STATE COUNCIL MEETING - MINUTES

Royal NSW Bowling Association Ltd

Level 2, Bowlers Club, 99 York Street, Sydney

9.30am, Thursday 11 July, 2019

1. **OPENING**

Chair C Appleby opened meeting at 9.25am.

#  1.1 Present

State Councillors: T Hart, G Wilkins, R Warren, C Appleby, J Payne, J Franklin, G Brookes, A Little, T Imer, I Mathie, T Canvin; Zone Presidents/Secretaries: B Hughes, M Alexander, C Crossingham, T Hegyi, R Thornton, K Forbes; RNSWBA: V Beard, J Ellison, D Ellis, L Mottlee, G Helm

* 1. **Apologies** P Sullivan, D Rose, B Duprez, P Cousins, B Elliott
	2. **Proxies** T Blow (Z2)
	3. **In attendance** J Hirama *(minutes)*
1. **CONFIRMATION OF MINUTES**

Minutes of the meeting of RNSWBA State Council meeting held 14 March 2019 confirmed as correct.

* 1. **Business Arising**:

 *Re 2.1 Bus Arising 4.1 Communication -* A Hart advises amount was $2K not $4K.

1. **HEAD OF SPORT & OPERATIONS REPORT (HoSO)**

Chair welcomed D Ellis to new HoSO role.

* 1. **2020-21 Calendar & 2020-2021 COP**

Both documents go to the Board for sign-off at July meeting, thence for release after the State Pennant finals when EOIs for Grade 1 Pennant participation will also be circulated. Some notable points are:

* Zones required to send State Match Committee (SMC) their 2020 calendars by 1 November for approval inc the four events for which order of precedence (OoP) is to apply
* Opening up timing of Pennants for zones. Dates are suggested only, proposed start weekend of 29 Feb – 1 March
* Relaxing of COP so that zones can play events on days of Association events; OoP still applies
* With Easter and ANZAC affecting weekends, it is highly likely that Zones with 10-round pennant seasons will need to play at least one double header weekend, if starting on proposed dates
* Grade 1 Pennants matches may be played outside 1.00pm time slot
* 2020 Inter-Zone Series to be held at Grandviews and Olds Park; Seniors 10–12 Mar and Open 13–15 March
* Zones not to release Pennant sections/draws until confirmation from SMC
* New Pennant procedure so zones can have confirmed gradings and competitions to release draws a minimum four weeks prior to Round 1
* Clarification of grading system for easier administration

SMC recognises difficulties for zones and clubs in setting and running a calendar to accommodate all levels of events through from National to tournaments. Zones and clubs likewise need to think more bilaterally on a major restructure of when events are played within their calendar year. Ring BNSW office for passwords if misplaced.

* 1. **Communication**

Aiming for more transparent communication with zones. Calendar to be out by first week of August. Working with Marketing & Communications team to implement more interactive communication strategies together with improved structure and processes. Councillors to reiterate within their Zones regular use of BowlsBox and member login facility through which Association information circulated. A weekly check of these facilities would enable a club to be really on top of the situation.

* 1. **Inter-Zone Series**

D Ellis stepped through the process relating to the Open Inter-Zone series decision. Trigger was impending changes to the national calendar proposed by BA, with requirement for all State championships to be completed by early August. Meetings held with both State Selectors and SMC to gauge how changes may impact calendar. Pathway for selection to representative sides not to be compromised. SMC worked out season calendar and beneficial to have both senior and open inter-zone played in same geographical area and run as a series. With that, imperative that zones be advised immediately to permit better preparation financially and in terms of reallocation of their order of events. Effected in the belief this was responsible administration with clear reason and sufficient timeframes provided. Disappointing that discontent was fostered through the spread of incompletely informed opinion. Hopefully, in future, a more professional approach of ascertaining reasons for decisions before disseminating full information to clubs will prevail. Inter-Zone decision not taken lightly but in view of pathway required for representative sides and for players.

Re Zone 15’s agenda item on same matter, T Hegyi affirmed D Rose’s statements set out Zone’s views. In response, HoSO explained I/Z seen as part of part of HP pathway required for representative level and need for specified order of play. Also seen as best avenue for players from each zone to compete against like skilled players. I/Z became an Association event 20+ years ago at the zones’ request and zones further asked BNSW to limit eligibility to participate in I/Z events. Ultimately, by virtue of affiliation fee, clubs and their members are the stakeholders in the game.

Some discussion ensued on such considerations as suddenness of notification; loss of I/Z this year; how to get form up in advance of I/Z; proportion of revenue put towards costs in sending players to I/Z in case of rural zones; poaching of players by QLD; opportunity for financial benefit from local government areas; increased funding into TAG Scheme; event hosting rotation; zones’ inasbility to program until BNSW season calendar released in August; whether BA calendar can be released earlier.

Chair summarised discussion that, though this year will be tough, each zone to consider how best to change their calendar for the year - in consultation with HoSO, as needed.

