

Board and Committee

A. COMMITTEE TERMS OF REFERENCE

The Association shall have *seven* Standing Committees: Finance, Sport for All, Sask First, Coaching, Officiating, Marketing and Promotions and Greens Advisory.

1. Finance Committee

The Finance Committee will be responsible for:

- a. Preparing an annual budget
- b. Directing fund-raising activities on behalf of the Association, through representation to the various levels of government, and pursuit of corporate and private sponsorships
- c. Reviewing annual per capita dues, tournament and other fees, rates of disbursements, and other expenses in order to make recommendations to the Executive Committee for consideration as required
- d. Performing other duties as requested by the Executive Committee

2. Sport for All Committee

The Committee shall be responsible for:

- a. Preparing an annual provincial bowling program budget prior to December 31st
- b. Preparing a provincial bowling program schedule prior to the first meeting of the new fiscal year
- c. Selecting venues for provincially sponsored and organized competitions
- d. Evaluating the format for play and standards for provincially sponsored and organized competitions, and making recommendations to the Executive Committee
- e. Conducting the Provincial Playdowns towards the Canadian Championships
- f. Conducting the Annual Saskatchewan Tournaments

3. Sask First Committee

The Committee shall be responsible to:

- a. Prepare an operational budget to be submitted to Bowls Sask Executive by December 31st of each year.
- b. Review goals and objectives of the Sask First Program on an annual basis, to ensure Program is on target.
- c. Provide a Policy and Procedures manual for the benefit of the Players and itself.
- d. Review criteria for the selection and removal of Sask First athletes on an annual basis.
- e. Sask First points will be accrued based on the previous calendar year (Jan 1 – Dec 31). Points are based on Sask First eligibility criteria. Bowlers must submit a summary of their previous year's results by Dec. 31 for inclusion in the annual ranking, even if they do not submit their expense claim until March 31. Sask First applications will be sent via email or Canada post by January 15th to the top 20 ranked athletes (based on Sask First point accumulated in the

previous three years) who also meet the criteria as listed in Section C 1 in the SASK FIRST POLICIES. The deadline to apply for Sask First funding is February 15th of each year.

- f. A maximum of 10 athletes will be identified to receive funding. All applicants will be notified of the decision to fund or not to fund via email by March 15th. The funding is expected to be spent within the fiscal year (Apr. 1 - Mar. 31).
- g. Sask First funding will be divided equally among recipients. Depending on the number of athletes identified, a maximum of \$750.00 shall be awarded.
- h. Review the list of sanctioned tournaments which are eligible to receive funding for the Athlete Assistance Program and which may be used for points calculation for future Sask First applicants.
- i. Provide educational and training opportunities for those athletes identified as High Performance athletes (i.e., coaching, competition, fitness, and psychology, etc.).
- j. Organize competitive tournaments or events such as the Tri Province Challenge, the Bi-Province Challenge, and others.
- k. Prepare a written report for the Annual General Meeting of the Association.
- l. Bowls Sask will continually strive for excellence in its athletes and to increase the number of elite athletes.
- m. Bowls Sask intends to increase the number of elite athletes by offering support in the areas of training, coaching, competition and funding.

4. Coaching Committee

The Committee shall be responsible for:

- a. Preparing an annual provincial coaching program budget prior to December 31
- b. Conducting NCCP Technical Courses in lawn bowling throughout the Province
- c. Training Course Conductors to teach the NCCP Technical Courses

5. Officiating Committee

The Committee shall be responsible for:

- a. Preparing an annual provincial officiating program budget prior to December 31
- b. Conducting Officiating Clinics and training provincial umpires throughout the province
- c. Appointing umpires to officiate at provincially organized and sponsored events. All umpires who are not a member of a club must pay the required Bowls Sask membership fee to Bowls Sask in order to officiate at any provincial tournament.

6. Marketing and Promotions Committee

The Committee shall be responsible for:

- a. Preparing an annual provincial promotions program budget prior to December 31
- b. Providing provincial outreach and supporting club creation
- c. Approaching and acquiring sponsorship and marketing on behalf of Bowls Sask and all clubs.

