



## Southern Tasmanian Bowls Association Inc

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President	Peter Kirby	0400 914 818
Secretary	Paul Matthews	0409 703 073

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### Minutes of the BTS Board Meeting held on Tuesday 20 September 2022 at 4.30pm at Beltana Bowls Club

#### Welcome

1. President Peter Kirby opened the meeting at 4.30pm.

#### Attendance

**Present:** Peter Kirby (President), Deb Jeffrey (Treasurer), Paul Matthews (Secretary), Barbara Rankin (Board Member), Paul Hoddy (Exec. Assistant), Crystal Brooks (Board Member), Ross Bannister (Chair Match Committee), Michael Andersch (Chair Officiating Committee)

**Apologies:** Anne Mullavey (BTAS Southern Director), Bernard Knight (BTAS President)

#### Confirm minutes of previous meeting

2. Moved: Paul Matthews, Seconded: Ross Bannister that the minutes of the meeting held on 15 August 2022 be confirmed. **CARRIED**

#### Business arising from previous minutes

3. **Board vacancies.** No nominations or volunteers to date. The Vice-President and two board positions remain vacant. The President suggested a "Sponsorship and Promotion" portfolio to help the association raise additional funds and a "Governance" portfolio to ensure policy kept relevant and appropriate. The Board resolved to advertise for volunteers to fill these two positions  
**ACTION: Secretary**
4. **Vacant committee positions.** At the Delegates Meeting, Margaret Cornish offered to join the Match Committee if required. The Board confirmed this appointment.  
**ACTION: Secretary**
5. **Board Portfolios.** The resolved the following:
  - Barbara was confirmed in the "Participation" portfolio and was asked to help promote the "Come and Try" bowls program in the South.
  - Crystal was confirmed as the "Junior Liaison" portfolio and was asked to join/attend the Junior Statewide Committee.
6. **Opening Day.** Opening Day will be hosted by Kingborough on Monday, 10 October. The President asked that sponsors and life members be invited. The Board resolved to set a cost of \$8 per head (inclusive of GST) for catering, that Kingborough can invoice BTS once numbers are confirmed.  
**ACTION: Secretary**

7. **Chair of Southern Selectors.** The Board noted that Peter Kirby (by virtue of his appointment as State Selector) is the Chair of the Over 60 Men's Committee, and Rosie Geeves (by virtue of her appointment as State Selector) is the Chair of the Open Ladies Committee.

8. **Southern Selectors, Managers and Coaches.** Expressions of interest have been received from the following members and they have been confirmed in the positions shown:

- Over 60 Men – Garry Francis (Manager)
- Open Men's – Craig Griggs (Manager)

The Secretary was asked to re-advertise for people to fill vacant positions.

**ACTION: Secretary**

9. **Berriedale Office.** The Secretary reported that we can renew the lease, and have both the office and small storage room, for \$550 per annum. There is a possibility the building will be sold so we can only get a lease for 6 months at a time.

**ACTION: Secretary**

10. **Advertising BTS Grants.** The Secretary has not yet added anything to Facebook. Barbara undertook to coordinate participation stories and liaise with the Secretary.

11. **BTS Conditions of Play 2022-23.** The Conditions of Play have been printed at a cost of \$300 (for 80 booklets) and partially distributed to clubs that attended the Delegates Meeting. The Secretary hopes to cover the clubs that missed out at the Opening Day.

12. **Advice to Clubs re Social Bowlers and Pennant selection.** This advice has been sent to clubs and published to the BTS website.

13. **BTS Transfer and Clearance Policy.** This policy has been sent to clubs and published to the BTS website.

14. **Next Delegates Meeting.** The Delegates Meeting was held on Sunday 18 September at Rosny Park – 18 clubs were represented.

15. **BowlsLink Competition Training.** This training will be held at Beltana on Thursday, 22 September, and will proceed despite the announcement of a Public Holiday on this day.

16. **BowlsLink audit of administrators.** The Statistician has provided clubs with a list of their administrators and clubs are in the process of correcting their accesses. A *BowlsLink User Access Request Form* was created and sent to clubs for this purpose.

- 26 accesses have been revoked
- 26 new accesses have been granted
- 24 existing accesses have been confirmed
- 215 existing accesses have not been addressed one way or the other

17. **BTS Championships via BowlsLink.** The Statistician advised that championships are in the process of being entered, but payment via BowlsLink will not be possible this year so clubs will be invoiced for entry fees as per previous years.

