

Queensland Indoor Bowling Association Inc.

BY LAWS

(updated ~~December 2011~~ 2018 July 2021)

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1. NOTICE OF MOTIONS

- (a) Notices of Motions are to be received by the QIBA Inc Secretary six (6) weeks prior to Meetings.
- (b) Notices of Motion are to be sent to the QIBA Inc Secretary and will be received from Associations through their Association Secretary, QIBA Committee of Management or its Sub-Committees.

2. DUTIES AND RESPONSIBILITIES

~~Committee of Management are elected by the Delegates, and must be in official dress uniform at AGM, Delegates and Social Meetings, for State Title official duties, and for official events.~~

- (a) Committee of Management are elected by the Delegates, and
- (b) Must be in official dress uniform at AGM, Delegates and Special Meetings, for State Title official duties, and for official events.
- (c) Assist with Sport and Recreation requirements
- (d) Liaise with sub-committees and members to forward plan events for the betterment of QIBA Inc

2.1 Patron

- (a) Figurehead and Advisor of Queensland Indoor Bowls Association Inc.
- (b) Prepare a Patron's report for the Annual General Meeting and submit to the Secretary one month prior to the AGM

2.2 President

- (a) Chairperson at meetings of QIBA Inc with the exclusion of the Strategic Planning Workshop
- (b) Receive draft of minutes (of meetings chaired) from Assistant Secretary within 2 weeks of the meeting and edit as required, notify Assistant Secretary of any required changes within one week
- (c) Liaise with Secretary and Treasurer in the administration
- (d) Oversee the running of QIBA Inc. and report to Committee of Management
- (e) Delegate authority to Vice Presidents when necessary
- (f) Assist the Games Director with the running of events
- (g) Prepare a President's report for the Annual General Meeting and submit to the Secretary one month prior to the AGM

2.3 Senior Vice President

- (a) Accept delegation as requested by the President
- (b) Chairperson of the Strategic Planning Workshop
- (c) Receive draft of minutes (of Strategic Planning Meeting or other meetings chaired) from Assistant Secretary within 2 weeks of the meeting and edit as required, notify Assistant Secretary of any required changes within one week
- (d) Acting Chairperson if President unavailable to attend meetings
- ~~(e) Assist with Sport and Recreation requirements~~
- ~~(f) Liaise with sub-committees and members to forward plan events for the betterment of QIBA Inc~~
- (g) Coordinator of all sub-committees for their reports to the Committee of Management
- (h) Assist Games Director with the running of events
- (i) Prepare a Senior Vice President's report for the Annual General Meeting and submit to the Secretary one month prior to the AGM

2.4 Junior Vice President – Registrar

- (a) Appointed by Committee of Management to keep an accurate record of all registered and insured members within Queensland
- (b) Liaise with Secretary to receive all membership lists from affiliated Association and independent Club Secretaries
- (c) Enter and maintain a register of current QIBA registered players
- (d) Enter and maintain a register of insured players (maintain list for a minimum of 5 years)
- (e) Check that all nominees for State Titles are registered members of the QIBA Inc
- (f) Ensure players in Restricted Events are registered members of both the QIBA Inc, and nominated Association prior to the start of play
- (g) Assist Games Director in running of events
- (h) Accept delegation as requested by the President
- (i) Assist Committee of Management members with their portfolio as required
- ~~(j) Ensure all safety requirements for each venue are checked prior to the commencement of play (already in GD duties)~~
- (k) Prepare a Registrar's report for the Annual General Meeting and submit to the Secretary one month prior to the AGM

2.5 Junior Vice President – Games Director

- (a) Appointed by Committee of Management for control and organising of all events conducted by the QIBA Inc
- (b) Conduct draws for State Titles approximately ~~21~~ 14 days prior to the event (in the presence of at least 1 other COM members and/or interested registered players), and forward final draw to secretary for circulation.
- (c) Conduct draws for Restricted events on the morning of the event, by ~~10.30~~ 9.10am
- (d) Display the draw for the Restricted event around the hall, in a timely fashion after the draw has been done
- (e) Conduct draw for the first Compulsory Practice
- (f) Prepare scorecards for use at QIBA Inc run events
- (g) Control the running of the QIBA Inc events (with assistance of available members of Committee of Management)
- (h) Accept delegation as requested by the President

