



Tenpin Bowling Australia Limited

ABN 72 085 023 721

Centre Charter and Policies

Policy reference:

Policy reference: CP.P1

Centre Registration Policy

Policy reference: BP.04/004

Lane Certification Policy

CP.P1 Revised 14/12/09
Revisions Approved 14.12.09
GTR

CP.P1 Board approved 1.4.2004
Status: Revised Policy Approved 14.12.09

BP.04/004 Board approved 30.7.04

BP.04/004 Revised 20.7.2005
AP



Australian Government

Australian Sports Commission

Tenpin Bowling Australia Limited Culture:

Vision:

Tenpin bowling to be recognised as a major lifetime sport for all Australians.

Mission Statement:

Work with industry to continually improve the tenpin bowling experience through:

- Providing strong leadership and direction that guides the sport towards our vision.
- Growing the game and profile with new participants, commercial partners and sponsors.
- Nurturing the international achievements of our national teams and athletes.
- Developing and strengthening our grass roots programs through strong partnerships with government, our bowlers and officials.
- Preserving the traditions that shape the values and ethos of our game.

Values

Performance - We Deliver

- Work enthusiastically toward the success of the business unit to achieve strategic and operational goals.
- Improve people skills, knowledge and performance.
- Actively encourage sharing of skills, knowledge and ideas.
- Deliver results which meet or exceed customer's need

Quality - We Improve

- Develop standards in keeping with industry best practice.
- Consistently strive to improve organisational process and individual performance.

Respect - We do what's right

- Accept personal responsibility for behaviours and actions.
- Give open and honest feedback with recognition and reward for a job well done.

Responsibility - We Care

- Provide a safe and healthy workplace in accordance with legislation.
- Value and promote work/life balance for all staff and volunteers.
- Promote and encourage personal development through provision of relevant training opportunities.

POLICY: Centre Registration Policy CP.P1

SCOPE:

TENPIN BOWLING AUSTRALIA LIMITED – has a pivotal role in the management and development of the sport across the country. This policy outlines the terms and conditions of the relationship between the National Sporting Organisation (NSO) and its Registered Centres.

Effective from: 1st July 2004
Revised on the 1st of December 2008

PURPOSE:

The purpose of this policy is to clearly outline the terms and conditions under which TBA Limited works cooperatively with its registered Centres to deliver its missions statement to: *Work with industry to continually improve the tenpin bowling experience.*

POLICY:

Registered Bowling Centres will work cooperatively with the NSO and it's Local, and State representatives, to promote all aspects of competitive (League) bowling within their Centres in accordance with the Tenpin Bowling Australia Limited Rules and Regulations.

PROCEDURE:

Tenpin Bowling Australia Limited agrees to provide all registered Centre's with the following registration benefits:

- 2.1 Free Website which will dramatically improve information transfer between registered Centre's and the NSO. *Contact the National Office to register your interest in receiving this benefit.
- 2.2 An annual TBA registration sticker
- 2.3 An annual hard copy of the Tenpin Bowling Australia Limited League Tournament and General Playing Rules
- 2.4 Assistance in interpretation and enforcement of the TBA rules through the NSO Local, State and National network.
- 2.5 Conduct TBA Accredited Competitions and host TBA Accredited Tournaments
- 2.6 Authority to host TBA Accredited Coaching and Officiating Courses
- 2.7 Free DVD and Membership Brochures to promote TBA membership
- 2.8 Registered Centres who achieve 100% TBA League membership, with a minimum of 200 members, will be rewarded with a free Athlete development clinic within your Centre, conducted by your TBA State Association/Branch.
- 2.9 Opportunity to tender for State and National Tournaments.

Tenpin Bowling Australia Limited Registered Centre's agree to:

- 3.1 Provide membership registration details and player membership fees to the NSO or its nominated local representative within 14 days of receipt
- 3.2 Agree to use their best endeavours to achieve 100% TBA league player membership through active promotion of TBA membership packages to potential members
- 3.3 Conduct TBA Competitions and host TBA Accredited Tournaments within a registered Centre in accordance with the Tenpin Bowling Australia Limited League Tournament and General Playing Rules.
- 3.4 Agree to complete the Sweeney Independent Industry Survey biennially.
- 3.5 Agree to prominently display an annual TBA Centre registration sticker
- 3.6 Agree to pay the nominated annual TBA Centre registration fee to the Tenpin Bowling Trust account within 14 days of receipt of invoice
- 3.7 For 2010, the period of Conditional Centre Registration will allow for Ranked / Accredited events to be conducted with a degree of certainty
- 3.9 For each subsequent year, Centre Registration Fees must be paid by the 31st December of the preceding year (e.g. by 31st December 2009 for 2010). Centres who fail to pay their registration fee in this manner will automatically become unregistered.
- 3.10 A centre can regain its registration by paying all outstanding fees, plus a 10% penalty.

Unregistered Centres forfeit the right to:

- Conduct TBA Leagues
- Host or tender for Accredited Tournaments
- Host accredited TBA Accredited Coaching and Officiating courses
- Award TBA awards including High Game recognition
- Access the TBA free Centre website

TBA members playing only in an Unregistered Centre are unable to:

- Receive TBA membership benefits such as TBA Local Awards including High Game recognition, insurance cover or be nominated for State and National Awards, etc
- Receive ranking points from TBA Ranked Events held on or after the suspension date
- Roll off or be selected for Regional, State and or National teams

DELEGATIONS

Delegate. Example	Authority. Example
TBA Board	Approve Policy
CEO	Ensure operational compliance with this policy
State Office Managers.	Ensure all staff and volunteers are aware of and follow procedures as detailed within this policy
Registered Centres	Ensure all staff are aware of and comply with the procedures as detailed in this policy

STATUS

TBA Board Approved 9.12.08

POLICY: Lane Accreditation Policy BP.04/004

1.0 *Purpose*

1.1 The accreditation requirements defined in the TBA Rule Book will be enforced after January 1st 2006 for all Ranked, National and International events. The Company plans to implement training in Lane Measuring and is aiming at having all accredited events conducted in fully accredited centres.

