meaning or interpretation to the given to be relevant law in the future; or
 - c. if the result of the game in which the erroneous decision was made will not affect, or has not affected, any subsequent draw, game(s), tournament result or other decision prior to the Jury of Appeals' decision being delivered, the Jury of Appeal shall make such adjustments to the score of the game and/or the tournament in which the game was held or any other subsequent tournaments and/or order any other further action it considers appropriate to rectify the result.
8. **If Decision Correct:** If the Jury of Appeal decides that the decision of the Technical Official was correct, it shall immediately inform the Tournament Director who shall in turn, immediately inform the Participant and the Technical Official.

Procedure for Appeals under Deliberate Non-Sporting Action

The Laws of the Sport provides that: If an opponent, the manager in a side game, the umpire or the Bowling Club decides that a player has deliberately committed an act designed to give them or their team an unfair advantage, they can appeal to the Bowling Club.

1. If an appeal is made, it should be made to the Bowling Club no later than 24 hours after the final end in the game affected is completed.
2. The person making the appeal should take immediate steps to send details to the Secretary of the Bowling Club who should arrange for it to be dealt with in line with their code of conduct and disciplinary procedures.
3. Lodging appeal: Any appeal under this Law of the Laws of the Sport, shall be dealt with in accordance with the procedure for Misconduct (as an alleged breach of the Laws of the Sport) set out in the Code of Conduct Regulation.

Responsibilities of Appointed Personnel and Committees

Club Captain: Responsible to the President

The responsibilities of the Club Captain are:

1. To welcome new Members into the Club and to introduce them to the Chairperson, the President and to other Club Officers and Members. In particular to support their induction by liaising with the coaches, social and other committees to ensure that the new Members are well aware of, and participate in, all Club activities.
2. To take particular interest in the progress and retention of one and two year bowlers by encouraging and helping them to fully participate in bowling and pavilion activities.
3. To encourage all Members to take a full part in the bowling and social activities of the Club by keeping them informed on these matters.
4. To be the liaison between Members and the Board.
5. To listen and, if necessary, act upon member grievances and/or suggestions.
6. To assist and liaise with, the various committees in order to promote the Game of Bowls within the Club.
7. To co-opt Members as necessary to help provide publicity for the Club and to promote the Club in the community.

8. To monitor dress standards on the Greens and in the club rooms as directed by the Board.
9. To maintain order and decorum within the Club's premises.
10. As directed by the President, to carry out other duties for the purpose of achieving the Objects of the Club.

Match Committee: Responsible to the President

The President shall appoint the Convenor of the Match Committee.

The responsibilities of the Match Committee are:

1. To develop a programme of events for the forthcoming season after liaising with the Chairpersons of other committees and representatives of neighbouring clubs, for approval by the Board and submission to the Centre.
2. To assist the Secretary to prepare the Club Handbook for approval by the Board.
3. To conduct Club Championships and other Events not under the jurisdiction of other Match and Tournament Committees, in accordance with conditions and rules determined by the Board. To generally have control of those competitions and to settle any disputes.

Roll up Committee: Responsible to the President

The President shall appoint the Convenor of the Roll up Committee.

The responsibilities of the Roll up Committee are:

1. To conduct all mid-week and week end roll ups in accordance conditions and rules approved by the Board.
2. To actively encourage all Members to participate in roll ups by providing and promoting interesting formats

Tournament Committee/s: Responsible to the President

The President shall appoint the Convenor/s of the Tournament Committee/s.

The responsibilities of the Tournament Committee/s are:

1. To conduct all Mid-week and Sunday Open and also Extended Tournaments held in accordance with conditions and rules approved by the Board.
2. To meet net revenue returns approved by the Board.

3. To liaise with neighbouring Clubs to provide a co-ordinated programme of tournaments and to have those Clubs actively encourage their members to support the programme.

4. To otherwise make every effort to fill tournaments by actively promoting tournaments to Club members and to members of other Clubs.

Greens Committee: Responsible to the President

The President shall appoint the Greens Superintendent who shall be the Convenor of the Greens Committee.

With the approval of the Board, the President and the Greens Superintendent shall negotiate the original, and any renewed, contractual terms and conditions for the services of a Greenkeeper. The Greens Superintendent shall be the manager of the Greenkeeper.

The responsibilities of the Greens Committee are:

1. To assist the Greenkeeper, as necessary, with organising and carrying out all work necessary to maintain the greens and ditches in first class playing condition.

2. To arrange for rinks to be available and prepared for play, practice and coaching.

3. To generally liaise with the Convenors of the Match, Tournament and Grounds Maintenance committees concerning playing requirements.

4. To receive recommendations from the Greenkeeper concerning the annual Greens maintenance programme including costings and to seek the approval of the Board for that programme.

Selectors: Responsible to the President

The Board shall appoint a panel of 3 selectors, including the Convenor, upon the recommendation of the President.

Prior to Opening Day, the President and the Selectors shall agree an optimum selection programme for the season, including events to be entered and numbers of teams, for ratification by the Board. The programme may vary according to circumstances.

