



Bowls Committee Procedure

4.0.0 Fixture Book		Approval Date:	07/02/2022
		Review Date:	07/02/2023
		Version No:	1
President:	Approved: Refer Minutes of 07/02/2022	Name: Joe Issell	
Secretary:	Approved: Refer Minutes of 07/02/2022	Name: Brendan Gaudion	

PURPOSE

The Fixture book provides information to TBC members on Club officials, umpires, measurers, coach's, Sponsors, a monthly events calendar and affiliated member contact phone numbers.

PROCEDURE SCOPE

The Board of Management in conjunction with the Bowls Committee, will appoint a Fixture Book Manager at the Annual General Meeting whose role will be to produce the annual Fixture Book.

PROCEDURE INTENT

- The Manager will have control of the design, layout and printing of the Fixture Book and will review the presentation style and format on a yearly basis (March)
- Advise and work with the Bowls Committee and the Marketing Director to ensure the content of the book is accurate and includes all advertisers and sponsors.

DETAILED PROCEDURES

1. Fixture Book - Process

- The club Fixture Book will be ready for distribution each year before Opening Night (September).
- The Manager will convene the first planning meeting of the Fixture Book working party no later than March each year.
- Membership of the working group to include – Marketing Director, Fixture Book Manager, Match Committee representatives, Championship Committee representatives, Bowls Secretary and representatives of other club areas as required.
- Content of the Fixture Book including allocation of sponsorships, setting bowls events and inclusion of all fixture dates is a coordinated effort of the Fixture Book Manager and the working party representatives.
- The Calendar of events will include as much detail as possible including times set for all Pennant bowls events; Social bowls; Championships and Tournaments; barefoot bowls; Bowls functions; Club functions; Geelong Bowls Region (GBR) dates and requirements; etc
- At the planning meeting a timetable for preparation of the Fixture Book is to be established, in draft form, as early as possible before the Annual General Meeting.
- Any Board of Management requirements must be taken into account with planning and design.
- Any changes and/or recommendations to the format or style of the Fixture book that requires a significant alteration in cost is to be approved by the Bowls Committee and the Board of Management.

PROCEDURE GOVERNANCE

The Bowls Committee will:

- Review this procedure, at least every year, prior to the commencement of the season and amend or enhance the procedure where necessary.
- Provide a Fixture Book to all Affiliated members of the Torquay Bowls Club.