



POLICY STATEMENT

STATE SQUADS AND SIDES POLICY

Approval Date : 10 November 2003

Amendment Date : 16 June 2008

Amendment Date : 11 March 2009

Amendment Date : 1 August 2011

Amendment Date : 26 September 2011

Amendment Date : 25 October 2011

Amendment Date : 12 March 2012

Amendment Date : 13 February 2013

Amendment Date : 8 January 2014

Amendment Date : 25 February 2014

Amendment Date : 17 August 2017

Amendment Date : 25 January 2018 (>60)



CONTENTS

POLICY NAME	3
DEFINITION	3
AUTHORITY	3
RESPONSIBILITY	3
CONFIDENTIALITY	3
ATTACHMENTS	3
POLICY STATEMENT	4
Philosophy	4
High Performance Committee	3
Selectors	3
State Side Coaches	4
State Side Managers	5
Player Selection	5
Selection Review Process	6
Australian Sides Touring Party	7
Roles and Responsibilities	8



POLICY NAME

State Squads and Sides Policy

DEFINITION

This policy applies to all matters relating to the selection of representative squads/sides.

AUTHORITY

The Board shall maintain a policy on all matters relating to State Selectors, State Sides and State Selection.

RESPONSIBILITY

Chief Executive Officer, Competition & Development Manager, High Performance Officer
State Selectors, State Coaches, delegated representative from the Board.

CONFIDENTIALITY

Not confidential.

ATTACHMENTS

1. Bowls WA State Squad Contract
2. Bowls WA State Player Contract
3. Committee Code of Conduct
4. State Coach Job Description
5. Assistant State Coach Job Description
6. State Academy Coach Job Description
7. Under 18 Head Coach Job Description
8. State Selector's Job Description
9. Under 18 State Selector's Job Description
10. State Team Manager's Job Description
11. Under 18 State Team Manager's Description
12. State Team Manager/Selector Senior (Over 60s) Sides Job Description
13. State Senior (Over 60s) Selector Job Description



POLICY STATEMENT

Philosophy

The aim of the selection policy is to ensure selection of the best possible side / players to represent WA at all levels, in a fair and organised manner.

Bowls WA embraces a high performance philosophy with regard to the State Sides. Some of the reasons for this decision are as follows:

- Most efficient way of preparing Sides for Inter-State competition
- Bowls Australia selects players who embrace the philosophy
- Dept of Sport and Recreation require a professional approach to high performance as part of its funding agreement with Bowls WA.

It is recognised that the philosophy requires a fundamental shift in thinking in lawn bowls. The role of a Coach has been minor in the past and the challenge for the future is to acknowledge the contribution of coaches and ensure that there is an appropriate division of responsibilities between selectors and coaches.

The Bowls WA Board is keen to ensure that the Selectors and Coaches work together cooperatively to ensure the best selection, preparation and management of the State Squad and Sides.

In order to properly outline the division of responsibilities, four separate phases of the process have been identified:

- Squad selection
- Side selection
- Side preparation
- Competition management.

The fundamental principle that has been agreed is that the selectors, coaches and assistant coaches/managers will have a role to play in each phase of the process. The attached matrix outlines the responsibilities in each phase.

High Performance Committee

The High Performance Committee shall consist of the following:

Chair – delegated representative from the Board
State Coach (Men & Women)
State Manager (Men & Women)
Chairman State Selectors (Men & Women)
A member of BWA staff

The High Performance Committee shall have a separate Charter outlining its responsibilities.



Selectors

State Selectors:

The State Selectors (men and women) shall be appointed for 2 year terms. Each selection panel will elect a Chairperson and that person shall be responsible for the keeping of minutes of meetings and player records.

The State Coach will be a member of the Selection Panel. This takes the selection panel up to a maximum of four (4)..

The panel shall report to the Chief Executive Officer.

State Under 18 Selector:

The State Under 18 Selector shall be appointed for a 2 year term. The appointed State Under 18 Selector shall be responsible for the keeping of minutes of meetings and player records.

The State Under 18 Head Coach and Assistant to the Head Coach shall be members of the Selection panel. This takes the selection panel to a maximum of 3.

The State Under 18 Selector is not responsible for the setting of training programs but will liaise with the State Under 18 Coaches to ensure the training programs reflect the requirements needed to select the best squads and sides to represent the State.

State Senior (Over 60s) Selector:

The State Senior Selectors (men and women) shall be appointed for 2 year terms. Each selection panel will elect a Chairperson and that person shall be responsible for the keeping of minutes of meetings and player records.

A Manager, who will tour with the teams, will also be appointed for each team for the same term and that person will also be a member of the Selection Panel. This takes the selection panel to a maximum of 3.

The panel shall report to the Chief Executive Officer.

Appointment of State Selectors

Nominations for the positions of State Selector is open to any affiliated bowler.

The Board shall appoint the Selectors at a meeting of the Board, with the President or Deputy President as Returning Officer, if required. Any Board member who wishes to make himself/herself available as a Selector or for State squad or side selection is considered to have a potential conflict of interest and shall take no part in the discussion and shall not be entitled to vote.

When considering the nominations for the position of the State Selectors, the Board will consider each nominee against the State Selector Job Description Selection Criteria (attachments 8,9,12 & 13).



State Selectors must declare any pecuniary interests and shall not partake in any coercion to encourage bowlers under their charge to join their club.

Any Selector that is considered to have failed to conform to these responsibilities may be dismissed by special resolution (three quarters majority) of Board.

All selectors must sign the Committee Code of Conduct (attachment 3)

State Coaches

The State Coaches shall be appointed by the Board. They shall report to the Chief Executive Officer.

The duties of the State Coaches are described in the relevant State Coach job descriptions (attachments 4,5,6,7).

The State Coach shall be a member of the Selection panel.

State Coaches must declare any pecuniary interests and shall not partake in any coercion to encourage bowlers under their charge to join their club.

All coaches must sign the Committee Code of Conduct (attachment 3)

State Managers

The role and necessity of a State Side Manager is changing. The role of the State Side Manager may be shared between the State Coach, one of the State Selectors or the State Assistant Coach. In the case of the Under 18 State Coaches the managerial responsibility will rest with the Assistant to the Head Coach.

The list of responsibilities of team management is included as an attachment with this policy. (attachments 10,11 and 12).

In the case of Under 18s there must be one coach and/or manager of each gender.

Player Selection

Selection Criteria

The following criteria will be used to select players:

1. Commitment to the Bowls WA high performance philosophy
2. Consideration will be given to bowling ability, technique, concentration, consistency, temperament, behaviour, ambition and team spirit.
3. A commitment to improvement and professionalism both on and off the green.



4. Achievements at pennant level, State and Masters events, Metropolitan and Country events and Australian & International events.
5. Players personal image and compatibility as well as what he/she portrays as a member of a pennant side or state side.

The Selectors have the discretion to interpret these criteria and apply them in their best judgement. It is recognised that selection in bowls is very subjective and accordingly the Selectors have an overriding discretion in the selection of players.

State Selection Procedure

The following procedures apply to the selection of all Squads:

The deliberations of the Selectors must be completely confidential. Their decisions may be based on a majority vote however, once decided, the Panel's decision should be regarded as unanimous.

The procedure for selection of the Squads will be as follows:

1. Selectors will select a Squad of players having regard to the selection criteria
2. The Selectors may add or drop players from the Squads as appropriate.

Announcement of State Sides

- All subsequent selections for State Sides shall be made from the relevant Squad. Prior to the official media announcement, Bowls WA will send written electronic correspondence to selected players confirming their selection in the team for the specific event. This electronic correspondence will also ask them to confirm their availability to tour by a certain date in writing.
- The State Side will be announced publicly on the web and through a media release, once the side(s) have been finalised.
- In all cases, every effort shall be made by the Chair of the Selectors to contact players that are not included in the State team to inform them of the decision. Players may request to meet the Selection Panel to discuss the reasons for their non-selection and their future prospects.

State Squad Members Responsibilities

All selected players are to sign the State Squad Player Contract by the due date. (Attachment 1).

Failure to sign the Agreement will render him/her invalid for inclusion in the squad.