- (i) Assist Committee of Management members with their portfolio, as required
- (j) Ensure all safety requirements for each venue are checked prior to the commencement of play
- (k) Submit annual report of all competition conducted throughout each year to the AGM
- (l) Prepare a Games Director's report for the Annual General Meeting and submit to the Secretary one month prior to the AGM

2.6 Secretary

The duties of the Secretary shall be those duties usually associated with the office of Secretary:

- (a) Hold common seal, securities, all books and records pertaining to administration of the QIBA Inc
- (b) Act as Public Officer for Incorporation purposes and lodge documents when required
- (c) Maintain an accurate register of all Associations
- (d) Carry out resolutions / business of the Committee of Management
- (e) Liaise with President and Treasurer with administration
- (f) Shall receive all correspondence and distribute items of correspondence to appropriate people/committees as necessary, as soon as possible. Circulars are to be kept for 2 years only
- (g) Maintain and retain an accurate Inward and Outward correspondence file
- (h) Maintain accurate Minutes of all Meetings of the Queensland Indoor Bowling Association Inc. including previous records of Minutes
- ~~(i) Produce draft of minutes within 2 weeks of meetings and sent to President for checking. (motion carried to move to Assistant Sec duties)~~
- (j) Circulate all minutes, etc. to members of the Committee of Management, Life Members, and Secretaries of each affiliated Association and independent Club and others, as required, within 30 days of the meeting
- ~~(k) Circulate Strategic Planning Workshop minutes etc to members of the Committee of Management, Life Members, and Secretaries of each affiliated association and independent clubs, and others as required, within 30 days of the meeting.~~
- (l) Arrange agenda and details for AGM, COM and Delegates meetings and circulate so they are received a minimum of 21 days prior to the meeting
- (m) Maintain an accurate register of all out of pocket expenses – eg. Petty Cash
- ~~(n) Receipt all cheques and cash received by the Secretary and bank, to be banked within 14 days and confirmation of banking forwarded to Treasurer~~
- ~~(o) Supply to Treasurer copy of receipts and banking.~~
- (p) Arrange ordering of winners badges for all State Title Championships
- (q) Arrange with Australian Secretary for the ordering of pennants and badges for the National Australian Championships when held in Queensland
- (r) Delegate authority to members of Committee of Management as required
- (s) Prepare and submit a Secretary's report for the Annual General Meeting
- (t) Collate and copy Committee of Management and Committees reports for AGM
- ~~(u) Forward list of players nominated for selection for State Team to the Queensland Selectors (same wording re-ordered)~~
- ~~(v) Securely hold Queensland Team members sealed medical forms and return to the Team Member destroy at the completion of the Championships, unless it was required in the case of a medical emergency where it is sent with the person to the hospital/medical centre.~~
- ~~(w) Collate accommodation information and pass onto the President, Team Manager and Selectors at the second compulsory practice-Team Dinner so it is in their possession prior to their arrival at the Championships.~~
- (x) Notify AIBBC Secretary and Chief Umpire of any State Team player disabilities

2.7 Treasurer

The duties of the Treasurer shall be those usually associated with the office of Treasurer and details as set out in the Constitution:

- (a) Maintain accounts and books electronic copies in proper order in accordance with the Incorporation's Act
- (b) All records are to be available for inspection by delegates at any time
- ~~(c) Receipt and bank all finances received, including takings at QIBA Inc events, excepting finances receipted and banked by the secretary~~
- (d) Receive confirmation from QIBA Inc Secretary of all cheques and cash monies banked
- (e) Pay accounts as authorised by the Committee of Management or Delegates' Meetings
- ~~(f) Arrange for payment of all claims for petty cash~~
- (g) Maintain an accurate register and arrange payment of all out of pocket expenses – eg Petty cash
- (h) Prepare and submit Financial Statement for each Committee of Management and Delegates Meetings
- (i) Liaise with President and Secretary with administration
- ~~(j) Liaise with President and Secretary with payment of accounts in relation to the holding of all events and to receive all monies in that regard.~~
- (k) Invest funds when deemed necessary or as authorised by Committee of Management or Delegates' Meetings
- (l) Prepare Organise, receive and submit Audited Financial Statements for Annual General Meeting
- ~~(m) Prepare and submit financial statement for each Committee of Management meeting and delegates meetings.~~
- (n) Prepare a Treasurer's report for the Annual General Meeting and submit to the Secretary one month prior to the AGM
- (o) Maintain Asset Register
- (p) Debit cards to be used instead of petty cash account.