18. **In-season Transfer Fee.** The Finance Committee is yet to meet and discuss the process for managing this matter.

**ACTION: Finance Committee**

19. **Membership Fee adjustments.** The Finance Committee resolved to meet and discuss the process for managing this matter in mid-October.  
**ACTION: Finance Committee**
20. **Social Bowlers playing pennant.** The Board resolved to ask clubs to setup a membership category called "5GAMES" and use this for social or barefoot bowlers who play pennant games.  
**ACTION: Secretary**
21. **BTS Property at Hobart Bowls Shop.** Peter, Paul Matthews and Ross managed the transfer of uniforms and other items to the Glenorchy Office.
22. **Aceit Uniforms update.** Peter Kirby advised that an order for 105 uniforms (50 Ladies/55 Men) has been submitted.
23. **Pennant Medallions update.** Peter Kirby advised that pennant medallions have been received. He showed the Board what the medallion looked like.

## Correspondence

24. The Secretary reported that 346 emails were received and 311 were emails sent between 16 August and 16 September 2022. Moved: Deb Jeffrey seconded Crystal Brooks, that outwards correspondence be endorsed and inwards correspondence be accepted.  
**CARRIED**
25. The Board noted the following:
  - Southern Tasmanian Training Courses 2022-23
  - Geeveston Floods
  - Availability of pennant rosters
  - Lease Room at Berriedale Centre
  - Additional room at Berriedale Centre
  - BowlsLink User Access Request Form
  - Request for copies of duty statements
26. The Board noted the following correspondence from Bowls Tasmania:
  - Try Bowls Month October 2022
  - Child and Youth Safe Organisations Framework (Tasmania)
  - 2022 Volunteer Grant Program
  - 2022 Active Kids Grant Round Opens Soon
  - Reaccreditation Fees
  - Grant opportunity for community organisations in Lyons
  - Bowls Tasmania Strategic Plan 2022-25
27. The Board noted the following correspondence from Bowls Tasmania:
  - Participation data request sent to all Tasmanian clubs
  - Employment Vacancy - Bowls Australia CEO
28. **Offer of early starts for pennant.** Offers were sent to Dover, Orford, Oatlands, Ouse and Tasman. Dover and Ouse are happy to negotiate early starts as required. Orford and Oatlands expressed interest in a noon start, so clubs that will play these sides were asked to consider an early start in order to lock it into the roster and reduce the need for multiple phone calls by both clubs involved.
29. **Royal Hobart: Thursday pennant.** The President has accepted an invitation to attend the first game of the season at Royal Hobart to mark this historic occasion.

30. **Huonville: Apple Blossom Day.** A flyer has been sent to clubs advising of this event on 8 October at Huonville.
31. **North Hobart: New synthetic green.** The Officiating Committee will inspect North Hobart's green on Friday 23 September.
32. **Glenorchy Rodman: New synthetic green.** The Officiating Committee will inspect Glenorchy Rodman's green on Friday 23 September.
33. **Claremont: Division 6 sides.** The Board noted that Claremont has withdrawn the second side they were intending to enter into Saturday Division 6. Ross noted that this resulted in a roster redraw.
34. **Cygnets: Dispensation request.** The Board noted that the request to allow four men to play in one side in the Cygnets Division 2 Thursday side was rejected by the BTS Match Committee.

## Grants

35. **Approvals.** The following BTS Grant applications have been approved by the BTS Finance Committee:
  - Glenorchy Rodman - Player Participation Incentive
  - Tasman - Player Participation Incentive
  - Tarooma - Player Participation Incentive
  - New Norfolk - Player Participation Incentive
  - Tarooma - Junior Development Incentive
36. **For consideration.** The following BTS Grant applications have been received to date and will be considered by the BTS Finance Committee on 28 September via Zoom.
  - Beltana - Player Participation Incentive
  - Oatlands - Player Participation Incentive
  - Beltana - Junior Development Incentive

**ACTION: Finance Committee**

## Reports

37. **Finance.** The Treasurer advised that invoices have been sent to clubs for payment of affiliation fees. Moved: Deb Jeffrey, seconded: Ross Bannister, that the financial report for August 2022 be accepted as presented to the Board (see summary at Appendix 1).  
**CARRIED**
38. **Match Committee.** Ross Bannister advised the Board of the following:
  - Once rosters have been confirmed and entered into BowlsLink, if a side is withdrawn a bye will occur rather than re-drawing the roster. Paul Hoddy pushed to find a replacement to fill the bye position before declaring a bye.
  - The Southern League has only four sides entered at this time.
39. **Officiating Committee.** Michael Andersch provided his report (see Appendix 2).
40. **Coaches Committee.** Ross Bannister reported that all the umpires, markers and coaches cards that were backlogged at Bowls Tasmania would soon be available.
41. **Selectors.** Peter Kirby asked that a request for Over 60s Ladies be sent to clubs.