State Team Members Responsibilities

All State Side players are to sign the State Side Player Contract by the due date. (Attachment 2).

Failure to sign the Agreement will render him/her invalid for inclusion in the Side.

Selection Review Process

Any person who is aggrieved by the selection of any representative squad or side may submit a letter to the Chief Executive Officer outlining his/her grievance and may request a meeting with the Selection Panel and with the Chair of the High Performance Committee in attendance. The Chief Executive Officer upon receipt of the grievance will decide if the grievance is such, that a meeting is warranted.

If the Chair of the High Performance Committee is a selector, then the High Performance Committee will nominate a replacement from within the committee.

Any person who is aggrieved by the Selectors' decision with regard to the process undertaken by the Selectors, shall follow the following procedure:

Panel Review

Note: The Panel authority is to review the selection process only. It does not have the authority to review the selection decision.

Any review of the procedures undertaken by the Selectors must follow the following course of action:

- The review must be initiated by the complainant in writing to the Chief Executive Officer within three (3) working days of notification of the announcement of the selected side. The Chief Executive Officer will determine if a review of the procedures is warranted following receipt of the complaint.
- The panel shall have 3 members and shall be independent. The Review Panel shall be made up of a Past President, a Board member and a Club President. The Review Panel will not include any state selectors, the Chair of the High Performance Committee or a Club President who is from the same club as the complainant. The Chief Executive Officer shall select the panel members in consultation with the Board.
- The Review Panel shall hear evidence from the Selectors and the complainant and make their recommendation to the Board within seven (7) working days. The complainant shall not be entitled to bring any other person to the hearings however he/she may seek permission to call witnesses. Such permission shall only be granted if their presence is clearly justified. The decision to allow witnesses shall be made by the Review Panel.



- The Board shall meet within seven (7) working days of receiving the recommendation, consider the recommendation and decide appropriate action.
- The Board's decision shall be final and no further appeal shall be allowed.
- The complainant will be notified of the Board decision within three (3) working days.

Australian Sides/Australian Senior Sides & Australian Under 18 Championships Touring Party

The touring party for the Australian Sides Series/Australian Senior Sides/Australian Under 18 Championships shall be limited to the number as determined by Bowls Australia in its Conditions of Play. It is anticipated that a travelling selector, whether a member of the official touring party or not, will be included in team selections at the competition in liaison with the coaches. The coach however shall have the final decision in any team selection at the Sides Series.

ROLES AND RESPONSIBILITIES

	<u>Selectors</u>	<u>Coaches</u>	<u>Managers</u>
<u>Squad selection</u>	Responsible for determining method of selection consistent with the State Selection policy. Select the Squad.	Provide input regarding performance in previous Sides Series. Prepare an operational plan within budgetary parameters.	Coordinate administration arrangements
<u>Side selection</u>	Assist the Coaches in devising a program of selection trials. Select the required number of players for the Side and advise the Coach of their rink preferences	In conjunction with the Selectors, devise a program of selection trials and provide input into the Side selection process.	Coordinate administration and travel arrangements
<u>Side preparation</u>	In conjunction with the Coaches, determine final rinks.	Devise a program for the preparation of the Side and, in conjunction with the Selectors, determine final rinks.	Coordinate program and arrangements for the Sides Series



<p><u>Competition management</u></p>	<p>Provide advice to the Coach on possible rink changes during the Sides Series (if in attendance)</p>	<p>Provide coaching support for the Side during the Series and make any rink changes that are considered necessary, after consultation with the Selectors</p>	<p>Handle all administration arrangements for the Side</p>
---	--	---	--





Attachment 1

POLICY TITLE: STATE SQUAD CODE OF CONDUCT

POLICY CLASS: HIGH PERFORMANCE

PRINCIPLES

- State Squad members shall be familiar with the following code of conduct, and agree to adhere to its rules. Attached to squad selection is the responsibility to act as a role model for all bowlers and always act in the best interests of the game.
- The Code of Conduct is in force when a player is involved in any capacity with the game and/or acting on behalf of, or representing Bowls WA.

POLICY

ALCOHOL

- The consumption of alcoholic beverages is not permitted by participating players, whilst their specific game or match is in progress in Pennant Competition and above..
- No player/athlete is to consume alcohol at any time to an extent which may embarrass our sport, state, other squad members, officials, or which may inhibit the player's performance level the next day. Failure to comply will result in a breach of the State Squad Code of Conduct Policy.

DOPING

- I agree not to take or use drugs, stimulants or any other substance or participate in any other practices or conduct prohibited by WBL, WADA, BA or ASADA (Prohibited Practice).
- I agree to complete the ASADA e-learning anti-doping education tool and to maintain a current certificate.

DRESS

Upon selection in the state squad, athletes will be expected to adhere to the Bowls WA Attire Policy at all times.

ACCOMMODATION

- When representing the squad/team, accommodation to be kept clean and tidy, and house rules to be followed at all times.

GENERAL:

- During squad practice no player shall leave the immediate team environment or location, without first obtaining approval from team management.
- Players must be punctual to all official team activities i.e. training, games day, official functions. Punctuality shows respect for team members and management.
- Criticism directed at other team members or officials is not in the best interests of the team. Any comment or complaint should be conveyed to team management for appropriate action.



- Players are expected to remain in communication with team management. Athletes are expected to acknowledge receipt of all emails, texts and phone calls forwarded by team management and Bowls WA staff members.
- Statements to members of the media must first be approved by team management.
- Sportsmanship and general behaviour displayed towards other teams and officials reflects on the individual and Bowls WA Inc. At all times players are expected to display appropriate standards of behaviour, which includes, but is not restricted to, the use of offensive language on and off the green.

Players who break these provisions will face disciplinary action

CONSEQUENCES FOR BREACHES OF THIS POLICY

Players who breach the code of conduct or are perceived to act outside the best interests of the team, Bowls WA or game, will be subject to Team Management disciplinary action, which may include:

- Reprimand from Team Management
- Suspension or Dismissal from the state squad
- Exclusion from participating in future state squads and teams
- Any other action which Bowls WA or the Team Administration considers reasonable.

The Player will be required to pay any costs associated with their withdrawal or expulsion from the team due to a disciplinary breach of this Code or breach of Bowls Australia's drug policy.

APPEAL PROCESS

Any player, who feels they have been unfairly treated by disciplinary action taken, may appeal the decision, through the following process:

- Within seven (7) days of being informed of the action, write to the Chief Executive Officer stating their reasons for appeal,
- The Chief Executive Officer will determine if there are sufficient grounds for the appeal to be heard by an Appeals Committee. If the CEO believes there are sufficient grounds a committee comprising the President (or their nominee), the Chairperson of the Bowls Management Committee and one other nominated person as determined by the Board will hear the Appeal. Witnesses may be permitted at the sole discretion of the Committee.
- The Appeals Committee decision will be final.

BOWLS WA'S LIABILITY & INDEMNITY

- The Athlete acknowledges that Bowls WA is not responsible for payment of any medical expenses incurred by the Athlete,
- The Athlete acknowledges and accepts the inherent risks of injury associated with bowls and agrees to assume such a risk.



TERM OF THIS CONTRACT

The term of this Contract is 12 months commencing on the date this Contract is signed by all parties.

GOVERNING LAW

The Contract shall be governed and construed in accordance with the laws of the State of Western Australia, Australia and the parties irrevocably submit to the jurisdiction of the courts of that State.

SCHEDULE

(please only return this page to Bowls WA)

DATE OF CONTRACT
NAME OF PLAYER
THE STATE SQUAD (age group & gender)
LENGTH OF SQUAD PROGRAM

I have read and understood the Bowls WA Player Contract and I agree to the terms and conditions of this Player Contract as determined by Bowls WA.

SIGNED (as a Deed by the Player)	DATE
--	-------------

In the presence of:

WITNESS SIGNATURE	DATE
WITNESS NAME & ADDRESS	

PARENT/GUARDIAN

(This section to be completed only if the Player is under 18 years old)

In consideration of Bowls WA selecting the Player for the State Squad I, as a parent/guardian of the Player sign this Contract and acknowledge and agree:

1. To cause the Player to comply with all his/her obligations under this Contract;
2. Bowls WA is not liable for any loss, damage or injury that the Player may suffer;
3. To indemnify and keep indemnified Bowls WA in respect of all actions, claims, demands, losses and expenses incurred or suffered by Bowls WA arising from any action, injury or illness suffered or incurred by the Player.

