



Founded in 1905

Southern Tasmanian BOWLS Association Inc

Trading as	Bowls Tasmania South	ABN: 12 820 830 594
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President	Peter Kirby	0400 914 818
Vice-President	Kerrie Lane	
Secretary	Paul Matthews	0409 703 073

Minutes of the BTS Board Meeting held on Monday 18 September 2023 at 6.00pm via Zoom

Welcome

1. President Peter Kirby opened the meeting at 6.00pm.

Attendance

Present: Peter Kirby (President), Kerrie Lane (Vice-President), Deb Jeffrey (Treasurer), Paul Matthews (Secretary), Crystal Brooks, Barbara Rankin, John Scott, Ross Bannister (Chair Match Committee), Michael Andersch (Chair Officiating Committee)

Apologies: Brad Johns, Paul Hoddy, Anne Mullavey (BTAS Director), Bernard Knight (BTAS Director)

Confirm minutes of previous meeting

2. Paul Matthews moved that the minutes of the meeting held on Tuesday 15 August 2023 be confirmed. Seconded Ross Bannister. **CARRIED**

Business arising from previous minutes

3. **Expired Business Name.** The Secretary reported that he contacted ASIC (again) on 15 September, but he is still waiting for the request to change "ownership" of our account to be approved. Once done, the (unknown) email address can be changed and an invoice for business name registration can be obtained.

ACTION: Secretary

4. **BowlsLink User Access review.** The Secretary confirmed that all clubs had been supplied with existing members with admin/competition access and were asked to review/update accesses prior to the season starting.
5. **BowlsLink email administration.** The Secretary advised that he sent advice to clubs regarding the management of emails within BowlsLink.
6. **BTS Strategic Plan.** The Secretary confirmed that the BA and BT Strategic Plans had been circulated to Board members in preparation for the 1 October meeting to develop a new Strategic Plan for 2023-26.
7. **Sponsorship enquiry.** Peter Kirby advised the meeting that he'd had a discussion with Chris Chalker. Crystal advised that Chris is no longer able to provide sponsorship.

8. **Representative uniforms.** The President advised that a request has been sent to ACEIT for a design/quote and this is ongoing. WRT Junior uniforms, Peter suggested providing the first uniform and then requiring payment for subsequent uniforms.
ACTION: President
9. **Pennant sides/lowest divisions.** Ross advised the meeting that we're still waiting for advice from Beltana, North Hobart and Claremont, and submissions aren't due until end-September. So far, we have 13 sides in Saturday Div 6, and 8 sides in Division 7. We also have 12 sides for Thursday Division 4 and 11 sides for Wednesday Division 4.
10. **Pennant Review Working Group.** Michael advised that he and Peter attended the first meeting (held at North Hobart on 17 September). The group favour meeting face-to-face, and appointed Geoff Giblin (Orford) as Chair and Leigh McAdam (Glenorchy City) as Secretary. Michael/Peter covered past surveys and suggestions received over the past few years. There was good and frank discussion, and the group comprises some very practical and enthusiastic people. Both big city and small regional clubs are represented, and both males and females are represented. Michael will upskill Libby Higgins in using Zoom/SurveyMonkey. The group was advised to report to BTS on a regular basis, but BTS will not publish anything until the final report/recommendations is received, and the group is to work independently of the Board.

Correspondence

11. The Secretary reported that there were 292 emails received (not counting 273 SPAM emails) and 280 emails sent between 10 August and 12 September 2023. Moved Deb Jeffrey, seconded Kerrie Lane that outwards correspondence be endorsed, and inwards correspondence be accepted. **CARRIED**
12. The Board noted the following emails sent for the period:
 - Advice re SWC Selection Panels/Managers
 - BTS Delegates Meeting 8 October (1pm at Kingborough)
 - Enquiries sent to clubs re hosting BTS championships
 - Advice of preliminary pennant sides sent to clubs
 - Call for nominations for lowest divisions
13. The Board noted the following emails received for the period:
 - Franklin - 5 game players for 2022-23 Season
 - Huonville – new email address for invoices
 - Ouse - Returning to bowls
 - Nadine Seabourne – Resignation from SWC duties
 - Diane Willett – obtained MPIO Accreditation
 - Rose Bay High – Bowls School Programs partnered with Beltana
14. The Board noted the following correspondence from **Bowls Australia**:
 - BowlsLink User Survey
 - BowlsLink Two-Factor Authentication (2FA)
 - BowlsLink - STA Feedback
15. The Board noted the following correspondence from **Bowls Tasmania**:
 - Position advertised - Club Support Manager TAS
 - Huon & Channel School Sports Association - Come & Try Days

