



By-laws: Modus Operandi Technical Officials Standing Committee

MODUS OPERANDI

EKURHULENI BOWLS TECHNICAL OFFICIALS STANDING COMMITTEE

TITLE

This committee shall be called the EKB District Technical Official Standing Committee, hereafter referred to as the DTOSC and is a sub-committee of EKURHULENI BOWLS Executive Committee.

OBJECTIVES

This committee is designated to implement the following objectives:

1. TECHNICAL OFFICIAL'S DUTIES

Assist and advise the EKB Executive Committee on technical aspects of the game and Laws of the Sport of Bowls.

Do duty as Technical Officials at the request of the Executive Committee of EKB.
(This involves all the technical aspects: umpiring, marking, flip-board operating, measuring out of greens, etc.)

Be available, as required, at Inter-District and National level.

- Attend monthly DTOSC meetings.
- Umpiring at Semi-finals and Finals of EKB competitions.
- Offering your assistance at the BSA master.
- Assisting at BSA events when requested.
- Assisting with courses and presentations as and when required.
- Attending council meetings.
- Attending yearly EKB AGM.

2. TRAINING

Only BSA approved "Course Material" may be used.

Organize and run Level 1 & 2 Technical Officials courses, with the purpose to evaluate and qualify candidates.

Organize and run Markers Courses.

Organize and run refresher courses for umpires and markers when required.

Prepare Officials for special duties when required.

Review all "Course Material" and recommend changes/amendments to BSA NTOSC.

3. REGISTER OF TECHNICAL OFFICIALS

Keep and maintain an up-to-date register of all Technical Officials in the District.

REPORTING STRUCTURE

The EKB DTOSC will report to the EKB Executive Committee either directly or via the Liaison Officer appointed by the Executive Committee and who shall be an accredited Technical Official.

FINANCE

The funds, facilities and equipment required for Training Courses and Technical Duties shall be provided and maintained by EKURHULENI BOWLS.

Proper controls of petty cash, income and expenditure incurred for all Technical Official purposes shall be implemented and a report submitted to EKURHULENI BOWLS on a regular basis.

APPOINTMENT OF COMMITTEE MEMBERS

As vacant posts become available, suitable candidates will be approached by EKB and filled with competent and approved technical officials Level 2 and above. They will be appointed in writing after a consent form and their CV has been signed and returned to the DTOSC Convener. CVs with details of their Technical Official experience at Club, District and National Level. The incumbent DTOSC in conjunction with the EKURHULENI BOWLS Executive Committee will appoint the most suitable candidates.

Final approval rests with the EKURHULENI BOWLS Executive Committee. Interviews may be conducted if deemed necessary.

The performance of all members of the DTOSC shall be evaluated and reviewed annually to ensure that the stated objectives are achieved.

Any member wishing to resign shall first give notice in writing to the Secretary of the DTOSC who shall notify the EKURHULENI BOWLS Executive Committee of the vacancy. Revision of all current DTOSC members must be evaluated by the end of October of each year.

COMMITTEE MEMBERS

Not less than five (5) and not more than ten (10) members consisting of:

1. Convener.

This person is the DTOSC delegate to EKURHULENI BOWLS Council Meetings.

This person's duty is to establish a dynamic working relationship with the Council delegates and the Executive Committee.

Report to the Council on the progress of Technical Official aspects in the EKB district.

Arrange courses and refresher courses when required.

Report to the Executive Committee either in writing or in person at their monthly meetings.

2. Secretary

Handle all the administration and correspondence, including Technical Official courses and related aspects.

3. Treasurer

Control the petty cash, Income and Expenditure generated.

4. Training Coordinator

To co-ordinate all training arrangements between Clubs and DTOSC.

Recommend to DTOSC the training requirements within the District.

5. One (1) to Six (6) Ordinary Members

General duties of Committee members:

Act as facilitators in course classes.

Act as assessors during and at the end of courses.

Do any duty required to enable the DTOSC to meet its objectives.

Audit Conditions of Play.

CONDUCT AND MEETINGS.

All members shall act in an exemplary and professional manner and maintain an ethical conduct.

Set an example by displaying true sportsmanship on and off the Green.

Meetings shall be held monthly.

Minutes of meetings shall be submitted to

- the EKURHULENI BOWLS Executive Committee.
- the Convenor of the Bowls South Africa Technical Officials Standing Committee.

REGALIA

Shall be decided by EKURHULENI BOWLS Executive Committee.

INTERPRETATION

In case of doubt as to the meaning of any instruction or proviso in this Modus Operandi, the interpretation of the EKURHULENI BOWLS Executive Committee shall be binding after consultation with the DTOSC.