

METRO BOWLS ASSOCIATION

Match & Program Committee

The objective of the Match & Program Committee is to assist the Executive Committee of the MBA in relation to the planning, preparation, conduct and review of the metropolitan pennant competitions.

Key Responsibilities:

- Regularly review the format of pennant bowls, in conjunction with the consultative processes implemented by the Executive Committee, with a view to ensure there is provided a sustainable competition structure that meets the needs of clubs and players;
- Determine the metropolitan promotions and demotions and prepare from nominations received metropolitan pennant draws and Conditions of Play for the forthcoming season;
- Assist Bowls SA staff in the distribution of pennant supplies and tournament scorecards to metropolitan and country clubs;
- Conduct, as required, audits of the metropolitan pennant competitions to determine players' eligibility and ensure compliance with the Laws of the Sport and Conditions of Play;
- Prepare the annual calendar of events for metropolitan pennants, and liaise with the Operations Manager of Bowls SA and the Country Associations with regard to the timetable of Bowls Australia, State and local events-in particular the Country Carnival, Round Robin and Prestige Medley;
- Assist with the allocation of greens for all Bowls SA State events in conjunction with the Operations Manager.

Membership of the Match and Program Committee

The Committee should be appointed by the Executive Committee of the MBA annually from nominations received and shall consist of no more than eight members.

The Chair of the Match & Program Committee shall be appointed for up to two years.

- will be expected to show leadership skills appropriate to the position and in particular an ability to communicate effectively
- will liaise directly with the President of the MBA

Members of the Committee are expected to:

- have sufficient knowledge, training and/or expertise in the management of pennant bowls to enable them to discharge their duties effectively and in the best interests of the clubs and players;
- have a capacity to devote the required time and attention to carry out the activities of the committee.

Meetings of the Match and Program Committee

- Match & Program Committee meetings will be held on a regular basis as determined by the Committee Chair and scheduled to correspond with timelines for key tasks;
- Committee meetings and activities must be minuted;
- The Chair of the Committee will circulate to the MBA the minutes of the committee meetings and reports on the activities of the Match & Program Committee along with recommendations in relation to the planning and management of events;
- The President of the MBA and the Chair of the Committee shall annually conduct an assessment of the effectiveness and requirements of the Committee.
- Changes in personnel, roles or responsibilities of the Committee shall be determined by the Executive Committee of the MBA

Responsibilities of the Match and Program Committee

The Match & Program Committee's primary responsibilities are:

- to ensure that the metropolitan pennant competition is run effectively to a high standard;

In seeking to achieve these objectives, the Match & Program Committee will:

- establish clear procedures, timelines and protocols for the management of the metropolitan pennant competition.
- establish in consultation with the President of the MBA a budget expenditure for areas of event management for which the Committee is responsible;
- make recommendations to the MBA through the Chair of the Committee on matters relating to the format, planning and preparation for these competitions;
- ensure that the President of the MBA is informed as soon as possible of any disputes
- in conjunction with the Executive Committee, consult regularly with the bowls community;
- liaise with the Operations Manager to provide support if required;
- ensure there is a database of procedures created to allow for succession of Committee members or unforeseen circumstances which may impede the future operations of the Committee or the MBA.

Major Interactions

- Executive Committee MBA
- Bowls SA Operations Manager
- Country Association Representatives
- Bowls SA Officials Committee
- Bowls SA Member Clubs

1st April 2019