



# Cunningham District Bowls Association Inc

ABN 30 083 980 317

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## DISTRICT MATCH COMMITTEE

**REPORTING RELATIONSHIPS:** The District Match Committee is responsible to and reports to the Management Committee.

**PURPOSE OF THE MATCH COMMITTEE:** It is the role of the Match Committee to organise and control all District level competitions as well as, Zone Competitions, inter District challenges and BQ events that are delegated to the CDBA..

### Principal Responsibilities:

- Within the first 30 days of appointment the Match Committee must convene and appoint a Chairperson and provide ongoing plans to the Management Committee to meet objectives for the year.
- Recommend the allocation of events to Clubs to the Management Committee, taking into account sponsorship bids and greens assessments.
- Review competition "Conditions of Play" recommending any changes to Management Committee.
- Prepare the CDBA annual program of events for the following year by no later than 31 October annually.
- To provide the Systems Administration Committee with full and accurate details of events to be uploaded to the on-line system in a timely manner.
- Provide the Systems Administration Committee with results, write ups and photos (if any) of events for uploading to the CDBA website and social media site within three days of the events conclusion.
- Liaise and work cohesively with the CDBA+LIVE2U team regarding Livestreaming of events.
- To liaise with the Umpires Committee for the appointment of Umpires to games under District control.
- Investigate and resolve other matters referred to it by Management Committee.
- Conduct annual self assessments of the committee's operations
- Work cohesively with all CDBA officials

### Committee Chairperson (Roles & Responsibilities)

- Chair and convene all meetings or teleconferences, keeping minutes/records of these meetings of which a summary shall be included in the Match Committee's monthly report to CDBA Management Committee.
- Prior to a meeting ensure all committee members have an agenda, necessary documentation and all other relevant information that will assist them to participate fully in the meeting
- Prepare a written report for each Council Meeting and for inclusion in the Annual Report
- Document and update all processes used by the Match Committee
- Prepare Succession Plans for Match Committee positions

### Key Result Areas:

- Maintain and increase participation in District events

### Limitations:

The committee members are not authorised to:

- Make policy or regulations or make a commitment to change any policy or regulation that may be binding on the CDBA
- Make press or social media statements that may be considered defamatory of the CDBA, CDBA Officials, or Players.
- Directly approach Bowls Qld or Bowls Australia without the express authority of the CDBA Management Committee

Signed By Applicant:

Date: