



**By-laws: Modus Operandi  
Technical Officials Standing  
Committee**

**APPENDIX: 4**

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## **1. Appointment**

- 1.1 The Kingfisher Standing Committee: Technical Officials (DTOSC) shall consist of not less than three (3) or more than six (6) persons, all of whom shall achieved a minimum of a level 2 Technical Official qualification and preferably a Train-the Trainer qualification.
- 1.2 Nominations will be asked for 30 days prior to the AGM.
- 1.3 The Executive of Kingfisher BA (hereinafter referred to as the Executive) shall appoint the committee members from (unless otherwise indicated) Nominations submitted by all affiliated clubs in the district and announce the convenor and members at the Annual General Meeting (AGM)
- 1.4 The appointment of replacement members, for members that resign, etc. during the year shall be at the sole discretion of the Executive.
- 1.5 The Executive shall appoint the convenor of the DTOSC unless otherwise stated.
- 1.6 An Executive member shall be appointed as the Executive Liaison for the committee.
- 1.7 With the approval of the KBA Executive, the Convenor of the DTOSC may if the need arises, co-op Qualified Technical Officials to assist with specific courses.

## **2. Objectives**

This committee is designated to implement the following objectives:

## **3. Technical Official's Duties**

Assist and advise the KBA Executive Committee on technical aspects of the game and Laws of the Sport of Bowls.

Do duty as Technical Officials at the request of the Executive Committee of KBA. (This involves all the technical aspects: umpiring, marking, flip-board operating, measuring out of greens, etc.)

Be available, as required, at Inter-District and National level.

- 3.1. Attend monthly DTOSC meetings.
- 3.2. Umpiring at Semi-finals and Finals of KBA competitions.
- 3.3. Offering your assistance at the Bowls SA masters where possible. (Own expense)
- 3.4. Assisting at Bowls SA events when requested.
- 3.5. Assisting with courses and presentations as and when required.
- 3.6. Attending council meetings.
- 3.7. Attending yearly KBA AGM.

## **4. Training**

- 4.1. Only Bowls SA approved "Course Material" may be used.
- 4.2. Organize and run Level 1 & 2 Technical Officials courses, with the purpose of evaluating and qualify candidates.

- 4.3. Organize and run Markers Courses.
- 4.4. Organize and run refresher courses for umpires and markers when required.
- 4.5. Prepare Officials for special duties when required.
- 4.6. Review all "Course Material" and recommend changes/amendments to Bowls SA NTOSC.

## **5. Register Of Technical Officials**

Keep and maintain an up-to-date register of all Technical Officials in the District.

## **6. Reporting Structure**

The KBA DTOSC will report to the KBA Executive Committee either directly or via the Liaison Officer appointed by the Executive Committee.

## **7. Finance**

The funds, facilities and equipment required for Training Courses and Technical Duties shall be provided and maintained by KINGFISHER BOWLING ASSOCIATION.

May not hold banking accounts of any nature either in their names or in the name of KBA

DTOSC will submit an annual training budget to the District Executive committee.

Members of the committee shall be entitled, upon submission of satisfactory documentation to the KBA Treasurer, to reimbursed for reasonable travel expenses.

## **8. Members**

### **8.1 Convenor**

This person is the DTOSC delegate to KINGFISHER BOWLS Council Meetings.

This person's duty is to establish a dynamic working relationship with the Council delegates and the Executive Committee.

Report to the Council on the progress of Technical Official aspects in the KBA district if required.

Arrange courses and refresher courses when required.

Report to the Executive Committee either in writing or in person at their monthly meetings.

### **8.2 Secretary**

Handle all the administration and correspondence, including Technical Official courses and related aspects.

### **8.3 Training Coordinator**

To co-ordinate all training arrangements between Clubs and DTOSC.  
Recommend to DTOSC the training requirements within the District.

### **8.4 One (1) to Three (3) Ordinary Members**

## **9 General duties of Committee members:**

- Act as facilitators in course classes.
- Act as assessors during and at the end of courses.
- Do any duty required to enable the DTOSC to meet its objectives.
- Audit Conditions of Play.

## **10. Conduct and Meetings.**

All members shall act in an exemplary and professional manner and maintain ethical conduct.

Set an example by displaying true sportsmanship on and off the Green.

Meetings shall be held monthly.

Minutes of meetings shall be submitted to:

- The KINGFISHER BOWLS Executive Committee.
- The District representative of the Bowls South Africa Technical Officials Standing Committee.

## **11. Dress Code**

A shirt will be supplied by the Executive. A white or navy pants.