- Minutes of BTAS Board Meeting - 19 June 2023
 - Markers for BTAS Bowling Arm Singles Events
 - Umpire Reaccreditations
 - BowlsLink Switch to Authentication App
 - Notice and draft agenda for RCC Meeting - 25 September 2023
 - Bowls Tasmania Officiating Offerings - September 2023
 - Bowls Tasmania Constitution Template
 - Try Bowls Month October
 - Centralisation of Senior SWC in the North
 - Draft BTAS Weather Policy
 - SWC Conditions of Play 2023-24
16. The Board noted the following correspondence onforwarded by Bowls Tasmania:
- Webinar - New Approaches to Recruiting Sport Volunteers
 - Grant Alert - 14 August 2023
 - 2023–24 Volunteer Grants Opportunity
 - Women Leaders in Sport 2024 Grant Program
 - Grant - Social and Community Participation people with Disabilities
 - Let Kids be Kids in Sport Workshop
 - Active Kids grant open
 - Child and Youth Safe Organisations Framework (Tasmania)
17. **Bowls Tas events.** Bowls Tasmania proposes hosting the following events in South for 2023-24. Events can be played on either grass or synthetic greens. Several questions have been put to BTAS by the BSOP.
- Gala Week – 6-10 January 2024.
 - Open Statewide Challenge Round 3 - 3 March 2024.
- ACTION: Match Committee**
18. **Centralisation of Senior SWC in the North.** The Board noted Bowls Tasmania’s decision to continue with the experiment of centralising the Senior SWC matches in the North. Peter noted that this change to the format most affected the second side and proposed we allow the second side seniors to decide whether to go north or not when the South must provide a second side. The Board resolved to support their decision.
19. **Draft BTAS Weather Policy.** The Secretary advised of this draft policy and that this policy does not conflict with the BTS policy that predates it. The Board resolved to support this policy at the RCC meeting. **ACTION: Vice-President**
20. **BowlsLink 2-Factor Authentication.** Ross Bannister noted that Side Captains will need to be aware of the new 2FA process within BowlsLink. The Secretary will advise clubs of this requirement and advice will also be included in the Side Captain’s Guidelines for 2023-24. **ACTION: Secretary / BSOP**
21. **BowlsLink Payment Gateway.** Paul Hoddy was not present to report on this matter. Deb voiced her concern that this payment method must be in place before any competition is opened for entries via BowlsLink. **ACTION: Statistician**

22. **BowlsLink - Archive/Duplicate players.** Taroona asked if there was a way to delete duplicate and/or archived players from BowlsLink. This question was referred to Paul Hoddy but he was not present to provide an answer. **ACTION: Statistician**
23. **Affiliation fees.** The Treasurer advised that all clubs (except Ouse – see below) had been invoiced per figures arrived at from the 28 Feb 2023 audit. They are due to be paid by 17 October. Peter asked the Secretary to send a separate email to clubs regarding payment to guard against email hacking as occurred last season.
ACTION: Secretary

Reports

24. **Finance.** Deb Jeffrey provided her report to members via email (see Appendix 1) and noted the following:
- **Ouse.** Ouse has not yet been invoiced because they had no players in the 28 Feb 2023 audit. Deb advised that we wiped their obligation when they had had to withdraw. Michael moved that we require an affiliation fee for 8 players to play in Div 7 season but provide them with a 50% discount to help them re-enter the competition. Seconded Ross Bannister. **CARRIED**
 - **Affiliation fees.** As above, clubs have been invoiced. BTS must pay Bowls Tasmania \$102,097 by 1st November 2023. Deb asked if we should do a pre-season check of BowlsLink membership to ensure clubs are ready for pennant. The Board agreed. **ACTION: Statistician**

