

MOUNT WAVERLEY BOWLING CLUB INC.

BY-LAWS



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1 PREAMBLE

1.1 Authority for these By-laws

These By-laws of the Mount Waverley Bowling Club Inc. have been established in accord with Rule 87 of the Constitution. Under section 46 of the **Associations Incorporation Reform Act 2012** the rules in the Constitution are taken to constitute the terms of a contract between the Club & its members.

1.2 Interpretation and Definitions

The definitions as indicated in Rule 4 of the Constitution or elsewhere in the Constitution shall equally apply in these By-laws.

For the purposes of further clarity in these By-laws the following applies:

“Full Bowling” means a natural person recognised by the Club as a member under rule 15(1)(a) from time to time and for whom, which then entitles that member to play in events controlled by Bowls Victoria, Bowls Australia, or associated bodies.

“**Business Day**” means a day other than a Saturday, a Sunday or a public holiday or half-holiday appointed under the **Public Holidays Act 1993**.

“**Club**” means the Mount Waverley Bowling Club.

“**Financial Member**” means a member whose subscription has been paid to the 31st May next.

“**Full Bowling Subscription**” means the total subscription payable each year by an Affiliated Member incorporating all components (excluding locker fees) and as authorised by rule 13(1)(a) of the Constitution.

“**Greens Director**” shall be the person appointed by the Committee of Management for the management of the Club Greens, and who has sole responsibility for the control of the greens always save for being responsible to the Committee of Management .

“**Laws**” means the handbook “Laws of the Sport of Bowls”

” **Rule**” means a Rule under the Club’s Constitution.

2 MEMBERSHIP

2.1 APPLICATION FOR MEMBERSHIP

All completed Membership Nomination Forms will be received by the Club Secretary who will arrange for processing in accord with rule 10, 11 & 12. The Club Secretary will submit the Application to the Committee of Management for consideration. In the event of urgency, the Executive of the Committee of Management may approve the application under powers set out in rule 43(3).

2.1.1 PRIVACY POLICY

Refer to the attached Annexure No 1 at the end of this document for the Club Privacy Policy.

2.1.2 Child Safe Policy

Refer to the attached Annexure No 2 at the end of this document for the Club Privacy Policy.

2.1.3 Standards of Behaviour

Refer to the attached Annexure No 3 at the end of this document for the Club Privacy Policy.

2.1.4 Smoking Policy

Refer to the attached Annexure No 4 at the end of this document for the Club Privacy Policy.

2.2 LIFE MEMBER

As empowered in rule 5 the Committee of Management has approved that Life Members are relieved of payment of the annual fees to the Club.

Refer to the attached Annexure No 5 at the end of this document re eligibility, conditions & the procedure for nomination for Life Membership of the Club.

2.3 RESTRICTED MEMBER

Restricted Members are eligible to transfer to full membership at the commencement of the next bowling season if they have advised the Secretary, in writing, of their wish in this regard.

The maximum number of Restricted Members in the Club shall be determined from time to time by the Committee of Management.

2.4 JUNIOR MEMBER

The maximum number of Junior Members in the Club shall be determined from time to time by the Committee of Management.

Junior Members shall be under the age of 18 years but no less than the age of 9 years. They shall not be entitled to purchase or consume liquor on the Club's licensed premises.

2.5 NON-PLAYING MEMBER

On the approval of the Committee of Management they may hold office on any of the Committees established by the Committee of Management.

They cannot take part in bowling on the greens unless they are signed in as a visitor from an affiliated bowling club or approved by a Member of the Committee of Management.

2.6 INDOOR BOWLING MEMBER

Indoor Bowling Members cannot take part in bowling on the greens unless they are signed in as a visitor from an affiliated bowling club or approved by a Member of the Committee of Management.

The Committee of Management shall determine the number of Indoor Bowling Members.

2.7 NIGHT BOWLING MEMBER

Night Bowling Members may play Night Bowling bowls upon the Club's greens and play in Night Bowling Pennant for the Club at such times as the Committee of Management approves.

Night Bowling Members cannot take part in bowling on the greens at any time when the greens are not being used for Night Bowling bowls unless they are signed in as a visitor from a bowling club or approved by a Member of the Committee of Management.

The Committee of Management shall determine the number of Night Bowling Members.

