

Task	Detailed Legal Checklist Reference:	Purpose	Actioned by	When	Notes	Complete?
Legal and Operational Checklist to be Circulated To Zone and District Secretaries and published on the Zone and District unification website.		To provide clarity of actions.	Bowls NSW	ASAP		
Zone & District(s) Working Groups Established Call for a meeting between current Zone and District Administrators. Critical that only 2 - 3 representatives from each Zone & District (I.e. President, Secretary, Chair of Match) of each Zone and District meet to discuss proposed unification.	Notes 1 & 2	To connect individuals with each other (some Zones and Districts have little interaction currently) i.e. put faces to names and discuss this circulated checklist from Bowls NSW. Clubs within each Region can be found listed here: https://www.zonedistrictunification.com.au/regions	Zone Secretary District Secretaries (To communicate with each other and establish this meeting)	ASAP	Please contact Bowls NSW Head Office if you require contact information for your area. Please avoid sending more than 2 representatives to these meetings from each Zone or District. The purpose of this meeting is to form a core working groups to work towards unification. Please refer to notes 1 & 2 in the detailed legal checklist.	
Association names Regional Associations have been provided with names and these have been circulated by Bowls NSW previously. If a Region has an issue with its name, it may, into the future, provide consensus from the Region Membership and discuss this with Bowls NSW. For the purposes of establishing these Region Associations, the names previously communicated will be the names that the associations will be established under.		To ensure a united front across NSW. Region names can also be found here: https://www.zonedistrictunification.com.au/regions	Bowls NSW			
Association Registration(s) Lodge Registration Forms for 16 x New Regional Bowling Associations with NSW Fair Trading	Notes 1 & 2	Establish 16 x Regional Bowling Associations as communicated previously by Bowls NSW. Including paying the associated incorporation fee & establishing an interim group of Association founding members.	Bowls NSW	February 2024	This process will take place in early February 2024. The reason behind this is due to timings of future AGMs, NSW Fair Trading requirements and future AGMs / committee voting processes (i.e. into 2025).	
Region Constitutions Circulated To be circulated to Zone and District working groups.	Note 2	For information	Bowls NSW	February 2024	At the time of publishing this checklist, the constitution is under legal review. It will be circulated once finalised. The Constitution has been developed in line with best practice sports Governance principles in NSW / Australia.	

<p>Interim Management Committee An Interim Management Committee of 6 individuals (3 men / 3 women) for the Region to be appointed.</p>	<p>Note 3</p>	<p>To oversee the establishment of the Regional Bowling Association and plan / conduct State Events on behalf of Bowls NSW.</p>	<p>Zone & District working Group. Appointed from existing Zone & District Administrators.</p>	<p>Post-incorporation of Region Association</p>	<p>To follow rules outlined in the Region's Constitution. This Committee will hold office until the second AGM of the Regional Association (or as otherwise set out in the Region's Constitution following legal review) when thereafter, an election will take place for these committee placements into the future.</p>	
<p>Appointment of Interim Management Committee Positions & Selection of a Public Officer The interim management committee shall select a president, 2 x vice-presidents, secretary, treasurer and chair of match between them. The Secretary shall assume the position as Public Officer.</p>	<p>Note 3</p>	<p>Interim management committee to be formed. Vested with the task of coordinating the Region until such time that an AGM is held and elections take place. Outlined in the Region Constitution.</p>	<p>Interim Management Committee</p>	<p>Post-incorporation of Region Association</p>		
<p>Inform Bowls NSW of appointed positions The appointed secretary must inform Bowls NSW of the selected individuals across the various interim management positions (Bowls NSW will provide a simple online form to provide this information via) and must provide Bowls NSW with the information of their public officer & main address to become the premises of the Association.</p>		<p>For Bowls NSW information.</p>	<p>Region secretary</p>	<p>Post-incorporation of Region Association</p>		
<p>ABN application Each Regional Bowling Association must apply for an ABN for taxation purposes</p>	<p>Note 3</p>	<p>To ensure the Region can operate financially</p>	<p>Region secretary</p>	<p>Post-incorporation of Region Association</p>		
<p>ABN information to be provided to Bowls NSW Region secretaries must send the ABN to Bowls NSW so BNSW can register this association with Xero (Cloud Accounting system).</p>		<p>For the purposes of establishing Xero (cloud accounting system) accounts for each Region</p>	<p>Region secretary</p>	<p>Post-incorporation of Region Association</p>		
<p>Bank account establishment Each Region must establish its own bank account</p>	<p>Note 3</p>	<p>To ensure that it can receive the funds and any assets transferred from the Existing Associations that comprised the region.</p>	<p>Region secretary</p>	<p>Post-incorporation of Region Association</p>		

