



# **By-laws: Modus Operandi Greenkeepers**

**APPENDIX: 6**

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## **1. Appointment and Title**

The Executive will annually 30 days prior to the AGM call for nominations. The Convenor and members will be announced at the AGM.

The District Standing Committee shall consist of not less than three (3) and not more than six (6) persons, all of whom shall have had satisfactory experience in greenkeeping and be proficient at greens inspections.

A member of the Executive will be appointed as Liaison to the committee.

## **2. Finances**

- 2.1 The convenor or a person appointed by the Convenor, shall be responsible for the financial reports (i.e. budget, financial records) which must be sent to the KBA Executive for approval.
- 2.2 May not hold banking accounts of any nature either in its name or in the name of KBA.
- 2.3 Members shall be entitled, upon submission of satisfactory documentation to the KBA Treasurer, to be reimbursed for reasonable travelling expenses.
- 2.4 All financial transactions must be recommended by the Convenor and approved by the Executive Liaison.
- 2.5 All courses entry fees must be paid to the KBA, who will in return order the course material and pay Bowls SA

## **3. Tasks and Responsibilities**

The DSCG shall

- 3.1 Assist and make recommendations to the Executive on the construction and maintenance of bowling greens in the District.
- 3.2 Subject to the approval of the Executive Arrange District Seminars pertaining to the construction and maintenance of bowling greens.
- 3.3 Subject to the approval of the Executive attend Seminars pertaining to sport facility management and/or maintenance matters.
- 3.4 With the approval of the Executive arrange with the NSGC to present the following courses:
  - 3.4.1 Greenkeeper Level 1
  - 3.4.2 Greenkeeper Level 2
- 3.5 Evaluation of greens, as identified by the District Competition Secretary and hosting clubs for all KBA Events.
- 3.6 Ensure that the Bowls South Africa Database is updated.

- 3.7 Have regular meetings and keep accurate minutes of the meetings. These minutes must be sent to the District Secretary within seven days of the meeting.