Deb Jeffrey moved that the financial report be accepted. Seconded Paul Matthews.
CARRIED

25. **Match Committee.** Ross reported that clubs have been identified to host BTS championships, rather than seeking expressions of interest and delaying advice to players about the venue. 8 clubs have been approached, and 3 clubs have responded in the affirmative (to date). So far, rosters are up to draft 7, so rosters will not be published until the first week in October.
26. **Officiating Panel.** Michael advised that the BSOP met last week and discussed BTAS events in the South and COP changes. A full report is provided at Appendix 2.
27. **Coaches Panel.** Ross advised that winter coaching is complete, with 120 attendees over the four sessions, including a few barefoot bowlers. Three people are undertaking the coaching course.
28. **SWC/State Selection.** Peter advised that selectors/managers have been advised provide the Secretary with updates (if needed). The first rounds of SWC for 2023-24 will be played in the North as follows:
- Juniors - Sunday 26 November 2023.
 - Open - Sunday 3 December 2023.
 - Seniors - Tuesday 12 December 2023.

Ongoing Matters

29. **BTS Strategic Plan.** The Board will meet on Sunday 1 October 2023 at 1.00pm at Club Beltana to brainstorm a new Strategic Plan.

30. **Policy and Governance review.** The Secretary advised that a preliminary draft *Financial Management Policy* had been created and passed to the President for review before obtaining Treasurer input. **ACTION: Finance Committee**
31. **Knowledge Sharing.** The Board agreed to hold meetings on the 3rd Monday of each month. The Board also agreed to meet at 6.00pm if meeting via Zoom, and at 4.30pm if meeting face-to-face.
32. **Conditions of Play.** The Secretary noted that the “12 years and older” caveat in Conditions of Play only applies to Midweek/Thursday, and that he had therefore advised clubs to remove that caveat from the Saturday Open Gender section.
- The Board resolved to allow dispensation for under 12-year-olds to play in the same gender as long as the club provides assurance of parental agreement and WWVP supervision is in place. Dispensation is not available as an under-12 opposite gender substitute.
33. **RCC Meetings.** Peter Kirby is unable to attend the September meeting due to Yom Kippur. Peter thanked Kerrie Lane and Michael Andersch for stepping in to represent the South at this meeting. Peter asked that we seek advice from Bowls Tasmania regarding:
- How they are enforcing the WWVP requirements within their policies.
 - How they intend to assess the viability of all rounds of Seniors SWC being played in a central location (ie: the North).
- ACTION: Vice-President**

General Business

34. **NewsCorp (The Mercury).** Peter has enquired about reconnecting as a “reporter” for the coming season. **ACTION: President/Treasurer**
35. **Delegates Meeting – 8 October 2023.** The Secretary asked if there was anything to add to the agenda for this meeting.
- Changes to Conditions of Play (including Extreme Weather Policy)
 - Side Captain’s Guidelines
 - Pennant Review Working Group
 - Championship entry payments via BowlsLink
 - Officiating Panel report to highlight WWVP at BTS events
 - Senior SWC sides playing in the North only
36. **Enforcement of COP.** Paul Matthews asked if a BTS official should create a report if they observe an infringement, even if a protest is not subsequently submitted. Peter advised that this was in place but was removed from COP several years ago due to a ruling by a Tribunal Panel. The Board agreed that BTS officials cannot act independently from their club.
37. **Howrah coaching initiative.** Barbara advised the meeting that Howrah has been providing coaching with School Groups. To date, 697 students have attended and over 100 are planned to attend, and this is worth bragging about. The Secretary asked for a blurb so that he could publish a “feel good” article to the website.
- ACTION: Barbara Rankin**

