



Bowls Counties Manukau - Umpires Association
Standard Operating Procedures

1. Introduction

1.1 Standard Operating Procedures (SOPs) will be issued as required to provide guidance and direction for members of the Bowls Counties Manukau Umpires Association (the Association). The purpose of SOPs is to communicate the procedures in a consistent format to all Association members for how we do things.

1.2 SOPs will be “living” documents that are updated, deleted or amended as required at a meeting of the Association. A copy will be provided to the Bowls Counties Manukau Board.

1.3 SOPs cannot expect to be all encompassing nor cover the unforeseen. In the absence of written instructions common sense is to prevail and action taken that is in the best interests of the bowlers and clubs within the Centre.

2. Purpose of the Association

The purpose of the Association is to provide a quality umpiring service to the Bowls Counties Manukau Centre (the Centre). The Association is accountable to the Centre for the proper management of itself in accordance with these SOPs. Association members will strive to produce a professional service, maintain skills and standards and keep up to date with laws, regulations, rules and conditions of play of the game of bowls.

3. Membership and Meetings

3.1 Membership of the Association is automatic for all Registered Umpires, Measurers and Law Umpires who are members of clubs within the Centre.

3.2 The Association will hold an Annual General Meeting before the commencement of the new season each year to elect office holders. The office holders will be; President, Secretary, Umpire Coordinator, Training and Development Coordinator, Members of the Centre Examining Panel (three, with one of the three being the Training and Development Coordinator).

3.3 The Association will hold meetings as required on dates that are set at preceding meetings or by the President. Attendance at meetings can be electronic if preferred and it can be arranged at the meeting location. Meetings will transact administrative business and provide an opportunity for the Umpire Coordinator to fill Centre umpiring requirements. A vital component of meetings is the review of previous tournaments and events providing the opportunity to share experiences and learn from them. It is important that sufficient meeting time is set aside for reviews.



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3.4 Meetings will be open with Centre club members able to attend as observers with advance notice to the President. This is designed to promote sustainability by encouraging interest in umpiring generally. Visitors may not vote or otherwise decide on business matters. Members of the Centre Board may attend at any time. Relitigating previous Umpire decisions will not be allowed.

3.5 The Association will not run a financial account. Expenditure is to be the subject of a written request to the Centre submitted through the Association President.

4. Technical Requirements

4.1 Members will carry out duties for Centre events in accordance with Appendix B to Regulation 8 of Centre Regulations (Centre Events).

4.2 Members undertaking duties outside of the Centre will ensure representation to a high standard performing in accordance with the laws of the sport, Bowls New Zealand Regulations and conditions of play for the event.

5. Training and Development

5.1 All members have a responsibility to sustain umpiring into the future by encouraging club members to consider being a Registered Umpire, Law Umpire or Measurer.

5.2 The training and development of potential members and current members requiring reaccreditation will be managed by the Centre Examining Panel made up of three members elected to the position, one of whom will be the Training and Development Coordinator.

5.3 For the purpose of reaccreditation, an indication that current umpires have maintained skills and knowledge will be from umpiring tournaments and taking an active part in the review component of Association meetings. Umpires are encouraged to maintain a log of tournaments attended including equipment used and law decisions made.

6. Duties

6.1 President

- Provide leadership and direction for the Association
- Chair meetings



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6.2 Secretary

- Manage meetings by recording minutes, providing agendas, producing reminders of ordinary meetings and four weeks' notice of an Annual General Meeting
- Own and update Standard Operating Procedures
- Maintain records as required
- Notify Bowls NZ Umpires Committee of changes in status of Association members by 31st December each year, (Bowls NZ Regs, Part 5, clause 4[h])

6.3 Umpire Coordinator

- Allocate Umpires to Centre tournaments on request of the Centre
- Liaise with the Centre Event Manager
- Submit a monthly invoice to the Centre Treasurer for reimbursement

6.4 Training and Development Coordinator

- Lead the Centre Examining Panel, (Bowls NZ Regs, Part 5, clause 6[a]&[b])
- Maintain a list of expiry dates for Association members
- Reaccredit Association members, (Bowls NZ Regs, Part 5, clause 5[c])
- Advise Bowls NZ Umpire Committee of reaccreditations by 31st December each fourth year after registration, (Bowls NZ Regs, Part 5, clause 5[b])
- Liaise with the appointed member of the Bowls NZ Umpires Committee

These Standard Operating Procedures have been approved by the Counties Manukau Umpires Association and endorsed by the Bowls Counties Manukau Board.

30th May 2022

Schedule of Amendments to Standard Operating Procedures			
Date	Clause	Title	Amendment
12/12/22	3.2	Annual General Meeting	Requirement to hold changed from before the end of April to before the new season, each year.



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