



By-Laws

Modus Operandi

District Standing Committee for Technical Officials

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2. Terminology

For the purpose of this Modus Operandi, the following terms and acronyms apply.

- 2.1. **AGM:** The Annual General Meeting of Members, held according to the rules in the EKB Constitution.
- 2.2. **Bowls:** The game or sport of lawn bowls played indoors or outdoors, alone or with others, and includes all types mentioned in the EKB Constitution and defined by World Bowls.
- 2.3. **Club:** Any club that offers bowls in the local area and has access to a bowling green as defined in the Laws of the Sport of Bowls.
- 2.4. **Committee:** A committee created according to the EKB Constitution.
- 2.5. **District:** The geographical area defined in section 103 of the Constitution of the Republic of South Africa, 1996 (as amended).
- 2.6. **Ekurhuleni Bowls:** The bowls association registered in the Ekurhuleni district, Gauteng province, also known as EKB.
- 2.7. **Modus Operandi:** This document, known as the MO, defines the practices and responsibilities of a Committee.
- 2.8. **SAIDS:** The South African Institute for Drug-Free Sport
- 2.9. **WADA:** The World Anti-Doping Agency.
- 2.10. **NSCTO:** National Standing Committee for Technical Officials.

3. Document Control

Only the most recent version of this MO is allowed to be in effect. To ensure this, version control will be implemented and maintained.

The document version and release date will be displayed in the footer of the MO.

The approved MO will also be available on the EKB website for public access, as well as a history of prior versions for reference.

The approved MO will be signed and dated by the President of EKB.

This version (**Modus Operandi for DSCTO Version 2.2**) will supersede the previous version (*Modus Operandi for DSCTO Version 1.3 published 2 January 2024*)

4. Scope

- 4.1. The EKB District Standing Committee for Technical Officials, hereafter referred to as the DSCTO, has been formally established as a sub-committee under the control of the Ekurhuleni Bowls Executive Committee.
- 4.2. The DSCTO operates in accordance with the governance and oversight provided by the Executive Committee, focusing on the technical administration and regulation of the Sport of Bowls within the District.

5. Objectives

The DSCTO is designated to implement the following objectives:

- 5.1. To provide guidance and advice to the EKB Executive Committee on technical matters and the Laws of the Sport of Bowls.
- 5.2. To undertake duties as Technical Officials at the request of the EKB Executive Committee, which includes umpiring, marking, flip-board operation, measuring greens, and related technical activities.
- 5.3. To provide training and facilitation duties at the request of the EKB Executive Committee, which includes the delivery of courses and presentations.
- 5.4. To be available to serve at District and National events as needed.
- 5.5. To attend monthly DSCTO meetings to ensure ongoing communication and collaboration.
- 5.6. To diligently maintain an accurate register of all Technical Officials within the District.
- 5.7. To perform umpiring duties at the semi-finals and finals of EKB competitions.
- 5.8. To attend District Council Meetings to represent Technical Officials.
- 5.9. To participate in the annual EKB AGM.

6. Reporting Structure

- 6.1. The DSCTO will report to the EKB Executive Committee, either directly or through the designated EKB Executive Liaison Officer appointed by the EKB Executive Committee.
- 6.2. This Executive Liaison Officer must be an accredited Technical Official.

7. Finance

- 7.1. All necessary funds, facilities, and equipment needed for DSCTO activities will be provided for and maintained by EKB.
- 7.2. Appropriate control measures will be implemented to track all income and expenditure related to DSCTO activities.
- 7.3. EKB and DSCTO will provide regular financial reports for review and oversight.

8. Committee Membership

- 8.1. All members of the DSCTO are required to be active, accredited Technical Officials with sufficient experience and appropriate suitability. A minimum of a level two certification is preferred.
- 8.2. Membership of the DSCTO will be evaluated each year before the EKB AGM. During this period, members may choose to remain for the following year, or to resign. Non-performing members may be asked to resign.
- 8.3. Should any members of the DSCTO choose to resign from the Committee, this needs to be done in writing to the secretary.
- 8.4. Should vacancies in the DSCTO occur, EKB will appoint qualified Technical Officials to fill these vacancies after having evaluated the candidates' certifications, experience and suitability. A level two certification or higher is preferred. These appointments will be made with consultation from the current DSCTO. Appointments may be made at any time during the year.
- 8.5. The DSCTO membership for the following year will be announced at the EKB AGM.

9. Committee Structure

The DSCTO should consist of between five (5) and ten (10) members as follows:

- 9.1. Convenor (one)

The Convenor acts as the chairman for all DSTCO meetings.