2.8 HONORARY MEMBER

(a) Any Player or Official affiliated with Bowls Australia or Bowls Victoria who visits the Club for competing in organised games are classified as Honorary Members of the Club for the duration of their visit.

(b) A member of any Bowling Club whose green is distant more than 25 kilometres from the Club premises may, upon introduction by a member of the Club or application to the Secretary, be elected by any two (2) members of the Committee of Management & this decision is to be advised to the next Committee of Management meeting. They shall be an Honorary Member for a period not exceeding one (1) month, without payment of any subscription. The Committee of Management shall have power to extend the period for a further fourteen consecutive days, if so desired, on conditions to be determined by the Committee of Management.

(c) The name and address of each Honorary Member, together with the name of the introducing member shall be entered in the Honorary Members' Register to be kept for that purpose by the Secretary. The introducing member shall be responsible for the person introduced by them.

(d) The Committee of Management shall have power to withdraw any or all privileges from Honorary Members and Honorary Members are not entitled to take part in any Annual or Special General Meeting. They shall not have any right, title, or interest in or to any of the property of the Club.

(e) No person shall be allowed to become an Honorary Member of the Club or be relieved of the payment of a regular subscription except those possessing the qualifications defined in this By-law.

2.9 FIRST YEAR BOWLING MEMBER

A First-Year Bowler is a person taking up the sport of bowls for the first time.

2.10 EXISTING TRANSFEREE BOWLING MEMBER

An existing bowler transferring from another Club.

2.11 LONG TERM SENIOR MEMBER, LEAVE OF ABSENCE MEMBER & TEMPORARY MEMBER

These members are defined in the Constitution.

3 NOMINATION AND ELECTION OF MEMBERS

The payment of monies due or using the Club's property shall imply a member's acquiescence to the By-laws of the Club.

Any person whose application for membership is rejected or whose election is voided shall not again be nominated for a period of at least six (6) months from the date of the rejection or voidance of election.

4 RENEWAL OF MEMBERSHIP

In accord with Rule 13 the Committee of Management will issue an Invoice for the payment of the annual fees to each member (except life members). On payment of the amount due, membership of the Club shall be renewed, and the member will be a financial member to the next 31st May.

Life members will be relieved of the payment of any annual fees but shall contribute and pay for any other amount due and payable by members for use of the club or its facilities.

5 FEES

5.1 The Annual Subscription shall not be less than an amount approved by the Director of Liquor Licensing for any class of Member, should that person so direct.

5.2 Subject to 5.1 event fees, green fees and annual playing fees shall be fixed by the Committee of Management from time to time.

5.3 The annual subscription for members other than Life Members shall be as follows: -

- (a)** Restricted Members – not less than 66% of the full membership subscription.
- (b)** Junior Members - not less than 20% of the full membership subscription or at the discretion of the Committee of Management.
- (c)** Non-Playing Members - not less than 10% of the full membership subscription.
- (d)** Indoor Bowling Members - not less than 15% of the full membership subscription.
- (e)** Night Bowling Members -
 - (i)** External Night Bowling Member - not less than 25% of the full membership subscription.
 - (ii)** Night Bowling Member- not less than 35% of the full membership subscription.
- (f)** First Year Bowling Member - not less than 35% of the full membership subscription or at the discretion of the Committee of Management.
- (g)** Existing Transferee Bowlers from another Club – in their first year of membership, not less than 35% of the full membership subscription or at the discretion of the Committee of Management.
- (h)** Leave of Absence Member – not less than ten (10) dollars per annum.
- (I)** Long Term Senior Members shall pay an annual subscription of not less than 60% of the full membership subscription.

5.4 A voting member in extreme financial difficulty may receive consideration for assistance with payment of the annual subscription, by personally contacting either the Secretary, Treasurer, Vice-President, or President of the Committee of Management. The Executive of the Committee of Management will decide on any such request for consideration of assistance. Such approach and decision will be kept in strict confidence.

5.5 Subscriptions to the next 31st May shall be due and payable in advance prior to 30 June in each year. The Secretary shall give notice in writing to each member when the annual subscription and any other monies required to be paid annually become due. The Committee of Management will determine any pro-rata rates for those persons who join the Club during the year.

5.6 If any member fails to pay the annual subscription and any other monies required to be paid annually before 1st August in any year they shall cease, at the discretion of the Committee of Management, to be a member of the Club. Any member whose membership is forfeited may be re-elected only in accordance with these By-laws and Rules 10 11 & 12.