2.8 Assistant Secretary

The Assistant Secretary shall assist with duties of the Honorary Secretary and should the Honorary Secretary be absent or ill the Assistant Secretary may be authorised to act instead:

- ~~(a) To assist the Honorary Secretary~~
- ~~(b) Prepare a draft of Strategic Planning Workshop minutes and forward to Senior Vice President for editing and approval within 2 weeks of the meeting. (moved to (e))~~
- (c) Prepare a draft of Committee of Management and Delegates meetings minutes and forward to President and Secretary for editing and approval.
- (d) Prepare agenda for Strategic Planning Workshop, forward to Senior Vice President for approval within 7 days, to then be sent to relevant Sub-Committees within 7 days.
- (e) Prepare a draft of Strategic Planning Workshop minutes and forward to Senior Vice President for editing and approval within 2 weeks of the meeting
- (f) Forward approved draft of ~~strategic planning workshop minutes~~ all minutes, etc to the Secretary, within 21 days of the meeting
- (g) Liaise and assist with Senior Vice President in the collection of Standing and Sub-Committees reports ~~and minutes~~ from the Strategic Planning Workshop and meetings and forward to the Secretary within 14 days of receipt
- (h) Liaise and assist the Senior Vice President in the collection of Annual Reports from Standing and Sub-Committees and forward to the Secretary one month prior to the AGM
- ~~(i) Assist with Sport and Recreation requirements~~
- (j) Liaise and assist with all members of Committee of Management and Standing and Sub-Committees
- (k) Receive notification of meetings of Standing and Sub-committees (minimum 14 days prior to the meeting) and notify the Secretary within 14 days of notification

2.9 Publicity Officer

- (a) To collect and submit newsworthy items for publication in the newspaper, on radio and television.
- (b) Collect and compile Queensland's own QIBILO newsletter.
- (c) Act as editor and censor for the QIBILO newsletter.
- (d) Liaise with Committee of Management, affiliated Associations and Independent Clubs on any other forms of promotion of Indoor Bowls.
- (e) To organise distribution of uncollected QIBILO's.
- (f) Maintain and update QIBA website and Facebook page.
- (g) Arrange photography at State Events.
- (h) Prepare a Publicity Officer's report for the Annual General Meeting and submit to the Secretary one month prior to the AGM.

2.10 Immediate Past President

The Past President can only hold this position for twelve (12) months, ending at the completion of the AGM.

- (a) Assist President as required at meetings and events.
- (b) Assist the Committee of Management with their duties.
- (c) Liaise and assist with the procedure of all meetings.

2.11 Standing and Sub Committees

Standing Committees are required to:

- (a) Work closely with Committee of Management.
- (b) Assistant Secretary to be informed of all meetings in writing 14 days prior to the meeting. This notification to be forwarded on to the Secretary by the Assistant Secretary. **Failure to comply means the meeting will not be sanctioned, and attendance will not be financed.**
- (c) Minutes and reports to be forwarded to the Assistant Secretary within 14 days of the meeting, then forwarded on to the Secretary. Minutes are required to have attendance recorded, and at the bottom of the minutes/report a comment such as "The majority of those present agree with the above minutes/report". The minutes/report must be signed ~~and dated~~ by the Chairperson of that Committee.
- (d) All committees to have at a minimum of three (3) members.
- (e) Members are only allowed on two (2) committees. If already on two (2) committees a letter of resignation from one of the committees is to be received prior to or with the nomination for ~~a third another~~ committee.
- (f) A person shall be the Chairperson of only one committee.
- (g) Standing Committees are:
 1. Selection Committee
 2. Referees Committee
 3. Umpire Committee
 4. Disputes Committee
 5. Finance and Fundraising Committee
 6. Health and Safety Committee
 7. Coaching Committee
 8. Publicity Committee

Strategic Planning Committee (endorsed as the Chairperson of each of the above 8 committees along with the Committee of Management)

- (h) Sub-committees can be created at any time if a need is determined. They are formed from time to time to fulfil certain portfolios (e.g. National Titles Steering Committee).

