



TENPIN BOWLING AUSTRALIA (SA Division) Inc.

## TOURNAMENT COMMITTEE CHARTER

### 1. Statement of Purpose

The purpose of the Tournament Committee of the Board of Directors (the 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 and centres.

### 2. Membership

Membership of the Tournament Committee will be as follows:

Representing the Board of Tenpin SA:

- At least 2 directors, with one of these being the chair of the Committee.

Representing Management (by invitation)

- State Manager

A maximum of 7 external persons may also be invited as members of the Committee.

The Chairman of the Committee shall be selected by the Board on an annual basis

### 3. Roles and Responsibilities

The Tournament Committee shall consist of one or more representatives from the following areas:

- SA Adult Circuit
- SA Junior/Youth Circuit
- Ted Monk Junior Intercentres

### 4. Duties of the Tournament Committee

- Oversee the preparation of the tournament calendar for the calendar year,
- Approve the tender documents for tournaments and make recommendations to the Board in relation to the preferred tenderer and related terms,
- Assist in the planning and promotion of individual tournaments,
- Ensure tournaments are adequately resourced by Tenpin SA,
- Promote active and healthy relationships with centres,
- Oversee preparation of tournament budgets,
- 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 the appropriate Social Media channels, that tournaments and events are socialised to interested parties and stakeholders in a consistent and reliable fashion.

## **5. 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.

## **6. Quorum**

A quorum is constituted where there are four members present of which at least 2 are board members of Tenpin SA.

## **7. 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.

## **8. Charter Review**

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.