*(Note: Grade 1 Pennants must finish earlier due to World Championships.)*

* 1. **Proposed Over 40s State Pairs Championships**

Sport currently lacks competitive events for certain age demographics. 40-60 age group identified as one group with no clear pathway, if wishing to play beyond club social or club/zone championships. Proposal is for an Over 40s Pairs Championship – a participation event rather than a representative event. There are 8000 bowlers in this demographic that can potentially be engaged. Envisaged that City v Country would also include this age group alongside Seniors and Open, U25s and U18s sides currently played. Teams would progress from matches in zones and qualifying for State finals as per all Association events. Proposal is also for at least one test series in 2020 from this age group to play against another state.

Zone 15 suggested necessary to understand the mechanics before committing to a decision. After discussion, State Councillors indicated support for the initiative.

* 1. **Coaching**

A complete review of coaching program revealed an incompetent system and disorganised process eg coaches on system who had not been reaccredited, or who had not been deleted despite expiry, of courses conducted without being recorded, of unrecorded reaccreditation payments or payments for courses never organised. Sorting through variables for an up to date and accurate database of coaches by end of month.

Have devised a new process and system, in collaboration with WBNSW, setting out timetable of courses to be held in each zone over a 12-month period. More structured program will save time and costs.

Zone schedule of courses distributed to each Councillor for return to HoSO asap to enable advertising in August for September courses.

* 1. **Active Kids**

The *Active Kids* program has been extended to December 31 for school-aged children to claim a $100 voucher for use towards sport and recreation costs. So far two bowling clubs have registered in the program, Lidcombe and Condobolin. To simplify the process for registering as an *Active Kids* provider, BNSW will be registering itself (as the sport of lawn bowls is already approved), so that clubs can accept vouchers from parents of U18s, send the voucher to BNSW who will reimburse upon receipt of funds from NSW government. More information is on website <https://sport.nsw.gov.au/sectordevelopment/activekids>

This is a great cost-neutral initiative to get juniors into clubs. Once details firmed with NSW Sport & Recreation, circular will follow.

* 1. **BowlsLink**

Release of BowlsLink for the administration side of the database has been extended until 1 October. BNSW staff to undergo training to ensure working well. At next SC meeting, will seek two zones with membership database capability to participate in a pilot scheme. Competition module still in the programming phase as some other states continue to come to terms with what they would like the system to do. It may be that states have to modify how they administratively do things. Roll-out to zones / clubs on existing BA websites ongoing. Hope to have more information on this platform for next SC meeting.

Zone 1 reported lack of success in accessing BowlsLink. It would appear to be a security issue in that modifications requested would affect whole open area. RBM B Hughes will assist liaison with BA to sort.

* 1. **Proposed Club Conference**

Results of the survey conducted to gauge feedback on a club conference indicated a strong level of support with interest in topics covering future directions / engaging different demographics; growing membership; club assistance programs; technology to assist club; marketing / social media training; case studies on membership recruitment; information forum with SMC on COP and events; and hearing from sponsors and partners if it would benefit club financially.

Steering committee has been set up to work on conference planning. Aiming for September 2020. More information at next SC meeting.

* 1. **New Initiatives**

Working on new programs to promote new membership:

* Working with BA NSW RBM Manager, Brett Hughes, to create a working document for clubs to create a pathway for achieving non-members to become social players through to social/competition to fully fledged competition.
* Will also be working with Brett and his RBM team to help set up junior / kids’ promotions/programmes throughout the State.
* Investigating viability and cost of setting up and implementing better ways to advertise and highlight Association events via multiple live streaming of matches simultaneously. This, in turn, will help grow our audience resulting in more people wanting to contact their local clubs to get involved.

There are other ideas planned. As each is developed, progress will be relayed to State Council.

* 1. **Zone Meetings**

HoSO distributed two handouts for each Councillor to take back to their zone to complete and return. One for

the correct contact details for all State Councillors and Zone Secretaries so that information sent out is reaching the right people. The other sheet seeks details of all zone meetings for the next 12 months.

The goal is to get to each zone in NSW in the next six months and the intention of meeting with zones will be to conduct an information session for all club bowls office personnel and Zone Match Committee members to help with forms and processes. Many clubs run on volunteer labour, not necessarily access to paid professional administrators. In this way, it is hoped many administrative issues can be alleviated. HoSO will be on hand for any information or clarification of issues a zone may have and to work together to help resolve. It is also anticipated BA RBM will attend meeting so clubs can see assistance on offer by BNSW and BA administrations.

M Alexander thanked D Ellis for presentation and for coordinating distribution of Law Books. J Ellison, as Finance Director, acknowledged HoSO’s invaluable assistance in sorting a number of challenging issues at a critical time of the year for accounts coupled with temporary relocation during CEO’s civic duty service.

1. **MATTERS ARISING WITH NOTICE**
	1. **Bowler Needs Questionnaire**

T Hegyi tendered Zone 15’s recommendations outlined in agenda item form and invited comment. T Hart offered a questionnaire covering, in addition to length of game, such matters as how often they played and why. General agreement that thought be given to what we were trying to find out and that one standard set of questions be used. Hard copy hand out suggested as more user-friendly for club members than survey monkey-type surveys. RBMs could possibly assist in circulating questionnaires to clubs. BA Census is club-based and therefore could prove a valuable resource.

Questionnaire suggestions to G Helm or D Ellis for compilation.

I Mathie extended invitation to Marketing’s M Taylor to attend Zone for marketing assistance.

1. **MATTERS FOR UPDATE**
	1. **SC Priority 1 : Communication**

*Reference Document: Communications Sub-Committee Report*

T Hart tendered paper on communication noting inefficiencies in the way zones communicate with districts and clubs and difficulty for councillors to get round to all their clubs. Rather that another means was required; perhaps a more efficient use of technology. Certainly lots of information presented within HoSO report deserving of thought. Suggested a sub-committee of Councillors could be useful.

HoSO conceded Councillor involvement could be considered, if beneficial, once needs are identified and where processes need to be improved. Proposed roadshow around zones should throw up a better understanding.

Zone 13 also suggested AGMs an opportunity to disseminate questionnaires.

Chair summarised topic of communication be kept on agenda.

* 1. **Action Points/Recommendations**
		1. **MPIO Take-Up**

An MPIO is the first port of call if someone has a grievance. Idea to have more people on the ground to handle concerns arising. Two zones have notified MPIO competency, Zones 15 and 16. Zones 2 and 3 also have set training enquiries in motion.

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*Play By The Rules* runs a free online MPIO course. See <https://www.playbytherules.net.au/online-courses/mpio-online-course>. Those who wish to become certified as an MPIO are required to attend a face-to-face workshop run by NSW Sport and Recreation, cost $25, in addition to completing this online course. See <https://sport.nsw.gov.au/event/member-protection-information-officer-2>

* + 1. **WWCC Circulation**

Some zones are notifying junior 7-a-sides without WWCC registration numbers for their nominated coach. Reminder this information is mandatory.

* + 1. **Stats Analysis**

Initiated.

* 1. **Other Matters**
		1. **Club Member Lists**

Zone 1 advised a number of club member lists not up to date. BNSW updates membership lists on a weekly basis on Fridays. However if clubs do not send in deletion notices, BNSW is unable to update.

* + 1. **Affiliation Fees**

Zone 13 brought to notice of meeting misconception on part of some clubs that BNSW affiliation fee levied on clubs still correlates to capitation. Flat fixed fee introduced to incentivise clubs to increase membership; any additional members are cream for club; no increase in affiliation fee to BNSW.

Underlying principle is that anyone paying a membership fee to a club which thus enables them to play bowls must register with BNSW – whether competition, recreational or social. Member category now the province of the club. Fixed fee is working in that membership reduction is slowing. Clubs just have to work smart. A truer picture of actual bowling participation empowers BNSW in negotiation with government for share of sports spend.

1. **REPORTS**

**6.1 Zone Reports**

In addition to information in Zone reports received:

Zone 2: AGM 18 July.

Zone 4: AGM 7 August. D Ellis’ report today has cleared up a number of issues.

Zone 5: Crookwell BC went over to ACT.

Zone 6: AGM 13 July. Zone-alone going better than anticipated. Nathan Dawson is first person in Zone to complete 6 of 6 participation in championships.

Zone 8: Introduction of President’s Triples and Fours going well. G Brookes will step down as of AGM on 20 July. Expressed appreciation to all during his term of service.

Zone 9: AGM in September. Refer Facebook and website for info on Pairs finals.

Zone 10: T Imer new State Councillor. Continuing HP junior training with great coaching efforts. Live-streamed Jack Attack. Third week of mid-week Pennants. 400 children enrolled for holiday program across Zone.

Zone 13: Zone championships will conclude next weekend at Taren Point BC. Press coverage in local paper and *Telegraph*.

Zone 15: K Dring retiring next week. AGM 15 August when T Hegyi will take up President role and R Thornton VP role.

Zone 16: Championships finished last weekend. Finals unusually well attended. Wiseman Park Wollongong City had a really successful year. Bomaderry came into Zone 16.

**6.2 CEO Report**

Office premises currently being renovated with staff working out of a 40-sqm temporary office in the interim. Estimate a 5-week build period with a return to premises end July. For past 10 weeks have been principally involved in associated tender and design process as well as being sidelined unexpectedly by jury duty. Appreciation expressed to D Ellis who, though only newly on staff, has shouldered a lot of the day to day operational matters in this period.

1. **NEXT MEETING– Thursday 19 September 2019 - 9.30am followed by AGM – 1.00pm**
2. **CLOSE**

Meeting closed at 12.20PM.

**Review Action Points /Recommendations**

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|  | **Action Points / Recommendations** | **Note** |
| **A1** | Reiterate regular club use of BowlsBox and member login facility | Councillors |
| **A2** | Complete and return schedule of coaching courses | Councillors |
| **A3** | Complete and return zone contact and meeting schedule information | Councillors |
| **A4** | Assist Zone 1 with BowlsLink access | B Hughes |

*Prepared by J Hirama | M\_19\_0711\_SC\_Mins.docx*