2.12 Queensland Team Manager

TEAM MANAGERS CRITERIA (the new wording was presented and carried at AGM 2016)

1. Team Manager and Assistants are elected by the Qld team at the first Compulsory Practice, and is handed the Team at the conclusion of the second Compulsory Practice.
2. Liaise with Assistants to make sure they know the tournament rules and procedures as well as understanding what you require from them. Assistant Team Managers are required to be familiar with the Criteria and to take direction from the Team Manager at all times.
3. Team Manager and Assistants to be present at second compulsory practice, and to be in the Official Team photograph wearing the **Official uniform**.
4. The Committee of Management of the QIBA Inc and Liaison Officers are included as part of the Team Management and are there for you to liaise with and help you at any time.
5. Team Manager required to give speech of encouragement to team at the team dinner.
6. Attend all meetings and briefings relaying any messages on to the team.
Team Managers meeting at beginning of Championships. Collect official badges for Team Management.
7. Liaise with Games Master for Rules of play, playing conditions and Disputes meetings.
8. Team Manager and Assistant Team Managers to monitor the specified playing areas, having at least one member on the floor at all times during play.
9. Team Manager to be approachable, encouraging and a good listener.
10. Team Manager or Assistants to be made aware of players who need time away from the venue, keeping a list of names in case of emergencies.
11. Shall be the only person to report problems to the controlling body.
12. If a dispute occurs on a carpet Team Manager to ensure play has ceased. Team Manager to lodge a complaint/dispute to the Games Master and positively argue for their State.
13. Team Manager to encourage supporters to help players along if required.
14. Collect result sheets at end of each day and analyse- be aware of close games, etc, and know how to work out percentages. (CALCULATION IS: shots for, divided by shots against, multiplied by 100)
15. The Team Manager to notify the Chairman of Selectors if any subs, due to illness etc, are required at ANY time after the team is handed over to the Team Manager.
The Selectors (as many as possible) to make such DECISION before notifying the Team Manager of their decision.
16. Team Manager to organize Medal winners to designated area prior to presentations.
17. When Queensland wins the Jack Gore Trophy the Team Manager has the honour of accepting this and giving a speech.
18. Team Manager to meet with Selectors prior to November Delegates meeting and submit a report.
19. Team Manager to submit a written report to the State Secretary after the titles with constructive criticism of team performance, good and bad. Anything you think could be improved, changed or included.

(a) 2.13 Assistant Queensland Team Manager(s)

~~There may be up to 3~~ Assistant Team Managers to assist the Queensland Team Manager. They are elected by the Queensland Team Representatives at the first Compulsory Practice.

- (a) Become familiar with duties of the Team Manager and assist with duties as requested.
- (b) Take direction from the Team Manager at all times.

3. GOALS of STANDING COMMITTEES

- 3.1 Selection:** To select a State Representative Team in a fair and honest manner without bias or discrimination.

3.2 Referees Committee:

- a) To ensure the rule book is updated to reflect the current rules and regulations under which play is undertaken. Encourage and examine candidates for Queensland Referees positions and perform the duties of a Referee in an unbiased and competent manner.
- b) That Queensland Referees be Australian measurers. This would permit them to measure at Australian events. Understanding that any questions relating to AIBBC rules are to be referred to a qualified Australian Umpire.

3.3 Umpires Committee:

- a) To recommend changes as required to the Australian Laws of the Sport of Indoor Bias Bowls (rule book). Encourage and examine candidates for National Umpire and National Measurer positions and perform the duties of an Umpire in an unbiased and competent manner.
- b) That qualified Australian Umpires be permitted to be measurers at Queensland events with the understanding that any questions relating to the QIBA rules be referred to a qualified Queensland Referee.

3.4 Disputes Committee: To apply the principles of social justice and regional development without discrimination. To identify and foster selected minorities into the sport of Indoor Bowling in all areas of the State.