**ACTION: Secretary**

## Ongoing Matters

42. **BTS Strategic Plan 2019-23.** Now that we have both BA and BT Strategic Plans we will discuss the BTS Strategic Plan at the October meeting.
43. **Policy and Governance review.** Nothing to report.
44. **Knowledge Gaps.** The Secretary thanked Michael Andersch for providing his "Greens Inspection Report" template.
45. **Conditions of Play.** The President added this item to ongoing matters to track issues/feedback that arises during the season so that this information is not lost in email traffic.

Ross noted that Condition 3.31 (b) is incorrect because to be promoted, a side must (normally) finish on top of the ladder. With two sections in a division, the top of each section play-off and the winner should be the side offered promotion and not the winner of the grand final will be promoted.

The Board resolved that 3.31 (b) should read:

The winner of qualifying semi-final will be offered promotion IAW Condition 3.32, and the winner of the grand final will be awarded the division pennant.

**ACTION: Secretary**

46. **RCC Meetings.** Peter Kirby advised that yesterday's meeting had a packed agenda. He shared the following:
  - The BT Board will probably not proceed with the establishment of a BT Match Committee. Therefore, BTS will need to ensure we have tournament/event directors qualified/available within clubs.
  - BT has shared the BTS Disciplinary and Gender Identify policies with the other two regions. BN and BNW advised that they did not consider a need to adopt either of the BTS policies as they believed that similar BA policies were sufficient.
  - BN is intending to allow clubs to enter more than one side into ANY division and not just in the lowest division.
  - BN could not get support to move back to a four-team sides.
  - BN intend to drop divisions to eight (8) sides after this season.
  - BNW has a new President – Ben Fidler.
  - BNW pennant has been restructured to reduce sides in lower divisions.
  - A proposal was put to include the Bowling Arm competition in the statewide challenge. BT would require the final round of the Bowling Arm round robin to be moved to a date earlier than the final round of the Open State Wide Challenge before it would include Bowling Arm results in the accumulation of points for the award of overall winner of State Wide Challenge.
  - Prizemoney for statewide challenge was discussed due to BTS reporting a mismatch between SWC conditions of play and actuality. The previous recommendation to the BT Board for the \$6000 prize money to be shared between the regions was reconfirmed and BT will now allocate the prizemoney as an annual SWC grant of \$2000 to each of the three regions.
  - At lunch after the meeting, in general discussion with the other regional presidents, Ben Fidler spoke strongly in support of his belief that all SWC rounds should be played in the north (Launceston area) in future. This would save significant costs for the NW which he could use elsewhere.

## General Business

47. **The Green Kitty.** A request for information about this perpetual trophy for STBA v. RVBA matches was received from Alan Wickens. Ross thought this had not been contested since the 1960s. The President has made contact with the CEO of Bowls Victoria seeking information.
48. **Information Technology.** The Secretary advised the Board of the following:
- **Yellow Pages.** Glenorchy City asked a question about entries in yellow pages which prompted the realisation that the BTS entry will probably disappear from the next edition since we have discontinued the BTS landline phone number.
  - **Google information.** The information shown by a Google Search is incorrect. The Secretary has tried taking control of the entry with limited success.
  - **Zoom.** The application is showing “Your account has an outstanding balance of \$230.” The Treasurer asked the Secretary to find and pay this invoice.
49. **Privacy Policy / Procedures.** The Statistician provided copies of the Privacy Policies from various states. We are using the BA policy in the BowlsLink User Access form pending development of our own policy.
50. **Juniors.** Crystal provided feedback from a junior parent (which falls to BT to consider). They had concerns for the VIC/TAS test because juniors are flying to Victoria on the day that they are required to play which reduces their practice time and adds to their fatigue on the day. This might also be the case for attending National events. The President undertook to raise this funding issue at the next RCC meeting. **ACTION: Secretary/President**
51. **STBA/STWBA historical records.** The Secretary advised he has submitted a query to the State Library regarding any STBA/STWBA historical records but has not heard anything yet. Annual Reports from #57 to #117 have been found in the Berriedale Office. Ross asked with we sent a copy of the Annual Report to the State Library and the Secretary undertook to find out what rules apply.