7. Greens Advisory Committee

The Committee shall be responsible for:

- a. Preparing an annual provincial greens advisory program budget prior to December 31
- b. Conducting seminars and providing resource information on greens' maintenance and construction throughout the province
- c. Providing technical advice to the Sport for All Committee as requested

B. BOARD MEMBERS TERMS OF REFERENCE

1. President

The President shall generally supervise and direct the affairs of the Association, and perform the specific duties set out below:

- a. Call all meetings of the Association and the Executive Committee in collaboration with the Executive Director
- b. Prepare the agenda for all meetings with the Secretary Treasurer and/or Executive Director, and chair all meetings of the Association and the Executive Committee
- c. Sign the minutes of meetings after they have been confirmed
- d. Not vote at any meeting, except in the case of a tie, when the President shall have a casting vote only
- e. Present a written report to General Meeting of the Association
- f. Be an ex-officio member of all committees of the Association
- g. Sign all official documents on behalf of the Association
- h. Be one of the signing authorities for cheques for the Association
- i. Represent the Association in dealings with other groups, associations, agencies, and different levels of government, as required
- j. Ensure that all resolutions or orders passed by the membership of the Executive Committee are carried out
- k. Ensure that the Executive Committee has selected from the applications received the Team Manager/Coach and Junior Coach for their respective Canadian Championships
- l. Represent the Association at meetings of Bowls Canada Boulingrin
 - March Board meeting
 - Annual meeting - August just prior to the National Championships
 - Emergency Board meetings when scheduled
 - The above includes preparation of a Provincial Report to each meeting. This report should include current activities, suggestions, and recommendations. The director is the sole voice and vote for Saskatchewan at these meetings. Good preparation prior to the meeting, which includes thorough review of the material and reports forwarded prior to the meeting, is essential
- m. Present the views and opinions of the Association to Bowls Canada Boulingrin as directed by the Executive Committee, and report back to the Executive Committee on the results of meetings and discussions with Bowls Canada Boulingrin

- n. Present a report to general meetings of the Association on decisions made and business transacted by Bowls Canada Boulingrin
- o. The President is responsible for communication between Bowls Canada Boulingrin during the year. The director receives copies of all correspondence between Bowls Canada Boulingrin and Bowls Sask. The director ensures all appropriate actions occur as a result of such correspondence
- p. Serve on Committees as requested by Bowls Sask and Bowls Canada Boulingrin

Timelines

JANUARY

- Ensure that the budget for the upcoming year is being prepared
- Meet with the executive to finalize the budget
- Review expenditures in all budget categories for the present year to ensure that monies have been completely spent up to Sask Sport requirements for each category
- Review coaching hours submitted by clubs and with the executive, decide the allocation of coaching monies to the clubs
- With the Executive choose the Award of Merit recipient(s) and inform the respective clubs

FEBRUARY

- Ensure the budget is finalized and submitted to Sask Sport prior to February 15
- Book facility for Annual General Meeting

MARCH

- Review in early March expenditures again – to ensure monies are spent for current fiscal year
- In consultation with the executive prepare the agenda for the Annual General Meeting

APRIL

- Ensure preparations for the Annual General Meeting - such as the agenda along with a copy of the minutes from the annual meeting and memo indicating the number of delegates allowed for each club is sent out and that the facility is booked
- Ensure that the books have been taken to the auditor ensuring audited financial statement will be ready for the AGMs

MAY

- Chair Annual General Meeting
- Submit report to membership
- Ensure that all necessary preparations have been made for the new bowling season

JUNE

- Attend the annual meeting of Sask Sport or arrange for other delegates
- Ensure that the follow-up has been completed and forwarded to Sask Sport prior to the end of the month
- Ensure preparations for all Playdowns have been made

JULY

- Ensure preparations for all tournaments have been made
- Ensure that the Team Manager/Coach and Junior Coach for their respective Canadian Championships have been selected from the applications received

AUGUST

SEPTEMBER

OCTOBER

- Ensure that the applications for National Team have been reviewed and forwarded
- Check on committees to be sure that they have prepared a budget for the New Year

NOVEMBER

- Ensure clubs have spent their MAP funds and their follow-up has been submitted

DECEMBER

- Ensure all committees have submitted their budgets so that preliminary work can be started
- Prepare a preliminary budget for meetings in January
- Ensure that the clubs have submitted their “Award of Merit” applications

From time to time, the categories for the budget expenditures should be reviewed to ensure the Association is on track. Keep in touch with all committees to ensure they are carrying out their duties. Keep in touch with the Executive Director and assist with appropriate duties.