*** should the development and fostering aspects be in a different area? Perhaps publicity?

3.5 Finance and Fundraising Committee: To obtain sufficient finance for the preservation and improvement of the sport and to manage these funds consistent with good accounting practices to ensure that the best possible returns are obtained.**3.6 Health and Safety Committee:** To ensure venues and events comply with Health and Safety regulations, and are run in such a manner as to ensure the safety of players, officials and on-lookers.**3.7 Coaching Committee:** To provide qualified coaching staff capable of coaching new and existing bowlers (both social and competitive) in knowledge, skills and attitudes required to reach their level potential in Indoor Bowling; and to improve the overall standard of athlete development which will enable a wider representation and greater success at Club, Regional Association, State, National and International competitions all levels.**3.8 Publicity Committee:** To increase the participation rates of promote the awareness of Queensland Indoor Bowls to all Queenslanders (including juniors, seniors and people with disabilities) to ensure the continuity of the sport and to increase the number of Indoor Bowlers.

These Committees are all part of the Strategic Planning Committee.

4. MEMBERSHIP, REGISTRATION and INSURANCE**4.1 Procedure for Associations to become affiliated with the Queensland Indoor Bowling Association Inc.**

- ~~(a) To have at least 2 or more clubs in an area to form an association.~~
- ~~(1) exceptional circumstances could be granted for a club to be accepted as an Independent Club (see below)~~
- (a) Association to write to secretary of QIBA Inc requesting affiliation with QIBA Inc.
- (b) Once QIBA has accepted or rejected the Association they will be officially notified in writing.
- (c) The Association will forward to QIBA Inc Secretary their affiliation fee, and membership fees for all their players, ~~(these fees will be determined by the delegates at the AGM November General Meeting)~~, and lists of office bearers of their Association, Affiliated Clubs and players
- (d) Affiliated Associations can participate in all Restricted Events and State Titles Championships.
- (f) Affiliated Associations can apply to host the State Titles Championships or Restricted Events.
- (g) Affiliated Associations have voting rights at Delegates meetings, ~~and can send~~ sending up to 3 voting delegates or proxies.

4.2 Procedure for Clubs to become affiliated with the Queensland Indoor Bowling Association Inc.

1. Independent Clubs to affiliate with QIBA Inc. to be
 - (a) in an area with no Association, or
 - (b) in an area that has an Association that is reluctant to be covered under QIBA Inc or QIBA Inc insurance cover, or
 - (c) if unwilling to affiliate with any other Association.
2. The Independent Club to write to Secretary QIBA Inc requesting their Club be accepted as an independent Club ~~with QIBA Inc.~~
3. Once QIBA Inc has accepted or rejected them as an Independent Club they will be officially notified in writing.
4. On acceptance, the Independent Club will forward to QIBA Inc Secretary its affiliation fee, ~~registration and insurance~~ membership fees for all its players, (these fees will be determined by Delegates at the AGM November General Meeting), and list of office bearers of Club and full list of players. ~~(In subsequent years, registration and insurance lists are to be forwarded to the Secretary)~~
5. Affiliated Independent Clubs can participate in state titles but not restricted events.
6. Affiliated Independent Clubs members can attend meetings, raise issues and take part in discussion but will have no right to move or second a motion and will have no voting rights.

4.3 Player Registration and Transfers

1. All players of affiliated Associations and Clubs are to be registered with the QIBA Inc.
2. Player registration membership and fees are to be lodged with the Secretary each year by the 31st March. Fees will be determined by the Delegates at the AGM November General Meeting.
3. Player registration membership includes insurance unless an Association or Club can provide written proof of insurance cover at least equivalent to QIBA's.
4. When players wish to transfer from one Association to another, the matter is to be dealt with by the two associations concerned. The recipient Association is to advise the QIBA Inc. Secretary, in writing, within 14 days of the transfer being accepted. The QIBA Inc. Secretary is then to notify the Registrar.
5. One transfer per player will be accepted in a 6 month period.

5. WORKPLACE HEALTH AND SAFETY

1. It is essential that a safety/hazard inspection/audit risk assessment of the venue is conducted prior to the commencement of every event. (See an example of checklist in section 16.4) Form to be completed and kept for each event.
2. A safety announcement is to be given by a member of the Health and Safety committee or Games Director, prior to the commencement of each days play at QIBA Inc. run events.