SIGNED (as a Deed by the Parent/Guardian of the Player)	DATE
FULL NAME OF PARENT/GUARDIAN	



In the presence of:

WITNESS SIGNATURE	DATE
WITNESS NAME & ADDRESS	

SIGNATURE (by the Chief Executive Officer on behalf of Bowls WA)	DATE
--	-------------



BOWLS WA PLAYER STATE PLAYER CONTRACT ATTACHMENT 2

This Contract is dated as stated in the SCHEDULE attached.

BETWEEN:
Bowls WA

AND

The player so named in the SCHEDULE attached ("**the Player**")

RECITAL:

- A.** The player has been selected by Bowls WA to play in the State team described in the Schedule ("**State Team**") which will participate in the Championship described in the Schedule between the dates described in the Schedule.

Code of Conduct:

As a State Player, I understand that I must follow these rules to stay in good standing:

- a) Respect the game, play fairly and follow its rules and regulations,
- b) Demonstrate good sportsmanship before, during and after State games, trials, competitions, and pennant games,
- c) Show respect for authority to the officials of the game and Bowls WA,
- d) Be courteous to opposing teams and treat all players with respect,
- e) Be modest when successful and be gracious in defeat,
- f) Abstain from the use of drugs,
- g) Refrain from the use of abusive language and swearing,
- h) Not smoke in public places whilst in State uniform,
- i) Refrain from excessive consumption of alcohol whilst a member of the State Team.

IT IS AGREED as follows:

1. PLAYER OBLIGATIONS

The Player shall:

- 1.1 Play in bowls games at the Championship in which the **State Team** participates for which he/she is selected.
- 1.2 Punctually attend all practice, training sessions, meetings or other events, including promotional requirements as required by the Team Administration (Coach, Manager or other Bowls WA appointed persons).
- 1.3 Submit to physical examination and fitness tests when required by the Team Administration.
- 1.4 Carry out to the best of the Player's ability all directions and instructions given by the Team Administration.



- 1.5 Do all things necessary to maintain good physical condition and play to the best of his/her ability at all times.
- 1.6 Submit to and consents to undergo any drug test required by the Team Administration, Bowls WA, Bowls Australia or the organisers of the Championship, or an Australian Government agency authorised to undertake drug testing.
- 1.7 Report for medical or other treatment as required by the Team Administration from time to time.
- 1.8 The Player authorises and shall cause any medical practitioner or other health professional that the Player has consulted to provide details of any illness, injury or medical condition of the Player to the Team Administration or Bowls WA when requested. In addition, the Player is to immediately disclose to the Team Administration any injury or illness suffered by the Player that may prejudice the Player's performance in the team.
- 1.8 Conduct himself/herself with decorum at all times while a member of the State Team and not do anything which may prejudice the best interests of BowlsWA or the State Team.
- 1.9 Not attend any game, training session or other occasion in a condition affected by alcohol or other prohibited substances.
- 1.10 Other than activities run under the auspices of Bowls WA, not without the prior written consent of Bowls WA, engage in any other extreme contact sport which has the potential to cause an injury, which could prevent the Player from participating in the Championship, nor without the written consent of Bowls WA be a member of another Australian State or Territory Team.
- 1.11 Not be involved directly or indirectly in any wager on the outcome of the game.
- 1.12 Comply with all reasonable requirements of the Team Administration.
- 1.13 Comply with all policies of Bowls WA.
- 1.14 The Player shall not promote directly or indirectly by use of any media or personal endorsement any organization that would be at conflict with Bowls WA sponsors.
- 1.15 By signing this contract the Player acknowledges that Bowls WA has made available on its website all policies, guidelines, list of sponsors, codes of behaviour, details of players and travel insurances and other such documents that are applicable to adhering and complying with this contract – refer to the schedule.



- 1.16 The Player agrees not to comment on the Team's performance or potential performance to the Press (Radio and Television, newspapers etc) without the Team Administration's permission.
- 1.17 The Player agrees to pay all travel, accommodation, uniform and other costs levied on the Player to enable participation in the Championships, in accordance with Bowls WA Policy. (Note: All State Representatives must be financial with Bowls WA 10 days prior to team departure). This includes any costs associated with damage to accommodation or vehicles for which the Player was responsible.
- 1.18 The Player agrees to pay any direct costs associated with their withdrawal from the team due to a discipline breach or breach of drug policy.
- 1.19 The Player may withdraw from the team by forwarding in writing a letter to the BowlsWA Chief Executive Officer outlining the reason for such a withdrawal. Such confirmation must be received no later than twenty-two (22) days prior to the commencement of the Championship.
- 1.20 Not drive any motor vehicle rented in the name of Bowls WA for purposes of team transportation, unless being a properly nominated driver on the Rental Agreement and being approved in advance of team departure in that capacity by the Bowls WA Chief Executive Officer or Team Manager, which approval requires the signing of a separate written agreement with Bowls WA.

2 DISCIPLINE

- 2.1 In the event that the Player is in breach of this Contract then Bowls WA or the Team Administration may take disciplinary action, the action taken shall be without recourse if proven guilty of contractual breach.
- 2.2 Disciplinary action may include:
 - a) Dismissal from the State Team;
 - b) Suspension from the State Team;
 - c) Exclusion from participating in future State Teams;
 - d) Any other action which the Team Administration or Bowls WA considers reasonable.

3 BOWLS WA'S LIABILITY & INDEMNITY

- 3.1 The Player acknowledges that Bowls WA is not responsible for payment of any medical expenses incurred by the Player.
- 3.2 The Player acknowledges and accepts the inherent risks of injury associated with bowls and agrees to assume such a risk.



4 TERM OF THIS CONTRACT

- 4.1 The term of this Contract shall commence on the date of this Contract and shall expire 7 days from when the Championship concludes.

5 GOVERNING LAW

- 5.1 This contract shall be governed and construed in accordance with the laws of the State of Western Australia, Australia and the parties irrevocably submit to the jurisdiction of the courts of that State.

SCHEDULE

(Please only return this page to Bowls WA)

DATE OF CONTRACT:
NAME OF PLAYER
THE CHAMPIONSHIP
DATES OF CHAMPIONSHIP:

I have read and understood the Bowls WA Player Contract and I agree to the terms and conditions of this Player Contract as determined by Bowls WA:

SIGNED (as a Deed by the Player)	DATE
--	-------------

In the presence of:

WITNESS SIGNATURE	DATE
WITNESS NAME & ADDRESS	

PARENT/GUARDIAN

(This section to be completed only if the Player is under 18 years old)

In consideration of Bowls WA selecting the Player for the **State Team I**, as a parent/guardian of the Player sign this Contract and acknowledge and agree:

1. To cause the Player to comply with all his/her obligations under this Contract;
2. Bowls WA is not liable for any loss, damage or injury that the Player may suffer;
3. To indemnify and keep indemnified Bowls WA in respect of all actions, claims, demands, losses and expenses incurred or suffered by Bowls WA arising from any action, injury or illness suffered or incurred by the Player:

SIGNED (as a Deed by the Parent/Guardian of the Player)	DATE
FULL NAME OF PARENT/GUARDIAN	

In the presence of:

WITNESS SIGNATURE	DATE
WITNESS NAME & ADDRESS	



Attachment 3

CODE OF CONDUCT - Committee Members

Committee Members shall

- Act honestly, in good faith, and in the best interests of the Association in exercising their duties.
- Perform their duties impartially.
- Exercise a duty of care and diligence in fulfilling their duties.
- Recognise that their primary responsibility is to the Association members as a whole but, where appropriate; consider the interests of all stakeholders.
- Ensure that they do not gain, directly or indirectly, any advantage to themselves or any person by using information acquired in their role as a Committee Member.
- Ensure that they do not cause detriment to the Association by using any information acquired in their role as a Committee member.
- Ensure that personal interests, or the interests of any associated persons or sectional interests, do not conflict with the interest of the Association.
- Declare any conflict of interest (pecuniary or non pecuniary) and if required, leave the room and play no part in any discussion or vote on the issue relating to the conflict of interest.
- Present a positive image of bowls and not engage in conduct likely to bring discredit upon the Association.
- Understand the roles, responsibilities and reporting relationships between the Committee, Board and the professional staff and attend all Committee meetings unless an apology has been submitted or leave of absence granted.
- Recognise the authority of the Chair at all times.
- Listen to and respect the opinions of fellow Committee members.
- Discuss issues in a co-operative manner.
- Prepare for meetings by considering relevant papers provided prior to the meeting.
- Express concerns to the President where decisions or actions appear contrary to the Committee's public duty.
- Maintain the confidentiality of sensitive matters discussed at Committee meetings, including not discussing Committee business in any place where the discussion may be overheard.
- Be independent in judgement and actions, and take all reasonable steps to ensure the soundness of Committee decisions.
- Observe the principles of probity in not demanding or accepting any fee, favour, reward, gratuity or remuneration in connection with their official duties, outside of the scope of their entitlements as a Committee Member, unless approved by the President.
- Comply with the spirit intended by this Code of Conduct and the Policies as set from time to time by the Bowls WA Board.

Signed: _____ Dated: ____/____/____

Please Print Name _____



Duty Description – State Coach

Title:	Bowls WA State Coach
Responsible to:	Chairperson BWA High Performance Committee
Key Relationships:	BWA Staff, Assistant Open State Coach, All State Coaches. State Selectors and State Team Manager (if applicable)
Appointment Term:	Two (2) years.
Responsible For:	The formulation and implementation of the Open State Team and squad program in preparation for the National Side Series or any other Interstate Series.
Remuneration:	Honoraria \$1000.00 pa plus mileage to non scheduled commitments at 50c per km plus all travel costs to National Side Series and any other Interstate Series covered by BWA or Bowls Australia.

Selection Criteria:

Essential

- Has extensive experience as a Club coach
- The position holder must undergo screening in accordance with the WWC legislation prior to appointment
- Hold a current drivers licence
- Has excellent communication and interpersonal skills
- Be computer literate and have access to email and the web

Desirable

- Has previous experience in Coaching at Pennants grade level or above.
- Experience in developing elite training programs
- Experience in providing written reports
- Has an understanding of the World Anti-Doping Code for Sport
- Has a current First Aid Certificate
- Has gained National Accreditation as an Advanced Coach (Bowling)

Responsibilities:

1. Program:

- In conjunction with the Assistant State Coach, the BWA staff and the other BWA State Coaches develop an ongoing program for the development of State Players. As a sub set of the ongoing program develop a program specific to the ensuing two year period, including training and competition components as well as necessary sport science requirements.
- Provide input to and/or adhere to the budget.
- Provide direction and management for the delivery of the State Squad and Team Program.



- Coordinate with Selectors, Assistant Coach and with the BWA staff as relevant to the planning and preparation of the Squad and Team Program.
- Liaise with Team Manager, Selectors and Assistant Coach (whichever is applicable) regarding all requirements needed during the training and competition period.
- Provide feedback on an ongoing basis to all players on performance.
- Adhere to all relevant BWA policies & procedures for State Squads and Teams.

2. Selection:

- Adhere to all BWA selection processes/policies.
- Liaise and consult with Selectors on all appropriate/required selection issues to the completion of the Side Series.
- View all required competitions to assist in the selection process.
- Be responsible for all participants involved with squad selection, squad training sessions, team selection, team training sessions and required selector and team meetings.
- Be available to the State Under 18 coaches and selector to provide input for selection into these squads.

3. Competition:

- Demonstrate leadership in the competition environment.
- Prepare the team adequately for each fixture in the Side Series.
- Liaise with relevant BWA staff on all appropriate issues within the Side Series.
- Abide by the relevant Bowls Australia Championship rules.
- Liaise with off-field staff on all appropriate issues within the Side Series.
- Represent BWA and the side with a professional direction at the Side Series.

4. Attendance:

- As well as the Australian Side Series, it is expected that the State Team Coach attends the following where possible:
 - All Squad and Team training sessions
 - State Championships
 - Official Team Functions
 - Any scheduled Team Official meetings
- Keep written records of all attendances at the above

5. Post Competition:

- Present a written report (to be delivered to the Chief Executive Officer) on the program within four weeks of the completion of each Side Series or other Interstate competition.
- Attend a de-brief meeting with the BWA Chief Executive Officer and Chairman of the High Performance Committee on the completion of the written report.



Attachment 5

Duty Description – Assistant State Coach

Title: Bowls WA Assistant State Coach

Responsible to: State Coach

Key Relationships: State Coach, BWA Staff, State Selectors and All State Coaches

Appointment Term: Two (2) years

Responsible For: Assistance with the formulation and implementation of the State Side and Squad Program in preparation for the National Side Series or other Interstate Series.

Remuneration: Honoraria \$500.00 pa plus mileage to non scheduled commitments at 50c per km.

Selection Criteria:
Essential

- Has extensive experience as a Club coach
- The position holder must undergo screening in accordance with the WWC legislation prior to appointment
- Hold a current drivers licence
- Has excellent communication and interpersonal skills
- Be computer literate and have access to email and the web

Desirable

- Has previous experience in Coaching at Pennants grade level or above.
- Experience in developing elite training programs
- Experience in providing written reports
- Has an understanding of the World Anti-Doping Code for Sport
- Has a current First Aid Certificate
- Has gained National Accreditation as an Advanced Coach (Bowling)

Responsibilities:

1. Program:

- Assist the State Coach develop an ongoing program for the development of State Players. As a sub set of the ongoing program develop a program specific to the ensuing two year period, including training and competition components as well as necessary sport science requirements.
- Provide and/or adhere to the budget.
- Work with the State Coach to provide direction and management for the delivery of the State Program.



- Liaise with BWA staff as relevant to the planning and preparation of the Squad and Sides program.
- Act, in conjunction with the State Coach, regarding all requirements needed during the period of appointment.
- Provide feedback on an ongoing basis to all players on performance.
- Adhere to all relevant BWA policies & procedures for State Squads and Sides.

2. Selection:

- Adhere to all BWA selection processes/policies.
- Liaise and consult with the State Coach and Selectors on all appropriate/required selection issues to the completion of the Side Series.
- View all required competitions to assist in the selection process.
- With the State Coach, be responsible for all participants involved with squad selection, squad training sessions, team selection, team training sessions and required selector and team meetings.
- Be available to the State Under 18 coaches and selectors to provide input to selection into these squads.

3. Competition:

- Demonstrate leadership in the competition environment.
- Work with the State Coach to prepare the team adequately for the Side Series.
- Liaise with relevant BWA staff on all appropriate issues regarding the Side Series.
- Abide by the relevant Bowls Australia Championship rules in the team's preparation for the Sides Series.
- Liaise with off-field staff on all appropriate issues regarding the Side Series.

4. Attendance:

- It is expected that the Assistant State Coach attends the following where possible:
 - All Squad and Team training sessions
 - State Championships
 - Official Team Functions
 - Any scheduled Team Official meetings
- Keep written records of all attendances at the above

5. Post Competition:

- Attend a de-brief meeting with the BWA staff and representative from the BWA Executive on the completion of the written report by the State Coach.



Attachment 6

Duty Description – State Academy Coach(es)

Title:	Bowls WA State Academy Coach
Responsible to:	Chief Executive Officer
Key Relationships:	BWA Staff, All State Coaches and selectors
Appointment Term:	2 years
Responsible For:	The formulation and implementation of the Academy Program
Remuneration:	Honoraria \$500 pa plus mileage to non scheduled commitments at 50c per km

Selection Criteria:

Essential

- Has extensive experience as a Club coach
- The position holder must undergo screening in accordance with the WWC legislation prior to appointment
- Hold a current drivers licence
- Has excellent communication and interpersonal skills
- Be computer literate and have access to email and the web

Desirable

- Has previous experience in Coaching at Pennants grade level or above.
- Experience in developing elite training programs
- Experience in providing written reports
- Has an understanding of the World Anti-Doping Code for Sport
- Has a current First Aid Certificate
- Has gained National Accreditation as an Advanced Coach (Bowling)

Responsibilities:

1. Program:

- In conjunction with the BWA staff and the other BWA State Coaches develop an ongoing program for the development of potential State Players. The program is to be a link between the State Under 18 Program and the Open program. As a sub set of the ongoing program develop a program specific to the ensuing two year period, including



training and competition components as well as necessary sport science requirements.

