



HAMPTON BAYSIDE BOWLS CLUB INC.

Bowls Committee Charter 2026 - 2027

The Board of Management of the Hampton Bayside Bowls Club Inc establishes the following Charter for the Bowls Committee.

Purpose

The Bowls Committee is in place to oversee and administer all areas of the club regarding bowls events and activities. The Chair, Bowls Committee, is delegated responsibility to implement the Charter on behalf of the Board, and where conflict or uncertainty exists, raise the matters with the Board.

Objectives

The objectives of the Bowls Committee are as follows.

1. To promote, oversee, organise, and operate bowls activities and events of the club, in alliance with the strategic objectives of the club and through the club's organisational structure.
2. To ensure the various Bowls Sub-Committees are performing as required.
3. To ensure the club has enough volunteers to cover bowls requirements for umpiring and coaching.

Organisation

The Bowls Section will be organised into six operational groups –

Pennant Bowls, Social Bowls, Coaching and Training, Club Championships, Greens and Technical Officers.

Composition

The composition of the Bowls Committee is made up of the following positions:

- Chair, Bowls Committee:** who will represent the bowls section on the Board of Management
- Secretary:** receive and send communications on behalf of the Committee, take Minutes, and be the principal point of contact with Bowls Victoria and Sandbelt on all matters relating to bowls. Manage all the administrative matters outside the responsibility of other committee members.
- Chair, Pennant:** manage all aspects of the Bowls Victoria Pennant Program; oversee the activities of the Tuesday, Thursday and Saturday selection panels and be responsible for all communications on pennant within and external to the club.
Prepare and present monthly reports to the Bowls Committee
- Chair, Social Bowls:** arrange and report on club events other than Pennant. These include club tournaments, Sandbelt and Bowls Victoria events scheduled at the club, social bowls,

tournaments, and competitions at other clubs where a HBBC team is submitted by HBBC, the U3A, New to Bowls and Schools’ programs.

Prepare and present monthly reports to the Bowls Committee.

- **Chair, Coaching and Training:** Manage and liaise with the Club Professional Coach and club coaches throughout the year. Arrange coaches for training sessions prior to and throughout the pennant season. Conduct interviews/feedback from playing pennant members each month during pennant season related to coaching/training. Conduct performance appraisal of the Club Coach. The Club Professional Coach will lead the assistant coaches. Report on the training and development of new Coaches.

Prepare and present monthly reports to the Bowls Committee.

- **Chair, Club Championships:** Arrange and manage the scheduling and progress for all of the Club Championship events.

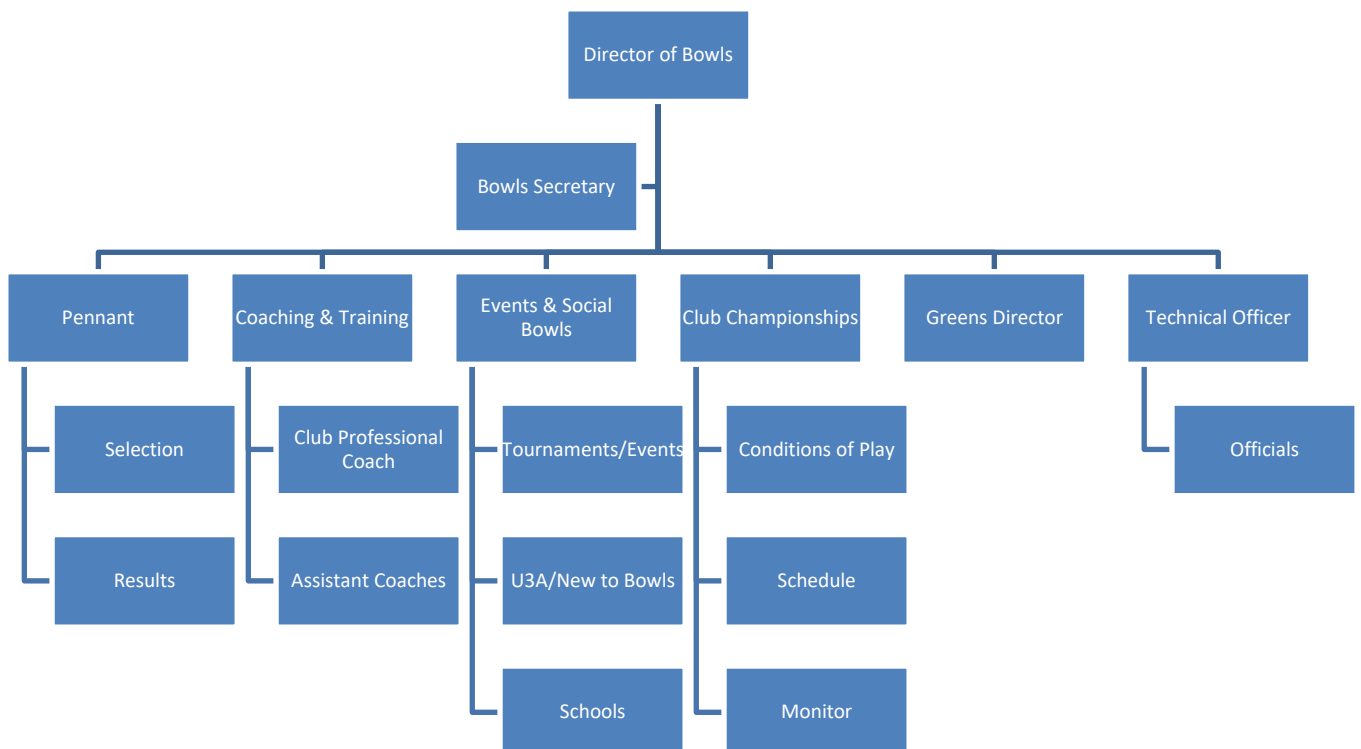
Prepare and present monthly reports to the Bowls Committee as required.