6. DRESS REGULATIONS

6.1 Official Dress Uniform

- Ladies White blouse (short or long sleeves), either maroon skirt (suitable length) or maroon slacks, maroon blazer with Queensland emblem (QIBA) on pocket, white bowls shoes, pantyhose/ white socks, white/beige sockettes, name badge. (Optional) - Plain black dress shoe with low or small heel and pantyhose.
- Gents White shirt (short or long sleeves), fawn trousers or shorts (QIBA summer meetings only), maroon blazer with Queensland emblem (QIBA) on pocket, maroon tie (purchased from QIBA Inc.), preferred bowls shoes and fawn socks, name badge.

6.2 Official Playing Uniform

- Ladies Current playing shirt, either with maroon skirt (suitable length) or maroon slacks, spray jacket, maroon blazer with Queensland emblem (QIBA) on pocket, white bowls shoes, pantyhose. White/beige lowcut sports socks, white/beige sockettes or pantyhose may be worn with slacks. White/beige sockettes or pantyhose may be worn with skirts.
- Gents Current playing shirt, fawn trousers, spray jacket, maroon blazer with Queensland emblem (QIBA) on pocket, tan or white bowls shoes and fawn or white socks.
- Juniors Same as above with spray jacket and / or blazer.

Optional Dress during National Titles:

~~Spray Jacket~~, white or maroon cardigan, white or maroon sleeveless vest.

6.3 When Each Uniform is Appropriate

1. Official playing uniform is to be worn at the Australian Indoor Bias Bowls Championships. In addition, it is required for the Official Team photographs. The Blazer is required for Official Opening and Closing ceremonies of the Australian Indoor Bias Bowls Championships.
2. The Committee of Management are required to wear Official Dress Uniform for AGM, Delegates and Special Meetings, State Title opening and Official events.

7. BEHAVIOUR CODE

7.1 Code of Conduct

All Players, Spectators and Officials must:

1. Play by the Rules
2. Never argue with an Official
3. Control your temper. Verbal abuse of officials, other players or deliberately provoking or distracting others is not acceptable or permitted.
4. Be seen to be a good sport. ~~Applaud all good plays whether they are your team or the opposition.~~
5. Treat all players, spectators and officials as you would like to be treated.
6. Refrain from using obscene or derogatory language.
7. Accept decisions made by the controlling body.

7.2 Disputes

All disputes will be handled in the following manner.

1. **Disputes relating to Infringements of the Code of Conduct.** Any person, player, official or spectator who believes they have seen or been subject to an infringement of the Code of Conduct must submit a WRITTEN COMPLAINT to the Secretary of the QIBA Inc. within 14 21 days of the alleged infringement. If a letter is not received within this time then NO ACTION will be taken.
2. **Disputes arising from Team Selection.** If a selected team member has a grievance about any aspect regarding the selection process then a letter is to be sent within 14 days to the QIBA Inc. Secretary who will copy and forward to each member of

the Selection Committee. The Selection Committee will meet with the Team member to discuss the letter ASAP, and a reply will be sent to the member outlining their decision within 7 days. If the matter cannot be resolved then the matter will be passed to the Committee of Management and then forwarded to the Disputes Committee to resolve as per Appeals section.

3. **Disputes arising from Referees decision.** These are covered in the QIBA Rule Book.
4. **Disputes arising from Coaching decisions.** These are handled by the Coaching Committee in conjunction with Disputes Committee and the Committee of Management.
5. **Disputes against Team Managers and Officials (including Committee of Management).** These will go through the Disputes Committee.
6. **Disputes against Selection of Playing Venues.** These will be dealt with by the Disputes Committee and Committee of Management.