- Provide and/or adhere to the budget.
- Provide direction and management for the delivery of the Academy Program.
- Liaise with BWA staff as relevant to the planning and preparation of the Academy Squad Program.
- Provide feedback on an ongoing basis to all players on performance.
- Adhere to all relevant BWA policies & procedures.

6. Selection:

- Adhere to all BWA selection processes/policies.
- Liaise and consult with Selectors on all appropriate/required selection issues.
- View all required competitions to assist in the selection process.
- Be responsible for all participants involved with academy squad selection, squad training sessions and squad training sessions.

7. Attendance:

- It is expected that the State Academy Coach attends the following where possible:
 - All Squad training sessions
 - State Championships and key events
- Keep written records of all attendances at the above

8. Evaluation:

- Present a written report (to be delivered to the Chief Executive Officer) on the program within four weeks of the completion of the development training period as detailed in the development plan.
- Attend a de-brief meeting with the BWA staff and representative from the BWA Executive on the completion of the written report.



Duty Description – Under 18 Head Coach

An Assistant of the opposite gender to the Head Coach will be appointed after the position of Head Coach has been filled. The Assistant to the Head Coach will also act as the manager of the two Sides.

- Title:** Bowls WA Under18 Head Coach
- Responsible to:** Chief Executive Officer
- Key Relationships:** Assistant to the Head Coach, BWA Staff, All State Coaches and State selectors
- Appointment Term:** Two (2) years.
- Responsible For:** The formulation and implementation of the Under18 State Side and Squad Program in preparation for the National Under18 Side Series or other National Under18 Series.
- Remuneration:** Honoraria \$750 pa plus mileage to non scheduled commitments at 50c per km plus all travel costs to National Side Series and other Interstate Series covered by BWA or Bowls Australia.

Selection Criteria:
Essential

- Has extensive experience as a Club coach
- The position holder must undergo screening in accordance with the WWC legislation prior to appointment.
- Hold a current drivers licence.
- Has excellent communication and interpersonal skills
- Be computer literate and have access to email and the web

Desirable

- Has previous experience in Coaching at Pennants grade level or above.
- Experience in developing elite training programs
- Experience in providing written reports
- Has an understanding of the World Anti-Doping Code for Sport
- Has a current First Aid Certificate

Responsibilities:

1. Program:

- The development and implementation of an ongoing program for the State Under18 Squad and eventual Team.. As a sub set of the ongoing program develop a program specific to the ensuing two year period, including training and competition components as well as necessary sport science requirements.



- Provide input to and/or adhere to the budget.
- Provide direction and management for the delivery of the State Under18 Program.
- Liaise with BWA staff as relevant to the planning and preparation of the Under18 Squad/Side Program.
- Liaise with Assistant to the Coach as well as relevant BWA staff regarding all requirements needed during the training and competition period.
- Provide feedback on an ongoing basis to all players on performance.
- Adhere to all relevant BWA policies & procedures for State Squads and Teams.

2.Selection:

- Adhere to all BWA selection processes/policies.
- Liaise and consult with the Assistant to the Head Coach and Under18 Selector on all appropriate/required selection issues to the completion of the National Under18 Side Series.
- View all required competitions to assist in the selection process.
- Be responsible for all participants involved with squad selection, squad training sessions, team selection, team training sessions and required selector and team meetings.

3.Competition:

- Demonstrate leadership in the competition environment.
- Prepare the team adequately for each fixture in the Under18 Side Series.
- Liaise with relevant BWA staff on all appropriate issues within the Under18 Side Series.
- Abide by the relevant Bowls Australia Championship rules.
- Liaise with off-field staff on all appropriate issues within the Under18 Side Series.
- Represent BWA and the side with a professional direction at the Under18 Side Series.

4.Attendance:

As well as the Australian Under18 Side Series, it is expected that the State Under18 Coach attends the following where possible:

- All Squad and Team training sessions
 - Under18 State Championships
 - Official Team Functions
 - Any scheduled Team Official meetings
- Keep written records of all attendances at the above

5.Post Competition:

- Present a written report (to be delivered to the Chief Executive Officer) on the program within four weeks of the completion of each event.
- Attend a de-brief meeting with the BWA Chief Executive Officer and High Performance Chairman on the completion of the written report.



Attachment 8

Duty Description – State Selector

Title:	Bowls WA State Selector
Responsible to:	Chairperson BWA High Performance Committee
Key Relationships:	BWA Staff, All State Coaches. State Selectors and State Team Manager (if applicable)
Appointment Term:	2 years
Responsible For:	The selection of the State Team and squad in preparation for the National Side Series or any other Interstate Series.
Remuneration:	All travel/accommodation costs to National Side Series and other Interstate Series approved by BWA or Bowls Australia, to which the Selector attends.

State Selectors are expected to uphold the good image of bowls in Western Australia, with dignity and respect for the position and organization. As a specific element of this responsibility, Selectors are prohibited from any actions which involve soliciting or encouraging players from other clubs to join the Selector's club.

Selection Criteria:

Essential

- Relevant experience in selection at club or higher level
- Hold a current drivers licence
- The position holder must undergo screening in accordance with the WWC legislation prior to appointment if any players are under 18 years of age.
- Has excellent communication and interpersonal skills
- Has a commitment to the Bowls WA high performance philosophy
- Personal attributes of respectability, good reputation, leadership skills and discretion
- Be computer literate and have access to email and the web
- Understanding that communications of a selector are of a confidential manner
- Not have a pecuniary interest with any players eligible for selection

Desirable

- Experience in playing bowls at a high level
- Experience in developing elite training programs
- Experience in providing written reports and keeping records
- Has gained National Accreditation as a Coach (Bowling)

Responsibilities:

- From the list of current State players, check the individual performances in the State Side and the various State, Metropolitan, Masters and Country events



- Ensure familiarity with the performance of other possible state players in past seasons, including State events, Australian Sides Series, Grand Prix events, Metropolitan v Country, Country Week and Master events
- Attend all Selection Committee Meetings called by the Chair
- Attend where possible State Championships and Country Week events
- Attend all state trials and practice sessions which may be organized by the State coaches and the selection committee
- Attend some Under 18 events and training sessions
- Assist fellow selectors in selecting the best squad/side from the players available
- Provide feedback on an ongoing basis to all players on performance
- Adhere to all relevant BWA policies & procedures for State Squads and Teams
- Be available to the State Development and State Junior coaches and selectors to provide input for selection into these squads.
- Make no comment or supply information to individuals, clubs, organization, press, radio, or television media regarding committee meeting discussion on selection or performance of the State Side without prior approval from the Chairman of Selectors.

Attendance:

- It is expected that the State Selector attends the following where possible:
 - All Squad and Team training sessions
 - State Championships
 - Official Team Functions
 - Any scheduled Team Official meetings

Post Competition:

- Meet with the State Coaches to discuss the performance of players and the team at the Side Series
- As a panel, present a written report (to be delivered to the Chief Executive Officer) on the program within four weeks of the completion of each Side Series or other Interstate competition



Attachment 9

Duty Description – State Under 18 Selector

Title:	State Under 18 Selector
Responsible to:	Chief Executive Officer
Key Relationships:	State Coaches, BWA Staff and State Selectors
Appointment Term:	Two (2) years
Responsible For:	The selection of the State Under18 Squads and Teams
Remuneration:	Honoraria \$250 pa plus mileage to non scheduled commitments at 50c per km

State Selectors are expected to uphold the good image of bowls in Western Australia, with dignity and respect for the position and organization. As a specific element of this responsibility, Selectors are prohibited from any actions which involve soliciting or encouraging players from other clubs to join the Selector's club.