The Convenor serves as a delegate to the EKB Council Meetings.

The Convenor is responsible for building a dynamic working relationship between the DSCTO members, EKB Executive and EKB District members.

The Convenor is responsible to provide updates to EKB on the progress and developments related to Technical Official matters within the EKB District.

The Convenor will organize all training courses and refresher courses as needed.

The Convenor will report to the EKB Executive Committee either in writing or in person at their monthly meetings.

The Convenor is responsible to provide updates to the NSCTO on the progress and developments related to Technical Official matters within the EKB District.

The Convenor will maintain good relations with the NSCTO.

The Convenor will practice sound and effective management while in care of the DSCTO and its members.

The Convenor will be responsible for performing all other duties of a committee member of DSCTO.

9.2. Secretary (one)

The Secretary is responsible for handling all administrative tasks and correspondence for the DSTCO.

This includes managing documentation related to Technical Official courses and overseeing all administrative aspects.

The Secretary will be responsible for performing all other duties of a committee member of DSCTO.

9.3. Treasurer (one)

The Treasurer is responsible for managing all income and expenditure generated by the DSTCO and to liaise with the EKB Treasurer on all matters of finance.

The Treasurer is to produce a financial report at each DSCTO meeting.

The Treasurer will be responsible for performing all other duties of a committee member of DSCTO.

9.4. Training Coordinator (one)

The Training Coordinator is responsible for organizing all training activities conducted by DSTCO.

The Training Coordinator needs to identify training needs within the District and make recommendations to the DSTCO regarding these requirements.

The Training Coordinator needs to maintain accurate records of all training within the District.

The Training Coordinator will be responsible for performing all other duties of a committee member of DSCTO.

9.5. General Member (maximum eight)

A General Member is any member of DSCTO, except the Convenor, Secretary, Treasurer or Training Coordinator.

A General Member will be responsible for performing all other duties of a committee member of DSCTO.

10. Duties of All Committee Members

- 10.1. Committee Members are to facilitate and support the smooth running of courses and classes, ensuring all sessions are organized and conducted effectively.
- 10.2. Committee Members are to serve as assessors during course activities and upon completion of each course, providing fair and thorough evaluations of participants.
- 10.3. Committee Members are to fulfil any responsibilities or tasks required to enable the DSTCO to achieve its objectives and uphold its standards.
- 10.4. Committee Members are to audit and review the Conditions of Play annually, to maintain compliance and best practices within the District.
- 10.5. Committee Members are to make themselves available for duty at least eight (8) times per year for EKB events.
- 10.6. Committee Members are to make themselves available for meetings at least seven (7) times per year.

11. Code of Conduct

In order to maintain a high level of conduct, all DSCTO committee members will:

- 11.1. Conform to the Bowls SA Code of Conduct.
- 11.2. Conform to the EKB Code of Conduct.
- 11.3. Adhere to all rules and regulations for the Sport of Bowls
- 11.4. Ensure that the game is played in the spirit of fair play.

- 11.5. Ensure that equipment and facilities comply with all standards.
- 11.6. Not tolerate unacceptable behaviour.
- 11.7. Handle all conflict firmly but with dignity.
- 11.8. Display exemplary behaviour on and off the field of play.
- 11.9. Commit to the fight against banned substances in sport.
- 11.10. Submit to the WADA code of conduct.
- 11.11. Resist and report all forms of corruption.
- 11.12. Respect other officials and players.
- 11.13. Adhere to all health or safety rules and regulations.
- 11.14. Ensure that all games are played while maintaining the safety of the players.

12. Meetings

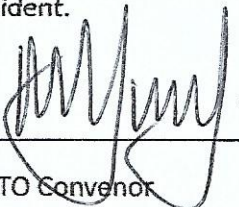
- 12.1. The DSCTO should have monthly meetings, but not less than ten (10) per year.
- 12.2. All DSCTO members must attend a minimum of seven (7) meetings per year.
- 12.3. Accurate minutes of meetings will be submitted to all the DSCTO members; the EKB Executive and to the NSTCO.

13. Regalia

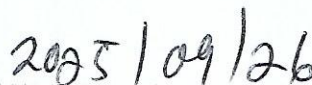
The DSCTO will wear the regalia assigned to them by the EKB Executive.

14. Acceptance


This document has been accepted and signed into effect by the Ekurhuleni Bowls President.



 DSCTO Convenor



 Date



 Ekurhuleni Bowls President



 Date