7.3 Process to be followed following the Lodgement of Complaint / Dispute

1. On receipt of the letter, the QIBA Inc. Secretary is to inform the members of the Committee of Management Executive.
2. The letter is to be forwarded to the Chairperson of Disputes within 7 days of receipt.
3. If the letter is received at the time the incident occurred, then the Disputes Committee will try to have the issue resolved on the day, if all parties are still present.
4. If the matter cannot be dealt with at the time, because all parties are no longer present, or the letter is received at a later date, then the following procedure will be followed:
 - a) The Secretary must notify the members of the Committee of Management Executive.
 - b) The Secretary to forward the letter to the Chairperson of Disputes Committee within 7 days of receipt.
 - c) The Chairperson of the Disputes Committee to contact all Committee members and arrange a meeting (phone hook-up can be used) to be held no later than 14 days after the letter is received. (Refer to Disputes Resolution Policy). ~~This meeting must consist of a minimum of 4 members of the disputes committee plus at least 1 member of the Committee of Management Executive, if not all members of the disputes committee are available.~~
 - d) Both parties involved in the Dispute are to be notified and be requested to attend the meeting. (Any expenses for travelling to the meeting will be reimbursed by the QIBA). The alleged offending party is encouraged to write down their version of events and bring this to the meeting.
 - e) Both parties are advised that they may bring a support person / representative and any other evidence they believe supports their version of events. Both parties will attend the meeting at different times to present their version of events.
 - f) The Committee can also request the presence of any person they believe may have information relevant to the incident in question.
 - g) Both parties are to be advised that if they do not attend the meeting then their right to reply may be forfeited and the matter will be dealt with in their absence.
 - h) After all evidence has been heard, the Committee will meet and decide as to whether an infringement has occurred and if so what action / penalty will be enforced.

Note: If any member of either the Disputes Committee or the Committee of Management is involved in the dispute, then they must excuse themselves from the process due to a possible conflict of interest.

7.4 Decision

After a decision has been made by the Disputes Committee, it will meet with the Committee of Management to discuss their recommendation and the QIBA Inc. Secretary will then notify both parties of the decision in writing within 7 days of the decision being finalised. The letter must be on official QIBA Inc. letter-head paper, and include the outcome of the decision and the Right of Appeal process.

7.5 Possible Penalties as a Result of the Arbitration of the Disputes Committee

1. A warning may be given to the offending person. This warning is to be valid for 3 years. A warning within the 3 year period may be taken into consideration when dealing with any further infringements.
2. An apology may be requested from the offending person to the injured party depending on the nature of the infringement. The apology may be either a public verbal apology or in writing – or both.
3. Suspension from QIBA Inc. events – the length of time to be determined by the Committee of Management after a discussion of the recommendation from the Disputes Committee.
4. Dismissal – could be from the National Championships / QIBA membership - the length of time to be determined by the Committee of Management after a discussion of the recommendation from the Disputes Committee.

7.6 Appeal Procedure

1. Both parties have 14 days to lodge any appeal in writing with the QIBA Inc Secretary regarding the Disputes Committee decision.
2. The QIBA Inc Secretary, on receipt of the letter of appeal, shall notify the Committee of Management.
3. A meeting of the Committee of Management shall be called and held within 14 days. Any member who is a member of both Committees (COM and Disputes) will excuse themselves from the Appeals process.
4. The Committee of Management will then arrange a meeting with the person or their representative making the appeal, to see if the matter can be resolved by agreement.
5. If there is no agreement, or the person or their representative is still aggrieved after this meeting, then the person may appeal to arbitration before the National Sports Disputes Centre (ACN: 072380217).

6. If still not satisfied, the offender may submit a case to the Australian Arbitration Board.
7. There is no further right to appeal beyond the Australian Arbitration Board.

8. REFEREES AND UMPIRES

8.1 Powers of an Umpire

****These are the power of an Umpire extracted from the Australian Indoor Bias Bowls Council's Laws of the Sport of Indoor Bias Bowls 1997 2013 (Law 4.C)**

