



Bowls Alberta



BOWLING PROGRAM COMMITTEE

Objective

The Bowling Program Committee is a standing committee of Bowls Alberta (BA). It exists to organize quality provincial bowling competitions for the BA affiliated members consistent with BA's mission, vision, and values.

Committee Composition

The BA Board of Directors shall annually appoint the Chairperson for the Bowling Program Committee. Whenever possible, the Chairperson shall be an elected Director.

Committee Members:

1. The membership of the committee shall be comprised of a minimum of four (4) members, one of whom is the Chairperson.
2. All other committee members shall be appointed by the Chairperson and approved by the Board of Directors. Committee members are appointed for a term of two years..
3. A committee member must be a member in good standing of a BA member club.
4. The BA President and the Executive Director shall be ex-officio and non-voting members of the committee.

Duties and responsibilities of the Chairperson:

1. Appoint the members of the committee. Whenever possible there should be one (1) representative from each Administrative Zone (North, Central, and South).
2. Call and chair the meetings of the Committee particularly in the planning and pre 'season' and ensure assigned tasks are completed and deadlines are met.
3. Make regular reports to the Board.
4. Prepare an annual report and present it to the membership at the AGM.

Governance

1. The committee reports to the BA Board of Directors who oversee and approve the work of the committee.
2. Committee meeting minutes/summary notes are to be kept and reported to the Board. Copies of meeting notes should be kept on file at the office.
3. A quorum for committee meetings is set at a majority of its members.
4. Committee members are expected to attend at least 75% of the meetings. If a member misses two consecutive scheduled meetings without prior notification, they are removed from the committee and the Chairperson may appoint a replacement to complete their term.

Compliance

Committee members are subject to the BA policies (including the code of conduct and conflict of interest policy). It is essential that committee members make decisions for the full Alberta lawn bowling community and not allow personal or their own club interests dictate their input and decision making. They are required to complete and submit a completed Conflict of Interest Form to the office at the start of their appointment. They are also obligated to disclose any real or perceived conflict of interest and refrain from the discussion of and voting on any such conflicted item at committee meetings.

Responsibilities and Deliverables:

1. Prepare a provincial bowling program calendar of provincial sanctioned competitions, for approval by the Board of Directors prior to January 30th of each year
2. Work with the BA member clubs, through the Executive Director, to determine the host venues for all sanctioned competitions.
3. Prepare an annual Bowling Program budget, with assistance from the Executive Director, and submit said budget to the Executive Director prior to January 30th of each year. This budget will be reviewed by the Finance committee and the full budget will be approved by the Board of Directors.
4. Annually review and update the *Conditions of Play* for approval by the Board of Directors prior to February 28th of each year
5. Oversee the Bowling Program season's activities as organized by the Executive Director with assistance from the host clubs and volunteer club members. (i.e. provide input when complications arise such as poor greens at a club, not enough rinks, or too many entries for a two day draw. If available, a committee member should serve on tournament emergency committee).
6. Establish such Subcommittees as it deems necessary, to assist in the fulfillment of its duties.
7. Review and update the following policies and procedural guidelines on an annual basis:
 - i. Tournament/Championships Scheduling: Locations and Timing Procedures and Guidelines
 - ii. Tournament/Championships Entry Procedures
 - iii. Drawmaster Procedures and Guidelines
 - iv. Tournament Hosting Procedures & Guidelines
8. Review the following Policies and Application/Classification Forms to ensure consistency with the BCB similar documents:
 - i. Use of Walker Policy (as per Laws of the Game)
 - ii. Application for use of Bowling Arm (required if playing in Championships as per C of P)
 - iii. B1-B8 Classification (will be available on the BCB website by spring of 2021)
9. Review these Terms of Reference and recommend changes for approval by the Board

Long Term Strategic goals

1. Review and ensure competitions align with athlete/player development stages.
2. In preparation for updating the BA Strategic Long-Range plans, do a review of the provincial tournaments and make recommendations for changes and/or additions of events.
3. Periodically organize an ad-hoc Athlete Advisory Group or circulate an Athlete survey to obtain athlete feedback.

Resources

The Committee will receive the necessary resources from BA to fulfill its mandate. The Committee may, from time to time, receive administrative support from BA.

Communications

Meetings and communications shall typically be video or telephone conference calls (set up with assistance from the BA office), face to face meetings, email, and other electronic communication platforms as called by the Chairperson.

Approval

Updated and approved by the Board of Directors on Jan. 5, 2022