Next Meeting

38. The next meeting will be held on Monday 16 October as a “face-to-face” meeting at 4.30pm at North Hobart.

Closure

39. The President declared the meeting closed at 8.00pm.

Paul Matthews
BTS Secretary

Appendices

1. Financial summary as of 31 August 2023
2. BSOP Report – August 2023

Appendix 1 – Financial summary as of 31 August 2023

Current Assets

	Actual	Last year	Variance \$	Variance %
1-0000 Assets				
1-1000 Current Assets				
1-1100 Bank Accounts	\$88,178.00	\$119,740.02	(\$31,562.02) ↓	-26.36 ↓
1-1165 Officeworks Gift Card	115.00	0.00	115.00 ↑	-
1-1200 Accounts Receivable	160,381.20	148,317.93	12,063.27 ↑	8.13 ↑
Total Current Assets	\$248,674.20	\$268,057.95	(\$19,383.75) ↓	-7.23 ↓

Current Liabilities

2-0010 Current Liabilities				
2-1140 Accounts Payable	52.00	55.00	(3.00) ↓	-5.45 ↓
2-1300 GST Liabilities	\$14,558.52	\$14,054.89	\$503.63 ↑	3.58 ↑
2-1500 Provisions & Accrued Expen...	\$1,360.00	\$800.00	\$560.00 ↑	70 ↑
Total Current Liabilities	\$15,970.52	\$14,909.89	\$1,060.63 ↑	7.11 ↑

Profit & Loss report

	Actual	Last year	Variance \$	Variance %
4-0000 Income	\$146,959.03	\$144,144.26	\$2,814.77 ↑	2 ↑
Gross Profit	\$146,959.03	\$144,144.26	\$2,814.77 ↑	2 ↑
6-0000 Expenses	\$1,885.25	\$4,411.15	(\$2,525.90) ↓	-57.3 ↓
Operating Profit	\$145,073.78	\$139,733.11	\$5,340.67 ↑	3.8 ↑
Net Profit	\$145,073.78	\$139,733.11	\$5,340.67 ↑	3.8 ↑

Due to pay Bowls Tasmania \$102,097 by 1st November 2023

Deb Jeffrey
BTS Treasurer

17 September 2023

Appendix 2 – Report to Board Meeting September 2023

Our panel met at North Hobart BCC on 15th September to discuss the 2023-24 season activities. The members re-conferred my role as Chairman of BSOP and Nominee for the BTS Board for the 2023-24 season.

A review of the 2023-34 Calendar of Events was discussed and questions for Bowls Tas were raised and have subsequently been submitted by Leonie Price to Rob McGuire. Questions focussed on

- Timed Events.
- Use of 3 bowls Pairs format for Bowling Arm.
- Requirement for Markers for Bowling Arm of 3 player sections.
- Inclusion of Juniors or not in this week.
- Use of Synthetic Surfaces.
- Other non-officiating matters.

The season kick-off activities were discussed. Officials Forums will continue with added small forum planned for Franklin. We're just booking our preferred venues and dates amongst the group. Kingborough, North Hobart and Beltana as per 2022 will be used again.

Briefly, we identified the following topic candidates for the forums:-

- Opposite Gender Player Eligibility.
- Extreme Weather Changes.
- B Grade eligibility BTS Championships and Champion of Championships.
- Vaping defined as smoking.
- Names of Team Members on cards to BTS Events.
- Coaches and Coaching – Limitations as to directing players vs Coaching; Recording Name on Card.

We discussed the email circulating on the 12 y.o. requirement for the Single Gender competition. Ross and Michael will take matter to next BTS Board Meeting. Michael discussed the difference between the construction and design of the competition, the CoP and Laws of the sport.

The requirement for Officials to hold a WWVP card was discussed and the approach to communicate the requirement to our Officials group was discussed. BSOP is making holding a WWVP card mandatory to officiate at BTS events and above. We will allow a grace period where application for WWVP has been made.

Michael will undertake the Side Captains Guide review ready for Delegates Meeting and circulate the draft of changes. The group also discussed the option of a guide for pennant umpires as to the duties, where the laws call on them for a decision, their authority and duty of care, and their potential appointment away if home club have no umpire.

The Panel are due to meet again October championships. Hobart BCC @ 11am) for finalisation of forum items and any last minute pennant preparations.

Michael Andersch
Chair, BTS Officiating Panel

18 September 2023