- (1) An umpire is a person appointed by the Controlling Authority to see that the LAWS OF THE SPORT are adhered to and to arbitrate on any dispute.
- (2) an Accredited National Umpire shall take precedence over all other umpires.
- (3) If an Umpire has not been appointed by the Controlling Authority, one shall be appointed by the opponent in singles or by the opposing team or side, before the commencement of play.
- (4) The Umpire shall take up duty prior to commencement of play.
- (5) An umpire must be tactful and impartial.
- (6) They should have in their possession:
 - (a) 1 pair of small metal callipers
 - (b) 1 pair of large metal callipers
 - (c) 1 set of engineering callipers or micro callipers
 - (d) 1 set of feeler gauges
 - (e) 1 long measure, a trammel (optional)
 - (f) 1 torch (small)
 - (g) Chocks – minimum – four (4)
 - (h) Tapered white strips – minimum four (4) not less than 150mm long
 - (i) A suitable stopwatch
 - (j) A copy of the current AIBBC Law Book
- (7) The duties of an umpire shall be:
 - (a) Control the game in so far as adhering to the Laws of the Sport are concerned, including the conduct of Players, Markers, Measurers, Scoreboard Attendants and Spectators;
 - (b) Conduct measures to determine the outcome of a disputer head when requested;
 - (c) Notify the Controlling Authority about any faulty or missing equipment at the venue;
 - (d) Report to the Controlling Authority any player, team or spectator whose conduct is considered unsatisfactory.
- (8) The Umpire shall have the authority to:
 - (a) Observe and declare a breach of these Laws and issue a warning to the offending player;
 - (b) Remove or instruct a Director to remove any bowl that has been declared dead;
 - (c) Award penalties as provided in these Laws;
 - (d) Award a game to the opponent plus 10 shots and minus 10 shots to the offender should a player;
 - i. Disregard a Law after having been warned by the Umpire,
 - ii. Have a bowl declared a drive after the Umpire has previously penalised the player for driving [Law 7 H(4)],
 - iii. Unduly delay play [Law 7 P(1) and (2)],
 - iv. Cause a deliberate disturbance [Law 8 D],
 - (e) Grant dispensation to a player with a disability [in accordance with Law 13];
 - (f) Permit a carpet to be moved during a game should there be a possibility of the carpet sustaining damage;
 - (g) On appeal from both skippers or their appointed managers;
 - i. Grant permission for a damaged jack or bowl to be replaced and the end replayed without penalty,
 - ii. Permit play to be transferred to another carpet if the lighting is such that play is difficult, or if the carpet is unsatisfactory,
 - iii. Grant permission for a roll-up at the resumption of play in an incomplete game or a game transferred to another carpet.
 - (h) Withdraw a players "playing status" should he behave in an objectionable manner [Law 6 A]
 - (i) Suspend play should the behaviour of a spectator be considered unsatisfactory and order the removal of the spectator [Law 14 B]
- (9) Umpires may be asked questions regarding incidents that may not be covered by these Laws. On such occasions, a decision must be the best and most readily achievable in accordance with the spirit of these Laws, the application of common sense and good sportsmanship.
- (10) The decision of an Umpire in all matters shall be final except that on the interpretation of a point of law, an appeal may be lodged with the Controlling Authority [Law 15], but such appeal shall not affect the game concerned.

8.2 Duties of a Referee

****These are the duties of a Referee extracted from the Queensland Indoor Bowling Association Inc's Rules of Play for Indoor Bias Bowls 2013.**

1. A Referee is a person appointed by the Controlling Authority to see that the Rules of Play for the Queensland Indoor Bowling Association Incorporated are adhered to, and to arbitrate on any dispute.
2. An Accredited Queensland Referee shall take precedence over all other referees at state run competitions and championships.

3. Referees shall have in their possession:
 - a. Set Square
 - b. Small Callipers
 - c. Medium Callipers
 - d. Large Callipers
 - e. Measuring Tape
 - f. Bowls Chocks – approved – minimum of 2 x ½” chocks
 - g. Feeler Gauges
 - h. Triangular pieces of white cardboard/plastic – minimum of two (2)
 - i. Torch
 - j. Flat Washer – (supplied by the QIBA)
 - k. Current copy of the Rule Book
4. A Referee must be tactful and impartial at all times.
5. A Referee is appointed as spotter in a Singles final, if available.
6. A Referee when called to a mat must measure and then disturb the head.
7. Any Referee who refuses to be re-examined or fails to qualify shall cease to be recognised as such, and shall be required to return their Referees Badge to the Queensland Indoor Bowling Association Incorporated Chairman of Referees.
8. All Queensland Indoor Bowling Association Incorporated qualified referees have the same powers as an Australian Umpire. Refer to the Queensland Indoor Bowling Association Incorporated By Laws Section 8.