Selection Criteria: **Essential**

- Relevant experience in selection at club or higher level
- The position holder must undergo screening in accordance with the WWC legislation prior to appointment
- Hold a current drivers licence
- Has excellent communication and interpersonal skills
- Has a commitment to the Bowls WA high performance philosophy
- Be computer literate and have access to email and the web
- Personal attributes of respectability, good reputation, leadership skills and discretion
- Understanding that communications of a selector are of a confidential manner
- Not have a pecuniary interest with any players eligible for selection

Desirable

- Experience in playing bowls at a high level
- Experience in developing elite training programs
- Experience in providing written reports and keeping records
- Has gained National Accreditation as a Coach (Bowling)

Responsibilities:

- From the list of current State Under18 players, check the individual performances in the State Side and the various State, Metropolitan and Country events



- Ensure familiarity with the performance of other possible state players in past season, including State events and Australian Under18 Sides Series and other relevant Under18 events
- Arrange all Selection Committee Meetings
- Attend the State Under18 Championships
- Attend all state trials and practice sessions which may be organised by the State coaches and the selection committee
- Assist the Head Coach and Assistant to the Head Coach in selecting the best squad/side from the players available
- Provide feedback on an ongoing basis to all players on performance
- Adhere to all relevant BWA policies & procedures for State Squads and Teams
- Be available to the State Academy and State Open coaches and selectors to provide input for selection into these squads.
- Make no comment or supply information to individuals, clubs, organisation, press, radio, or television media regarding committee meeting discussion on selection or performance of the State Side

Attendance:

- It is expected that the State Under18 Selector attends the following where possible:
 - All Squad and Team training sessions
 - State Under18 Championships
 - Official Team Functions
 - Any scheduled Team Official meetings

Post Competition:

- Meet with the Head Coach and Assistant to the Head Coach to discuss the performance of players and the team at the Side Series
- As a panel, present a written report (to be delivered to the Chief Executive Officer) on the program within four weeks of the completion of each Side Series or other Under18 Interstate competition



Duty Description – State Team Manager(s)

Title:	Bowls WA State Team Manager (as above)
Responsible to:	Chief Executive Officer
Reports to:	Chief Executive Officer
Appointment Term:	Two (2) years.
Purpose:	To act as the support member of the side and be responsible for the welfare of the State Coach and Players. All matters pertaining to the side should be handled in consultation with the State Coach.
Remuneration:	All travel / accommodation costs to National Side Series and any other approved Interstate Series covered by BWA or Bowls Australia.

Selection Criteria:

- Previous Association Representative or higher Team Management experience, including working to a budget
- Experience working with groups of athletes within the relevant age group
- Excellent verbal and written communication skills
- Leadership experience
- A philosophy, ethics and attitude to represent Western Australia
- Hold a current drivers licence
- The position holder must undergo screening in accordance with the WWC legislation prior to appointment if any players are under 18 years of age.
- Must abide by BWA policies and procedures

Duties:

1. Selections:

- Liaise with relevant BWA staff at State Team Squad and Side Selections:
 - Advise all Team Officials and Selectors of selection dates.
 - Advise all athletes trialling of the pertinent BA, BWA and National Sporting policies
 - Record player attendance
 - Ensure that a uniform sample is available at the first training session following selection of the side for uniform fitting of players and Team Officials
 - Following fitting arrange, in consultation with BWA staff, for the ordering of appropriate team uniforms and ancillary requirements (ie bowls bags)
 - Obtain the required parental consent forms regarding photography and guardianship during the Championships for any players under the age of 18.
 - Collate all paperwork and disseminate accordingly



- Be responsible for all BWA equipment

2. Preparation of Championships:

- The Team Manager may be required to assist the State Coach with the State Side Program schedule which may include:
 - Scheduling of skill development, fitness; recovery and practice sessions
- Training Program:
 - Liaise with the State Coach and other State Side Officials to help prepare the State Side in the lead up to the Australian Side Series or other Interstate State events.
 - Notify all Team Officials, Players and the BWA staff of training details, including cancellations or alterations.
 - Liaise with the State Coach and BWA staff regarding booking for all training sessions
- Equipment:
 - Be responsible for all BWA equipment throughout training phase and competition phase
 - Return all equipment to BWA within one week of returning from the Championship
- Flights:
 - Confirm flight bookings with BWA staff upon selection of the side
 - Check special meal, luggage and ticketing requirements (ensure name on ID matches name of ticket)
 - Confirm airport arrival times for outward and inward journey
 - Ensure all personnel carry ID recognised for "e" ticket issue
- Accommodation:
 - Confirm accommodation booking with the BWA staff upon selection of side, including check in and check out times
 - Compile a rooming list in consultation with the State Coach
 - Provide a copy of rooming list to Team Officials and Players.
 - Check distances to venue and traffic conditions to assist with game time preparation
 - Check accommodation laundry, pool and fitness facilities
 - Check local area at accommodation for grocery, restaurant, chemist, hospital emergency department, sports medicine clinics, and pool/fitness facilities
 - Check meal services available at accommodation
 - Ensure Players/Team Officials have finalised personal room accounts prior to check out
 - Check rooms for any damage prior to and after players stay; report any damages to reception staff immediately and if necessary take photos. On return to Perth, inform BWA staff of damages.
- Transport:



- Confirm vehicle booking with BWA staff upon selection of the side
 - Confirm required documentation from all Team Officials who will be nominated drivers
 - Ensure drivers are over 25 years of age and have a current licence
 - Confirm vehicle pickup and return details, including contact details, address and open/closing times of vehicle provider
- Insurance:
 - Confirm travel and other insurance has been taken out if appropriate.
 - Administration and Finance:
 - Notify all members of their financial commitments and note that any prospective sponsor for state sides must be ratified by BWA so not to conflict with sponsors of the association.
 - Consult with the BWA staff to ensure all athletes are financial 10 days prior to departure.
 - Arrange with BWA staff payment of Team Officials allowances prior to departure.
 - Consult with the BWA staff to ensure the Bowls Australia entry form is complete at least one week prior to the entry closing date
 - Ensure Bowls Australia waivers are signed and returned by players and officials by the specified deadline. Waivers may be required to be mailed to Bowls Australia with entry forms.
 - Ensure any Therapeutic Use Exemption forms are completed and lodged with Bowls Australia
 - Ensure that any BWA documentation is fully completed and returned by Players and Officials by the specified deadline, including uniform orders
 - Gather all medical information and background of players and a list of family contacts in case of emergency
 - Liaise with BWA staff to obtain Championship information including the draw, training schedule whilst away and any guidance notes
 - Adhere to all relevant BWA policies and procedures regarding the State Side program

3. During Championship:

- Responsibility and Administration/Finance:
 - Become familiar with match committee requirements, match rules, Bowls Australia by-laws and team forms.
 - Attend Manager's meeting prior to commencement of Championship
 - Act as senior member of the travelling party responsible for all matters pertaining to the Players and Team Officials including: flights, accommodation, transport, team photo, championship administration and budget, meals and gifts.
 - In the event of Player or Team Official misconduct the Team Manager is responsible for immediately reporting the name of



any person/s who has/have not adequately fulfilled the expectations of BWA to the CEO for guidance and direction

- Obtain a 8.5cm x 6.5cm colour photograph of the team (Players and Officials) including a legend
- Be responsible for all BWA equipment
- Adhere to all BWA policies and procedures regarding the State Side Program
- Be responsible and accountable for all monies received and dispensed on behalf of BWA

• Venue:

- Check the facilities provided by the host state including warm-up area, change rooms, access to grounds, provision of lockers and security

• Meals:

- Liaise with BWA staff regarding total amount, allocation and transfer details. Manager will control all monies and keep receipts for all expenses for players and team officials
- Collect money from Players to pay for training, playing snacks and any out of pocket monies
- Liaise with State Coach regarding tournament meal and snack menu

• Daily Schedule:

- Liaise with Team Officials, including the State Coach to prepare the State Side during the Australian Side Series and other Interstate Series
- In conjunction with the State Coach prepare a daily timetable and provide a copy to all team members

5. Reports:

- Present a written report (to be delivered to the BWA staff) on the program within four weeks of the completion of the Championship.

