

DEALING WITH GNB - A CLUB SECRETARY'S GUIDE

The Dos:

- Forward all correspondence to 90 Withers St West Wallsend 2286, or e-mail to greaternewcastle7@bowlsnsw.com.au.
- Attend to all circulars promptly, or immediately after the meeting of your Committee/Board which deals with them.
- Remember that your affiliation and other similar **fees** are due and payable within 30 days of receipt of invoice. A member club that has not paid all amounts within one month of receiving the Annual Membership Fee invoice shall be considered unfinancial and members of that club shall be ineligible to play or officiate in championship events until the outstanding dues are paid. A club experiencing hardship should contact the Management Committee to seek a deferment.
- Screen all **applications for membership** very carefully. If in doubt about any person, check with GNB headquarters.
- Register your **new members** on Bowlslink as they join the club. NB: Bowls NSW specifies that any club that has established a category of "Bowling Membership" that entitles a person to play bowls on a regular basis must be registered with Bowls NSW.
- Ensure that all **member transfers** and deletions are submitted using the Bowlslink system.
- Advise GNB of your **Club Officials** as soon as possible after your AGM.
- Check with GNB before finalising your **Pennant Unfurling date** so as to avoid clashing with other clubs.
- Answer all **invitations** promptly. If you accept, then ensure that your representative attends.
- You must advise GNB in writing, on or before the 10th of July each year, or as soon as possible thereafter, the names and addresses of your **Delegates** who will attend the GNB Delegates Meetings.
- If your **greens being out of play** will impact any regional event, give GNB plenty of notice, advising when they will be out of play and for how long.
- Ensure all **Pennant Results** are submitted promptly on Bowlslink.
- Make yourself conversant with the requirements of the **GNB Constitution and Regulations**.
- Have a copy of the **Clubs NSW Directors Guide** available for your Club President & Directors.
- Ensure that **your Constitution** is up to date.
- Ensure that officials and members dealing with children possess a current "**Working With Children**" check number and that **coaches and umpires** hold current accreditation.
- Have a copy of the current **Conditions of Play** available for members.
- Forward two copies of your **annual report** to GNB, if possible before your annual meeting, so that one copy can be given to the Executive Representative attending the meeting.
- Make use of the **Advisory Committee Pamphlets** on the GNB website.
- Ensure all **invitations for GNB** to attend official functions are forwarded well in advance and provide complete details of the function, e.g. Mixed – Time – Type of function etc.

The Don'ts:

- Do not communicate directly with Bowls NSW. All **Correspondence to Bowls NSW** must go through GNB, **except** your advice to Bowls NSW **when a member is suspended** or deleted.
- Don't Forget the correct procedure to be adopted on **official occasions**. Information on this matter can be obtained from GNB. Don't hesitate to **contact GNB** if you are in doubt about anything, or need assistance or advice on any matter.