The responsibilities of the Selectors are:

1. To select teams and players to win entered competitions and events, subject to an overarching responsibility to respect the fundamental principles and intentions of those competitions and events.

2. To give all Full Members the opportunity to represent the Club by entering as many teams in competitions and events as is practicable.

3. To secure the future competitive playing strength of the Club by encouraging the development of 1 to 8 year bowlers but without prejudicing an overriding objective to select the best teams from all available players.

4. To nominate players for representative and other teams and for Centre organised coaching programmes.

5. To consult with the Convenor of Coaching, as necessary to better assess the potential and ability of players and also to classify and handicap players for competitions

Coaching Committee: Responsible to the President

The President shall appoint the Convenor of the Coaching Committee.

The responsibilities of the Coaching Committee are:

1. To run regular coaching programmes to:
 - 1.1. Introduce new bowlers to the basic skills of the game of bowls.
 - 1.2. Encourage and assist developing bowlers to continue to improve their skills and knowledge.
 - 1.3. Assist experienced bowlers improve their standard of play.
2. To assist the Club Captain with the induction and retention of players.
3. To assist the selectors to improve the competitive playing strength of the Club.
4. To provide advice to the selectors about the potentials and abilities of players.

Social Committee: Convenor – Board Member

The responsibilities of the Social Committee are:

1. To organise all of the social activities of the Club including, when requested, social activities in support of major tournaments and events and also Corporate and other functions
2. To ensure that events meet pre-determined net revenue returns.
3. To hold events that encourage Members to socialise off the Greens.
4. To conduct raffles and similar fund raising activities.
5. To maintain stocks of all kitchen requirements.
6. To liaise with other committees and to carry out other duties for the purpose of achieving the objects of the Club.

House Committee: Convenor – Board Member

The responsibilities of the House Committee are:

1. To manage all activities within the Clubrooms, including the Bar, Poker Machines and Kitchen but not including activities specifically allocated to other committees.
2. To appoint, manage and/or assist Bar, Kitchen and Cleaning staff, including:
 - 2.1. Negotiating terms and conditions of employment, and
 - 2.2. Setting and managing standards of performance.
3. To manage the upkeep and maintenance of the Clubrooms, including fixtures, fittings and furniture.

4. To prepare a budget for each area of activity for approval by the Board and to report monthly to the Board on performance against budget.
5. To ensure that all licences required for the legal and efficient operation of clubhouse and activities are current.
6. To liaise with other committees and carry out such other duties for the purpose of achieving the Objects of the Club.

Grounds Maintenance Committee: Convenor – Board Member

The responsibilities of the Grounds Maintenance Committee are:

1. To organise and carry out development and maintenance work in and around the Club's premises and grounds, other than the Greens, including gardens.
2. To liaise with other committees and to do such other work as is required to maintain the Club's grounds in top condition

Sponsorship Committee: Convenor – Board Member

The responsibilities of the Sponsorship Committee are:

1. To secure new and existing sponsors for the Club, including corporate and tournament sponsors, for development projects and to fund general club operations.
2. To organise activities and to generally liaise with all sponsors for the purpose of building and retaining their goodwill.
3. To liaise with other committees and prepare a sponsorship funding budget for approval by the Board.

Website Director: Responsible to the Secretary

1. To maintain and regularly update the Club's website.
2. To be responsible for all matters relative to electronic communications

CENTRE DELEGATES

Purpose and Status of Regulation

This Regulation provides details about the process for electing delegates to represent the Club at General Meetings of the Centre.

Commencement Date

This Regulation supersedes and replaces all previous Bowling Club Delegates Regulations. It shall continue in force until such time as it is revoked by the Bowling Club Board.

Centres

The Bowling Clubs within a Centre are as specified in the Centre Constitution.

Process for Appointing Delegates to General Meetings of the Centre

1. In accordance with the Centre Constitution, each Bowling Club shall appoint one (1) delegate to represent them at General Meetings of the Centre, held during each Year (“Delegate”).
2. The Delegate for each Bowling Club shall be elected by the Bowling Club in accordance with this regulation.
3. The procedure for the Centres to elect their Delegate shall be as follows:
 - The Centre will call for each Club to elect a Delegate to represent them at General Meetings of the Centre held in each Year.
 - Bowling Clubs must notify the Centre of their elected delegate for the upcoming Year, in accordance with Centre rules.
 - Delegates must meet the criteria as set out in the Centre Constitution.
 - The Centre will keep a register of all elected Delegates each Year.
4. If a Delegate is unable to attend a General Meeting held in the Year due to sickness or other good reasons, then the Bowling Club will notify the Centre and nominate a substitute Delegate for that General Meeting and the Centre will update the register. If there is no such nominee, the Bowling Club may arrange a proxy if permitted in the Constitution, or failing that, no substitute Delegate will be appointed.