.....
Signed & Print Name

.....
Date



Attachment 11

Duty Description – Under 18 State Team Manager

Title:	Bowls WA State Under18 Team Manager
Responsible to:	Chief Executive Officer
Reports to:	Chief Executive Officer
Appointment Term:	2 years
Purpose:	To act as the support member of the side and be responsible for the welfare of the Under18 Head Coach and Players. All matters pertaining to the side should be handled in consultation with the Under18 Head Coach. It is envisaged that the Assistant to the Head Coach will act as the Team Manager wherever possible.
Remuneration:	All travel / accommodation costs to National Under 18 Side Series.

Selection Criteria:

- Previous Association Representative or higher Team Management experience, including working to a budget
- Experience working with groups of athletes within the relevant age group
- Excellent verbal and written communication skills
- Leadership experience
- A philosophy, ethics and attitude to represent Western Australia
- Hold a current drivers licence
- The position holder must undergo screening in accordance with the WWC legislation prior to appointment.
- Must abide by BWA policies and procedures

Duties:

1. Selections:

- Liaise with relevant BWA staff at Under18 State Team Squad and Under18 Side Selections:
 - Advise all Team Officials and Selectors of selection dates.
 - Advise all athletes trialling of the pertinent BA, BWA and National Sporting policies
 - Record player attendance
 - Ensure that a uniform sample is available at the first training session following selection of the side for uniform fitting of players and Team Officials
 - Ensure parents/carers are well informed of all information
 - Obtain the required parental consent forms regarding photography and guardianship during the Championships
 - Collate all paperwork and disseminate accordingly



- Be responsible for all BWA equipment

2. Preparation of Championships:

- The Team Manager may be required to assist the Under18 Head Coach with the State Side Program schedule which may include:
 - Scheduling of skill development, fitness; recovery and practice sessions
- Training Program:
 - Liaise with the Under18 Head Coach and other State Side Officials to help prepare the Under18 State Side in the lead up to the Australian Under18 Championships or other National Under18 State Series events.
 - Notify all Team Officials, Players and the BWA staff of training details, including cancellations or alterations.
 - Liaise with the Under18 Head Coach and BWA staff regarding booking for all training sessions
- Equipment:
 - Be responsible for all BWA equipment throughout training phase and competition phase
 - Return all equipment to BWA within one week of returning from the Championship
- Flights:
 - Confirm flight bookings with BWA staff upon selection of the side
 - Check special meal, luggage and ticketing requirements (ensure name on ID matches name of ticket)
 - Confirm airport arrival times for outward and inward journey
 - Ensure all personnel carry ID recognised for "e" ticket issue
- Accommodation:
 - Confirm accommodation booking with the BWA staff upon selection of side, including check in and check out times
 - Compile a rooming list in consultation with the Under18 Head Coach
 - Provide a copy of rooming list to Team Officials and Players.
 - Check distances to venue and traffic conditions to assist with game time preparation
 - Check accommodation laundry, pool and fitness facilities
 - Check local area at accommodation for grocery, restaurant, chemist, hospital emergency department, sports medicine clinics, and pool/fitness facilities
 - Check meal services available at accommodation
 - Ensure Players/Team Officials have finalised personal room accounts prior to check out
 - Check rooms for any damage prior to and after players stay; report any damages to reception staff immediately and if necessary take photos. On return to Perth, inform BWA staff of damages.



- Transport:
 - Confirm vehicle booking with BWA staff upon selection of the side
 - Confirm required documentation from all Team Officials who will be nominated drivers
 - Ensure drivers are over 25 years of age and have a current licence
 - Confirm vehicle pickup and return details, including contact details, address and open/closing times of vehicle provider
- Insurance:
 - Confirm appropriate travel and other insurance has been taken out if appropriate.
- Administration and Finance:
 - Notify all members of their financial commitments and if necessary co-ordinate any fundraising. Note that any prospective sponsor for state sides must be ratified by BWA so not to conflict with sponsors of the association.
 - Consult with the BWA staff to ensure all athletes are financial 10 days prior to departure.
 - Arrange with BWA staff payment of Team Officials allowances prior to departure.
 - Consult with the BWA staff to ensure the Bowls Australia entry form is complete at least one week prior to the entry closing date
 - Ensure Bowls Australia waivers are signed and returned by players and officials by the specified deadline. Waivers may be required to be mailed to Bowls Australia with entry forms.
 - Ensure any Therapeutic Use Exemption forms are completed and lodged with Bowls Australia
 - Ensure that any BWA documentation is fully completed and returned by Players and Officials by the specified deadline, including uniform orders
 - Gather all medical information and background of players and a list of family contacts in case of emergency
 - Liaise with BWA staff to obtain Championship information including the draw, training schedule whilst away and any guidance notes
 - Adhere to all relevant BWA policies and procedures regarding the State Side program

3. During Championship:

- Responsibility and Administration/Finance:
 - Become familiar with match committee requirements, match rules, Bowls Australia by-laws and team forms.
 - Attend Manager's meeting prior to commencement of Championship
 - Act as senior member of the travelling party responsible for all matters pertaining to the Players and Team Officials including: flights, accommodation, transport, team photo, championship administration and budget, meals and gifts.



- In the event of Player or Team Official misconduct the Team Manager is responsible for immediately reporting the name of any person/s who has/have not adequately fulfilled the expectations of BWA to the CEO for guidance and direction
 - Obtain a 8.5cm x 6.5cm colour photograph of the team (Players and Officials) including a legend
 - Be responsible for all BWA equipment
 - Adhere to all BWA policies and procedures regarding the State Side Program
 - Be responsible and accountable for all monies received and dispensed on behalf of BWA
- Venue:
 - Check the facilities provided by the host state including warm-up area, change rooms, access to grounds, provision of lockers and security
 - Meals:
 - Liaise with BWA staff regarding total amount, allocation and transfer details. Manager will control all monies and keep receipts for all expenses for players and team officials
 - Collect money from Players to pay for training, playing snacks and any out of pocket monies
 - Liaise with Under18 Head Coach regarding tournament meal and snack menu
 - Daily Schedule:
 - Liaise with Team Officials, including the Under18 Head Coach to prepare the Under18 State Side during the Australian Championship and other National Junior Series
 - In conjunction with the Under18 Head Coach prepare a daily timetable and provide a copy to all team members

5. Reports:

- Present a written report (to be delivered to the BWA staff) on the program within four weeks of the completion of the Championship

.....
Signed & Print Name

.....
Date



Attachment 12

Duty Description – State Team Manager/Selector Senior (Over 60) Sides

Title:	Bowls WA State Senior (Over 60) Team Manager/Selector (one each for men/ladies)
Responsible to:	Chief Executive Officer
Reports to:	Chief Executive Officer
Appointment Term:	<u>2 Senior Side Competitions</u> <u>(1st April 2018 to end of Senior Side Competition 2019)</u> Two (2) years.
Purpose:	To act as the support member of the side and be responsible for the welfare of the players in the lead up and whilst on tour during the National Senior Sides competition. In addition this position will also assume the role of one of three Squad/Team Selectors in preparation for the Series.
Remuneration:	<u>Honoraria \$500.00 pa plus mileage to non-scheduled commitments at 50c per km plus full uniform and travel shirt</u> All travel costs to National Side Series and any other approved Interstate Series covered by BWA or Bowls Australia.
Expenses:	<u>Selector/Managers will incur the following out-of-pocket expenses during attendance at the Senior Side Series: accommodation, meals, and 50% of the airfare as per the Playing Side</u>
Selection Criteria:	
Essential	<ul style="list-style-type: none">• Previous Association Representative or higher Team Management experience, including working to a budget• Experience working with groups of athletes within the relevant age group• Excellent verbal and written communication skills• Leadership experience• A philosophy, ethics and attitude to represent Western Australia <u>as per the Bowls WA High Performance Philosophy</u>• Hold a current drivers licence• Must abide by BWA policies and procedures.
Desirable	<ul style="list-style-type: none">• Experience in playing bowls at a high level• Experience in developing elite training programs• Experience in providing written reports and keeping records• Has <u>gained/completed the Selection Module National Accreditation-as-a Coach (Bowling)</u>



Duties:

1. Selections:

- Liaise with relevant BWA staff in regard to State Team Squad and Side Selections:
 - Advise all prospective team members of selection dates.
 - Advise all athletes trialling of the pertinent BA, BWA and National Sporting policies,
 - Record player attendance,
 - ~~Ensure that a uniform sample is available at the first training session following selection of the side for uniform fitting of players,~~
 - Following fitting arrangements, in consultation with BWA staff, organise for the ordering of appropriate team uniforms and ancillary requirements,
 - Collate all paperwork and disseminate accordingly,
 - Be responsible for all BWA equipment.