<p>Communications / Email Addresses All 16 x Regions will be provided with an email address for each Management Committee Member. Bowls NSW is creating these emails and they will be similar to the below (example only):</p> <p>Illawarra Bowls Region (Example): Email 1: illawarrapresident@bowlsnsw.com.au Email 2: illawarrasecretary@bowlsnsw.com.au Email 3: illawarratreasurer@bowlsnsw.com.au Email 4: illawarramatch@bowlsnsw.com.au Email 5: illawarravp1@bowlsnsw.com.au Email 6: illawarravp2@bowlsnsw.com.au</p>		<p>To ensure that there is a strong element of consistency with regards to communications between Bowls NSW and Region Administrators into the future. Also, to ensure that when individuals move on from a role within the Region, that all previous email communication remains under the single email address for future region administrators.</p>	Bowls NSW	Feb/March 2024 (Once Bowls NSW have been informed of the Interim Management Committee Members details)		
<p>Review of proposed resolutions Existing Associations to review the suggested resolutions (annexed)</p>	Note 4 and the annexure.	To ensure consistency with Existing Associations Constitutions. Edit the resolutions (if necessary) to suit your Zone or District constitution.	Secretary and officers of current Zone and District Administrations	Post-regional bowling association incorporation	Refer to annexure in the detailed legal checklist and in preparation for calling a general meeting to address these.	
<p>Notice of meeting Existing Zone and District Associations to provide Notice of General Meeting to its members which is to contain the wording of an ordinary and a special resolution (wording amended as necessary) to be approved.</p>	Note 4 and the annexure.	To accept the resolutions outlined.	Region Secretary	Post-regional bowling association incorporation & review of resolutions		
<p>General meeting Convene a General Meeting of your members in Q2 2024 to consider and approve an Ordinary Resolution and Special Resolution.</p>	Note 4 and the annexure.	To ensure that the approval to transfer assets and wind-up have been approved and documented.	Secretary and officers of current Zone and District Administrations	Post-regional bowling association incorporation, review of resolutions & notice of meeting provided		
<p>Register of members The Regional Bowling Association must maintain a register of committee members, which must record specific details.</p>	Note 6	To comply with the Associations Incorporation Act	Region secretary			

Provision of Asset Transfer Deed Bowls NSW to provide a template Asset Transfer Deed to Zone & District Administrators	Note 4	To ensure that all assets and records (including all minutes of committee meetings and General Meetings) are transferred to the newly incorporated Regional Bowling Association.	Bowls NSW	Post General Meetings and Resolutions being passed		
Transfer of Assets Zones and Districts to transfer their assets to the newly established Association and in line with the asset transfer deed.	Note 5	To transfer assets from current Zone and District Associations into the newly incorporated Regional Bowling Association. To ensure that the funds raised within a given area, stay within a given area. Considerations will be provided to Districts where specific clubs are moving into new playing areas and a % allocation of funds transfer (or best practice guidelines) will be provided by Bowls NSW in these instances.	Interim Regional Management Committee	Post General Meetings and Resolutions being passed	An asset transfer deed will be provided to all Zones and Districts following this communication and further into 2024.	
Transfer of employment Current employees of Zones to transfer their employment from Zone to Region. Please refer advice in the detailed legal checklist and Bowls NSW will provide additional advice for impacted Zones and Individuals.		To protect existing employees within Zones and to assist with the transfer of their employment from Zone to Region.	Interim Regional Management Committees / Bowls NSW to engage those Zones needing to transfer employees individually.			
Winding-up Existing Zone and District Associations to be formally	Note 5 & 'Winding Up' section	To formally wind-up the administrations of Zones and Districts following the transfer of assets to the new Regions.	Zone and District Administration & NSW Fair Trading			
Notification to Bowls NSW Zone and District Secretaries to provide Bowls NSW with the paperwork from NSW Fair Trading determining the winding up of each Zone and District Administration.			Zone Secretary District Secretary			
Xero Training Opportunity for Region Administrators to be formally trained in using Xero Accounting Software		To ensure Region Administrators feel confident using this platform	Bowls NSW / Sports Accountants Australia			