FORMS

Bowls Challenge Form

Name of Challenger: _____

(Opponent, Manager, Umpire, Controlling Body)

(Delete those that do not apply)

Description of Bowls Challenged:

(Please include Model, Manufacturer, Serial Number and Description of Monogram)

Grounds for Challenge:

- | | |
|---|----------|
| (i) bias less than that of the Working Reference bowl | YES / NO |
| (ii) have different bias | YES / NO |
| (iii) exceed the weight specified in the Laws of the Sport | YES / NO |
| (iv) are larger or smaller than the diameter stated in Laws | YES / NO |
| (v) do not come from the same set | YES / NO |

Deposit of \$150.00 Paid: _____

(Detail Receipt Number)

Name/Signature of Challenger: _____

Name/Signature of Umpire accepting Challenge: _____

PLEASE ENSURE THAT A COPY OF THE COMPLETED FORM IS HANDED TO THE CHALLENGER AND TO THE PLAYER WHOSE BOWLS HAVE BEEN CHALLENGED

Form 1 – Application for Proceedings to be heard by the Bowling Club Judicial Committee or Bowls New Zealand

1. Details of Applicant

Name	TITLE	FIRST NAME	SURNAME
Postal Address	STREET		SUBURB
	CITY	POSTCODE	

Contact Person for this Application

Name	TITLE	FIRST NAME	SURNAME
Position			
Telephone	WORK	MOBILE	
Email			

2. Details of Representative (if applicable)

Please insert the details of your representative or other person, if any, who will be representing you in these Proceedings.

Name of Representative	TITLE	FIRST NAME	SURNAME
Firm/Company			
Postal Address	STREET		SUBURB
	CITY	POSTCODE	

3. Details of Respondent (Individual Member, Club, Centre, or Bowls NZ)

Name

TITLE	FIRST NAME	SURNAME
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Postal Address

STREET	SUBURB
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CITY	POSTCODE
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4. Alleged Complaint, Dispute, Misconduct or Jurisdictional Issue

(a) Give details of the alleged Complaint, Dispute or Misconduct or jurisdictional issue.

[Redacted area for part (a)]

(b) Give details of the Event or other place at which the alleged Complaint, Dispute, Misconduct occurred.

[Redacted area for part (b)]

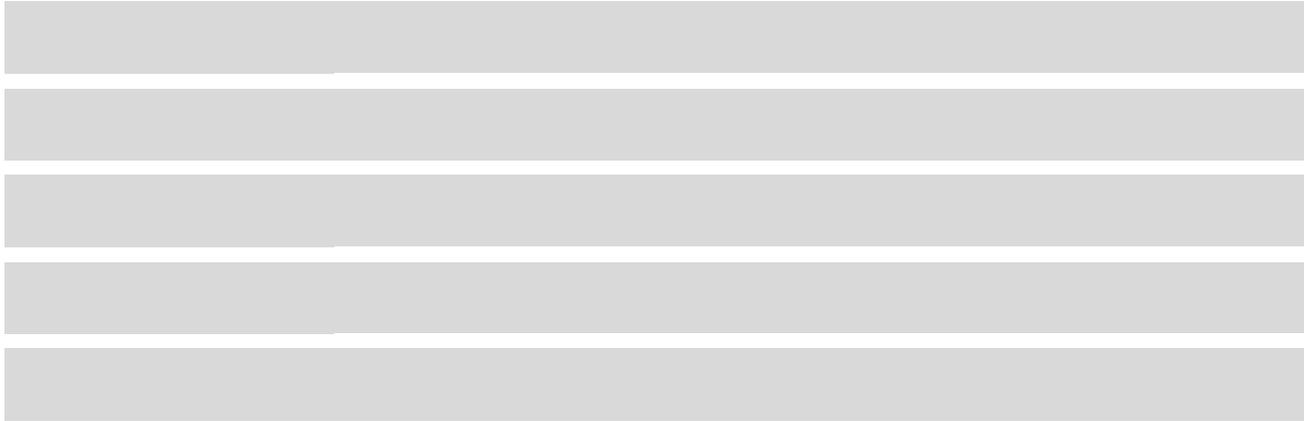
(c) Summarise the evidence which will be produced in support of the alleged Complaint, Dispute, Misconduct or jurisdictional issue (the summary will not prevent further evidence being brought in accordance with any direction given by the Judicial Committee).

[Redacted area for part (c)]



5. Result Sought

Please supply the outcome sought in accordance with the applicable rules/policies.



6. Authority

Name	TITLE	FIRST NAME	SURNAME
Signed			
Position			
Date			

Filing and Service Instructions

1. This application should be signed and filed with the Registrar at the address given below.
2. The application should be accompanied by any prescribed filing fee together with a copy of the applicable rules or policies which give the Applicant the basis for bringing the allegations.
3. Where possible, a summary of the evidence to be brought in support of the allegations and a copy of documents evidencing the allegation should be attached.
4. The Applicant is to serve (by email, post, courier, or personally) a copy of this application and attachments on the Respondent as soon as practical after the original has been filed with the Registrar and provide confirmation of this to the Registrar.

