



## TENPIN BOWLING AUSTRALIA (SA Division) Inc.

### TOURNAMENT COMMITTEE CHARTER

Drafted by: Board  
Reference number: CH3  
Approved by Board: 3<sup>rd</sup> July 2023  
Next Review Date: July 2026  
Version: 2

#### 1. Statement of Purpose

The purpose of the Tournament Committee (Committee) of the Board of Directors (Board) is to provide assistance to the Board in overseeing the planning, management and conduct of all tournaments conducted by Tenpin Bowling Australia (SA Division) Inc (Tenpin SA) and ensuring that tournaments are run efficiently and effectively from the perspective of bowlers, centres and the sport of bowling.

In performing its duties, the Committee will maintain effective working relationships with the Board, management, bowlers, coaches, officials and bowling centres.

#### 2. Membership

Proposed membership of the Tournament Committee is as follows:

- At least 1 Director of Tenpin SA
- A maximum of 7 external persons following an expression of interest (including confirmation of Working with Children check) and approval by the Board

The Chairperson shall be selected by the Committee on an annual basis.

The Committee Chairperson must not be the Chairperson of the Board.

#### 3. Roles and Responsibilities

The Tournament Committee shall seek to be a diverse as possible reflecting the different stakeholders involved in the sport with one or more representatives from at least the following areas:

- Adult Circuit
- Junior/Youth Circuit
- Seniors
- Parents

#### **4. Duties of the Tournament Committee**

- Oversee the preparation of the tournament calendar for the calendar year and present to the Board in October
- Oversee preparation of tournament budgets for submission to the Board in October including recommendations for Board approval for the following year
- Seek tenders for major events from TBA accredited centres, supply tenders and recommendations to the TenpinSA board for review and approval
- Plan and promotion of individual tournaments
- Ensure tournaments are adequately resourced by Tenpin SA volunteers
- Monitor currency of Working with Children checks for volunteers
- Promote active and healthy relationships with bowling centres
- To strive to provide a program of tournaments that drives improvement in South Australian tenpin bowling
- To ensure that every opportunity is provided for bowlers, coaches, officials and administrators to participate in the highest level of tenpin bowling in the State
- To ensure, via Tenpin SA social media and website channels, that tournaments and events are socialised to interested parties and stakeholders in a consistent and reliable fashion
- Train and develop volunteers to ensure at least 3 people are able to fill any volunteer role
- Maintain and monitor list of volunteers trained for each role
- Provide a summary of each meeting to the next scheduled Board meeting including a summary of volunteers trained for each role

#### **4. Frequency of Meetings**

Meetings shall be at least bi-monthly or as required for specific issues arising as determined by the chair. A meeting schedule is to be set at the beginning of the year having regard to the Board meeting schedule and key dates for Tournaments.

#### **5. Quorum**

A quorum is constituted where there are four members present at least 1 of which is board director of Tenpin SA.

#### **6. Code of Conduct**

Tenpin SA is committed to delivering excellent programs and services to members and to foster an ethical and transparent culture. To this end, Tenpin SA has established a Code of Conduct for board and sub-committees, which is designed to ensure that high standards of corporate and individual behaviour are observed by the Board and all sub-committees.

The Code of Conduct requires that Tenpin SA Board and Committee members will

- Be honest
- Allow others to speak their views
- Always act appropriately
- Be open to new ideas
- Maintain solidarity and confidentiality
- Act with integrity

- Actively participate
- Act in the best interests of Tenpin SA, avoid conflicts of interest between their personal interests and those of Tenpin SA and its members
- Not take advantage of opportunities arising from their position for personal gain or in competition with Tenpin SA

## 7. Charter Review

Notwithstanding the Charter is formally reviewed every 3 years The Board will regularly review the terms of this Charter to ensure they remain consistent with the Board's objectives and responsibilities and relevant standards of governance.

## 8 Version Control

Version	Change	Date Effective
2	Changes to structure and responsibilities of the Committee	3 <sup>rd</sup> July 2023