2. Past President

The Past President shall act in an advisory capacity to the Association, for a single term of two years upon election of a new President. The Past President shall:

- a. Chair the Nominating Committee to propose a slate of candidates for positions on the Executive Committee
- b. Assist the President in performing other duties as requested

3. Vice Presidents

The Vice-Presidents shall:

- a. Be responsible for the operation and conduct of all provincial bowling programs
- b. Be members of the Sport for All Committee and the Sask First Committee
- c. One Vice-President takes the place and discharges the duties of the President when absent, and assume all responsibilities of the President

4. Secretary Treasurer

The Secretary Treasurer shall be responsible for the correspondence and recording functions for the Association and for all the financial affairs of the Association. The Secretary Treasurer shall:

- a. Record full and correct minutes of the meetings of the Association and the Executive Committee
- b. Circulate minutes of meetings in a timely manner
- c. Present a report to Annual General Meeting of the Association
- d. Prepare correspondence for approval by the President on matters arising out of such meetings
- e. Have charge of the Corporate Seal of the Association, which shall be affixed to documents as required
- f. In the absence of the Executive Director ensure pertinent duties are carried out
- g. Collect all dues and fees as approved by the membership at the Annual General Meeting
- h. Maintain bank accounts on behalf on the Association into which all monies received by or on behalf of, the Association shall be deposited
- i. Ensure all accounts and bills accrued by the Association are paid by the Executive Director. All disbursements shall be made by cheques, to be signed by any two of the following four signing authorities: three members of the Executive Committee and the Executive Director, all of whom will be appropriately bonded.
- j. Pay affiliation fees to Bowls Canada Boulingrin
- k. Maintain adequate records of all financial transactions
- l. Be prepared at the Annual General Meeting of the Association to present an interim financial statement and to open the books and records of the Association for inspection by the membership
- m. Submit to the Annual General Meeting an audited Financial Statement for the previous year
- n. Ensure that all funds are used in accordance with any spending restrictions that are placed upon them by granting or funding agencies, or regulatory bodies
- o. Be the Chairperson of the Finance Committee

Timelines

Ensure that the Executive Director or other designate is performing the following duties:

- Issues cheques and mail as required
- Input invoices and deposits into computer once a month
- Bank reconciliation once a month
- Make bank deposits as required
- Balance Statements as required
- Ensure that all finance records are ready for auditing by: May 1st

5. Members at Large

The Members at Large shall be responsible for:

- a. Be Chairperson of the Nominating Committee in the absence of a Past President

- b. Submit provincial team member's names for the Canadian Championships to Bowls Canada Boulingrin
- c. Ensure that the notice for application to be Team Manager/Coach for the bowling team representing Saskatchewan at the Canadian Lawn Bowling Championships each year has been sent to all member clubs
- d. Ensure that the notice for applications to be the Coach for the Junior team representing Saskatchewan at the Canadian Junior Lawn Bowling Championships each year has been sent to all member clubs
- e. In addition ensure each Provincial Team member completes all the necessary forms prior to the Championships and forward these to Bowls Canada Boulingrin including release form (anti-doping); accommodation and travel forms; biographies; – and any other necessary documentation as required by Bowls Canada Boulingrin
- f. Prepare player kits for dispersal upon conclusion of Provincial Championships. Kits are to contain the above-mentioned, forms, pins and information pertaining to the Championships including conditions of play for Bowls Canada Boulingrin
- g. The Member at Large ensures that all shirts and jackets are distributed to the athletes
- h. Ensure that the following duties of the Team Manager are current and that the successful applicant is made aware of them:
 - Ensure players are aware of draw times etc.
 - Ensure players needs are looked after
 - Attend team managers' meeting
 - Be prepared to handle substitution situations if they arise
 - Be aware of medical condition (next of kin etc.) waiver for medical insurance purposes