2. Preparation of Championships:

- The appointee may be required to assist other Selectors with the State Side Program schedule which may include:
 - Scheduling of skill development, fitness; recovery and practice sessions
- Training Program:
 - Liaise with the Selection Panel to help prepare the State Side in the lead up to the Australian Senior Side Series or other Interstate State events,
 - Notify all Players and the BWA staff of training details, including cancellations or alterations,
 - Liaise with BWA staff regarding bookings for all training sessions.
- Equipment:
 - Be responsible for all BWA equipment throughout training phase and competition phase
 - Return all equipment to BWA within one week of returning from the Championship
- Flights:
 - Confirm flight bookings with BWA staff upon selection of the side
 - Check special meal, luggage and ticketing requirements (ensure name on ID matches name of ticket)
 - Confirm airport arrival times for outward and inward journey
 - Ensure all personnel carry ID recognised for "e" ticket issue



- Accommodation:
 - Confirm accommodation booking in consultation with ~~the~~ BWA staff upon selection of side, including check in and check out times,
 - Compile a rooming list in consultation with the Selection Panel,
 - Provide a copy of rooming list to team members,
 - Check distances to venue and traffic conditions to assist with game time preparation,
 - Check accommodation laundry, pool and fitness facilities
 - Check local area at accommodation for grocery, restaurant, chemist, hospital emergency department, sports medicine clinics, and pool/fitness facilities,
 - Check meal services available at accommodation,
 - Ensure team members have finalised personal room accounts prior to check out,
 - Check rooms for any damage prior to and after players stay; report any damages to reception staff immediately and if necessary take photos. On return to Perth, inform BWA staff of damages.

- Transport:
 - Confirm vehicle booking with BWA staff upon selection of the side,
 - Confirm required documentation from all team members who will be nominated drivers,
 - Ensure drivers have a current licence,
 - Confirm vehicle pickup and return details, including contact details, address and open/closing times of vehicle provider

- Insurance:
 - Confirm travel and other insurance has been taken out if appropriate.

- Administration and Finance:
 - Notify all members of their financial commitments and note that any prospective sponsor for state sides must be ratified by BWA so not to conflict with sponsors of the association.
 - Consult with the BWA staff to ensure all athletes are financial 10 days prior to departure.
 - Arrange with BWA staff allowances prior to departure.
 - ~~Consult with the BWA staff to ensure the Bowls Australia entry form is complete at least one week prior to the entry closing date~~
 - ~~Ensure Bowls Australia waivers are signed and returned by players and officials by the specified deadline. Waivers may be required to be mailed to Bowls Australia with entry forms.~~
 - ~~Ensure any Therapeutic Use Exemption forms are completed and lodged with Bowls Australia (if required)~~



- Ensure that any BWA documentation is fully completed and returned by Players and Officials by the specified deadline, including uniform orders
- Gather all medical information and background of players and a list of family contacts in case of emergency
- Liaise with BWA staff to obtain Championship information including the draw, training schedule whilst away and any guidance notes
- Adhere to all relevant BWA policies and procedures regarding the State Side program

3. During Championship:

- Responsibility and Administration/Finance:
 - Become familiar with match committee requirements, match rules, Bowls Australia by-laws and team forms.
 - Attend Manager's meeting prior to commencement of Championship
 - Act as senior member of the travelling party responsible for all matters pertaining to the players including: flights, accommodation, transport, team photo, championship administration and budget, meals and gifts.
 - In the event of misconduct the Team Manager is responsible for immediately reporting the name of any person/s who has/have not adequately fulfilled the expectations of BWA to the CEO for guidance and direction
 - Be responsible for all BWA equipment
 - Adhere to all BWA policies and procedures regarding the State Side Program
 - Be responsible and accountable for all monies received and dispensed on behalf of BWA
- ~~Venue:~~
 - ~~Check the facilities provided by the host state including warm-up area, change rooms, access to grounds, provision of lockers and security~~
- ~~Meals/Incidentals:~~
 - Liaise with BWA staff regarding total amount, allocation and transfer details. Manager will control all monies and keep receipts for all expenses for players and team officials
 - Collect money from Players to pay for training, playing snacks and any out of pocket monies.

5. Reports:

- Present a written report (to be delivered to the BWA staff) on the program within four weeks of the completion of the Championship.





Duty Description – State Senior Sides (Over 60) Selector

Title: Bowls WA State Senior Sides (Over 60) Selector

Responsible to: Chief Executive Officer

Key Relationships: BWA Staff, All State Coaches. State Selectors and State Team Manager (if applicable)

Appointment Term: ~~2 years~~^{Senior Side Competitions}
~~(1st April 2018 to end of Senior Side Competition 2019)~~

Responsible For: The selection of the State Senior Sides Team and squad in preparation for the National Senior Side Series or any other Interstate Series.

Remuneration: Honoraria \$250.00 pa plus mileage to non-scheduled commitments at 50c per km ~~plus full uniform and travel shirt-~~

Expenses: ~~If a Selector chooses to attend the Senior Side Series they will incur the following out-of-pocket expenses: airfare, accommodation and meals.~~

Formatted: Indent: Left: 1.5", First line: 0.5"
Formatted: Superscript

State Selectors are expected to uphold the good image of bowls in Western Australia, with dignity and respect for the position and organization. As a specific element of this responsibility, Selectors are prohibited from any actions which involve soliciting or encouraging players from other clubs to join the Selector's club.

Formatted: Left

Selection Criteria:
Essential

- Relevant experience in selection at club or higher level
- Hold a current drivers licence
- Has excellent communication and interpersonal skills
- Has a commitment to the Bowls WA high performance philosophy
- Personal attributes of respectability, good reputation, leadership skills and discretion
- Be computer literate and have access to email and the web
- Understanding that communications of a selector are of a confidential manner
- Not have a pecuniary interest with any players eligible for selection

Desirable

- Experience in playing bowls at a high level
- Experience in developing elite training programs
- Experience in providing written reports and keeping records
- Has ~~gained-completed the Selection Module~~ National Accreditation ~~as a Coach (Bowling)~~



Responsibilities:

- From the list of qualified and available players, check the individual performances in the various State, Masters and Country events
- Ensure familiarity with the performance of other possible state players in past seasons, including State events, Australian Sides Series, Metropolitan v Country, Country Week and Master events
- Attend all Selection Committee Meetings called;
 - ~~Attend where possible State Championships and Country Week events~~
 - ~~Attend all state trials and practice sessions which may be organized by the selection committee~~
- Assist fellow selectors in selecting the best squad/side from the players available
- Provide feedback on an ongoing basis to all players on performance
- Adhere to all relevant BWA policies & procedures for State Squads and Teams
- Make no comment or supply information to individuals, clubs, organization, press, radio, or television media regarding committee meeting discussion on selection or performance of the State Senior Side without prior approval from the Chief Executive Officer,

Attendance:

- It is expected that the State Senior ~~Team Side~~ Selector attend the following where possible:
 - All Squad and Team training sessions
 - ~~State Championships~~Country Week Finals
 - Official Team Functions
 - Any scheduled Team Official meetings

Post Competition:

- Meet with all Selectors to discuss the performance of players at the Senior Side Series
- As a panel, present a written report (to be delivered to the Chief Executive Officer) on the program within four weeks of the completion of each Senior Side Series or other Interstate competition