- **Chair, Technical Officials:** Arrange for Technical officers weekly during Pennant Season, Club Events, Bowls Victoria and Regional Events held at the Club. Report on the training and development of new Umpires, Measurers and Markers. Develop continuous improvement plans for the Club’s accredited Technical Officials.

Prepare and presents monthly reports to the Bowls Committee.

- **Greens Director:** manage the work of the Greenkeeper and provide monthly reports on the maintenance and management of the Greens to the Bowls Committee.

The chart below shows the structure of the Bowls Committee.



Sub Committees

Sub-committees will be formed for the following sections of the Bowls Committee:

- Pennant
- Social Bowls
- Coaching
- Club Championships
- Technical Officials.

Sandbelt Delegates

The Bowls Committee shall appoint two bowls club members as delegates to the Sandbelt Region.

Roles and Responsibilities

Bowls Committee

- Overall responsibility for the administration of bowls activity at the club. To meet monthly and as required, or as requested by the Chair, Bowls Committee.
- To encourage member participation in bowls events and activities.
- To promote Hampton Bayside Bowls Club especially in terms of bowls participation and to attract and encourage new bowlers.
- To liaise with club staff (General Manager, Greenkeeper) to ensure all bowls events operate effectively and best use club facilities for all members.
- To develop fixtures of all club events and ensure they are current and up to date on the Club Diary on the website..
- To ensure that all activities associated with Bowls Victoria Metropolitan Pennant are conducted in a fair and transparent manner.
- To ensure accurate, adequate, and timely information is made available to members, particularly in relation to all pennant activities.
- Assist the Chair, Bowls Committee to prepare a budget for the season's bowls activities.
- To liaise with Bowls Victoria and the Sandbelt Bowls Region through appointed liaison officers as required for their events.
- Ensure official records of club and association event winners are updated on Honour Boards and the club website on an annual basis.
- To report through the Chair, Bowls Committee, to the Board of Management.

Chair, Bowls Committee

- Convene and chair meetings of the Bowls Committee on a monthly basis. Convene and chair pre-season, mid-season, and end-of-season meetings (if required) for lawn bowls.
- Represent the club at all official functions, tournaments and Bowls Victoria events held at the club or appoint a proxy when unavailable.

- To oversee the preparation and monitoring of a budget for the season’s bowls activities – including setting entry fees and prize money for club events in consultation with the Director of Finance.
- Attend and report to the monthly Board of Management meeting.

Formation of the Bowl Committee and Sub-committees

Bowls Committee: All positions on the Bowls committee will be open for expressions of interest to the Bowls Director. The appointments will be determined by the Bowls Director in conjunction with the Board.

Sub Committees: Will be appointed by the Bowls Director in conjunction with the Chair of the relevant committee.

Criteria for the appointment of the Pennant Selection Sub-Committee

Bowlers who wish to express interest in being on the selection panel for Tuesday, Thursday or Saturday Pennant should have the following qualities/experience:

Essential

- Have been a Club member for at least one Pennant season.
- Have been a pennant player at any level for two Pennant seasons.
- Have sound interpersonal communications skills.
- Be a “team player” and able to work as part of the club.

Other Values (non-essential)

- Has been a selector in any sport at any level in the past.
- Hold formal bowls related qualifications e.g. Coach, Umpire, Marker, or more than five years’ bowls experience.
- Played any sport at a senior level in the past.
- Past success in bowls.
- Have experience in Corporate, Government or Not for Profit recruitment, i.e. as a member of a recruiting panel.

At least one of the members of each panel should have strong administrative skills.

Review of Charter Document

This document is to be reviewed, and updated if required, by the Board of Management at its first meeting after the Annual General Meeting.

Approved and issued by the Board of Management on 24th May 2026