**ACTION: Secretary**

## New business

52. **Club Management Training.** The Treasurer and Secretary are planning to hold a workshop in November for Secretaries and Treasurers to help clubs learn more about club administration/finance management.
53. **Laptop/iPads.** The Board resolved that we investigate replacing the aging laptop and also obtaining a few iPads that can be used by board members, event directors, etc. **ACTION: Secretary/Treasurer**
54. **Board Decisions.** The Secretary suggested – for remote and/or out-of-session collaborations – that we hold a 15 minute Zoom meetings when required. The President noted that the Executive is empowered to make urgent out-of-session decisions if necessary. **ACTION: Secretary**
55. **Dispensations.** Ross reminded members that requests that go against the conditions of play will not be approved.

## Next Meeting

56. The next meeting will be held on Monday, 17 October 2022 at 4.30pm. Barbara offered to host the meeting at Howrah (subject to confirmation).

## **Closure**

57. The President declared the meeting closed at 7.20pm.

## **Appendices**

1. Financial Report
2. Officiating Committee Report

## Appendix 1 – Financial Report

### Reports for August 2022

#### Bank Accounts

- Bendigo Cheque Account \$16,481.67
- Sandhurst Investment Account \$102,791.41
- Petty Cash Debit Card \$697.83

Account Receivables \$149,450.93

Accounts Payable \$55.00

As at 31 August 2022, BTS had a cash balance of \$119,971. The balance of total current assets at this date was \$269,422 and the total current liabilities was \$15,509.

The net assets of the business on 31 August 2022 were \$259,339.

#### Cumulative Net Profit YTD



The YTD net profit as of August 2022 was \$140,991.19.

The YTD Budget net profit was \$126,854.

BTS is currently tracking \$14,137.19 above budget.

Deb Jeffrey  
BTS Treasurer

20 September 22



## **Appendix 2 – Officiating Committee Report**

The Bowls South Officiating Panel consists of Helen Ducker, Michael Andersch and Leonie Price with Wayne Cobbing and Janet Rutherford recent joining.

The Panel will swing into action as the new season approaches. We will conduct our usual Forums for Umpires, Measurers, Markers and interested bowlers during November 2022. These encourage an exchange of views and discussion on current and updated Laws and the Conditions of Play

With the Calendar of events across the season now finalised, we will go out to all officials seeking interest in officiating across the various championships. Early up we have BTS Fours in November and Triples in December along with 2 SWC days in the South prior to Christmas to cover for umpires.

An important requirement at this level is for appointed umpires to have their Working with Vulnerable People certification and we encourage all Club umpire to ensure they have this. Volunteers obtaining a WWVP card has minimal cost attached to it (\$20.40).

The Officiating Panel will work to review the Side Captain's Guidelines and upgraded it based on the revised 2022-23 Conditions of Play.

Should any players or Officials have questions pertaining to the conduct of the game please submit your email to the BTS Secretary for clarification, and he will share the query with myself and Match Committee for guidance. Questions posted on any Social Media will be unlikely elicit a response due to flavour of other comments by others. Notwithstanding Facebook pages like for "A Question of bowls" are a good resource to monitor the types of things coming up and moderator responses (John Roberts - AUS, Stephen Sargent – NZ and Allan Thornhill – UK, are International Officials).

Clubs are able to access lists of Umpires, Measurers and Markers from the BTS Website to assist with the conduct of events held at their clubs prior to the Semi-final and Grand Final (Panel appointed). You don't need to ring or email me if you have none, you simply go the list and seek out a willing volunteer participant.

We will also review expiry dates for Officials accreditation and get a reminder out to the individuals and Clubs to facilitate re-accreditation. Likewise, Clubs should look at the own list of officials and ensure they have sufficient coverage in terms of the number of divisions, gendered competitions, hosting of BTS or BT events and give consideration to ages of your current volunteer officials.

Michael Andersch  
Chair, BTS Officiating Panel  
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