2.0 REGULATION BOWLING LANE CERTIFICATE

- 2.1 a) Applications for Regulation Bowling Lane Certificates (hereafter called Lane Certificate) will be made on the form supplied by TBA and shall be adhered to in every respect.
- b) Lane certification will be valid for the following periods:
- i) centres holding or conducting International, National, Ranked or State events, annually.
 - ii) centres not holding any of the events listed in (i) above, two yearly.
 - iii) any centre certified under ii) above that wishes to host an event listed in i) above must have a current Lane Certification Certificate dated within one year of the event to be hosted.
- c) Inspections for a Lane Certificate will be carried out by persons who have been Licensed and approved by TBA and nominated by the Registered Centre or its Licensed Association. They will measure and inspect the lanes on which approved leagues and/or tournaments may be scheduled. The completed application form will be forwarded to TBA with recommendations and if all specifications of TBA have been complied with, a Lane Certificate will be issued.
- d) TBA reserve the right to have any Centre issued with a current Lane Certificate re-checked. TBA will pay any inspector costs associated with such inspection, providing the costs are agreed to by the CEO prior to the inspection being made.
- e) Inspection for certification may be made ninety (90) days prior to the beginning of the period for which such certification is to apply.
- f) A new installation completed and/or opened and issued a TBA Lane Certificate on or after 1 July will be issued a renewal certificate for the period applicable commencing the following 1 January, without application or inspection.
- g) When any resurfacing or alteration of the lanes takes place, any current Lane Certificate will lapse and the centre must be re-inspected before a new application can be made for a Lane Certificate.
- h) Any charge for inspections made for a Lane Certificate is subject to negotiation between the person or persons doing the testing and the bowling centre. The maximum charge is set at \$25.00 per lane.
- i) Any other Lane Certificate costs associated with travel, equipment hire, etc is subject to negotiation between the person or persons doing the testing and the bowling centre.
- j) Lane Certificates will remain in effect until their expiry date.

- k) When TBA issues a Lane Certificate to a centre it will be displayed in the centre and will be a prima-facia evidence that:
 - i) The equipment including the bowling pins, provided for approved leagues and tournaments meet all TBA requirements.
 - ii) All equipment, including the bowling pins, pin setting equipment & lanes provided for approved leagues and tournaments will be maintained and serviced to meet TBA requirements throughout the life of the certificate.
 - iii) TBA may inspect equipment used in approved leagues or tournament play at any time during the life of the certificate to determine whether such equipment continues to meet TBA specification.
- l) In the event that a current Lane Certificate is not held by a centre and an application for an extension has not been applied for from TBA, no tournament or High Score Awards will be recognised by TBA.
- m) Complaints of failure to maintain the bowling pins, pin setting equipment & lanes in accordance with the foregoing will be filed with TBA, who will notify the centre of the complaint and afford such centre an opportunity to refute the charge. If in the judgment of TBA, the condition exists and the centre fails to rectify the condition complained of, TBA may cancel the Lane Certificate forthwith specifying the reasons such cancellation. The cancellation will remain in force until the matters complained of have been rectified, inspected and approved whereupon a new certificate will be issued for the remaining unexpired portion of the current year.

3.0 LANE ACCREDITATION PROCEDURE

3.1 A person licensed by TBA to carry out testing on installed bowling equipment shall proceed as follows if asked to measure and inspect a bowling centre for a Lane Certificate.

- a) Liaise with the centre to select a suitable date and time.
- b) Negotiate an agreed price for the work, including any costs associated with hire, travel, etc.
- c) Carry out the inspection.
- d) If all specifications are met:
 - i) Submit your account for the agreed amount for the work performed.
 - ii) Upon receipt of payment, forward all completed certification documentation to TBA and issue an Interim Lane Certificate to the centre.
 - iii) TBA will record the information and issue an official Regulation Bowling Lane Certificate.
- e) If all specification were not met:
 - i) Document the area or areas requiring attention and issue the centre with a copy of that document.
 - ii) Advise TBA that the inspection has been carried out and that some areas require attention.
 - iii) Liaise with the centre to ascertain the length of time any repairs will take.
 - iv) If the previously issued Lane Certificate has expired or will expire prior to any remedial work being done or before any subsequent inspection takes place, lodge an application for an extension with TBA, listing the reason or reasons for the request and the period of time the extension is required.
- f) When the centre advises that the required work has been done:

- i) Liaise with the centre to select a suitable date and time.
 - ii) Negotiate an agreed price for the work, including any costs associated with hire, travel, etc.
 - iii) Carry out the inspection.
 - iv) if all specifications are met, submit your account for the agreed amount for the inspection.
 - v) Upon receipt of payment, forward all completed certification documentation to TBA and issue an Interim Lane Certificate to the centre.
 - vi) TBA will record the information and issue an official Regulation Bowling Lane Certificate.
- g) No Lane Certificate documentation apart from lane status advice and extension applications are to be sent to TBA prior to the full agreed payment being received from the centre.
- h) The maximum extension that can be applied for is sixty (60) days. Any periods of grace required by a centre after the completion of a sixty (60) day extension will be at the sole discretion of the TBA CEO.

END