5.7 Any member transferring to another class of membership shall pay on a pro-rata basis for that year the difference between the annual subscriptions for the respective membership class, where higher fees are applicable.

5.8 The Committee of Management is empowered to prevent any member whose subscription is in arrears from exercising the whole or any of the privileges of the Club.

5.9 After the payment of the current subscription and fees if a member dies on or before 30th September of that year all monies paid will be refunded if requested to the estate of the deceased.

6 NOMINATION AND ELECTION OF COMMITTEE OF MANAGEMENT MEMBERS

6.1 For conducting the annual election, where there are more candidates than vacancies, the election shall be by secret ballot. If a ballot is necessary the Committee of Management shall immediately appoint a Returning Officer, a Deputy Returning Officer and at least two (2) Scrutineers, none of whom shall be a candidate for election and the conducting of the ballots shall be their responsibility.

6.2 Where ballots are necessary, such ballots shall close not less than 2 business days nor more than 4 business days before the time fixed for the commencement of the Annual General Meeting. Voting in the elections will be carried out by those members who are referred to in Rule 15.1 (Constitution) attending the Clubhouse personally for casting their votes on a day and during hours fixed by the Committee of Management. If any voting member prefers, they may apply to the Secretary for Postal Ballot Papers which shall be available 14 days before the date of the Annual General Meeting. All postal ballot papers received after the closing of the ballot shall be void. Proxy voting shall not be permitted.

6.3 The names of the candidates for election to an office shall be recorded on the ballot paper in such sequence as drawn by lot conducted by the Returning Officer.

6.4 The method of voting for all offices shall be by recording against each name the numerical sequence of preference of all candidates. The election shall be determined by the counting of votes on the preferential basis according to the number of positions to be filled.

6.5 If two or more candidates for any office vacancy receive an equal number of votes, the result shall be determined by lot conducted by the Returning Officer or if unavailable the Deputy Returning Officer, in the presence of the Scrutineers.

6.6 The Returning Officer shall pass to the Secretary in a sealed envelope the result of ballots so held.

6.7 In the event of an insufficient number of candidates being nominated for any office, the vacancies remaining may be filled in accord with Rule 60 (Constitution).

6.8 The Chairperson shall at the Annual General Meeting open the sealed envelope and announce the results of the Elections for the Committee of Management Members for the next year.

6.9 In accord with Schedule 1 of the *Liquor Control Reform Act 1998*, item (g) (IV) A and B, not less than two weeks may elapse between the date of nomination and the date of election and the names and addresses of the nominees shall appear on the Notice Board.

7 LAWS RULES & BY LAWS

Except when specifically stated otherwise, the Laws, Rules and By-Laws of the game of Bowls, as adopted from time to time by Bowls Victoria, Southern Districts Night Bowling Bowls Competition (S.D.E.L.B.C.), Australian Indoor Bias Bowls Association and the Eastern Suburbs Indoor Biased Bowls Association (E.S.I.B.B.A.) shall apply to all games played under the control of the Club. Failure to observe any such Laws, Rules & By-Laws will render the offending player liable to the prescribed penalty as detailed in the Laws, Rules & By-laws.

8 CLUB COMMITTEES

The Committee of Management, in accord with Rule 43(4) (b), may establish sub-committees as appropriate and the following Committees as necessary are established for the efficient running of the Club. The Committee of Management will also approve a Person for each Committee who will be responsible for its operation and for liaison with the responsible Member of the Committee of Management.

Each Committee which has any responsibility for cash, shall maintain books of account as approved by the Treasurer of the Committee of Management. Each Committee shall keep proper Minutes of its meetings.

The following Committees are to be established:

(a) MIDWEEK SECTION

The Committee is responsible for the administration of bowling matters relative to nominated areas within the Club & for “off the green” activities associated with Mid-Week Pennant. “On the green” responsibility rests with the aligned selectors & the Clubs coaches.

(b) SATURDAY SECTION

The Committee is responsible for the administration of bowling matters relative to nominated areas within the Club & for “off the green” activities associated with Saturday Pennant & Wednesday bowls. “On the green” responsibility rests with the aligned selectors & the Clubs coaches.

(c) NIGHT BOWLING SECTION

The Committee is responsible for the administration of bowling matters relative to nominated areas within the Club & for “off the green” activities associated with the Night Bowling section. “On the green” responsibility rests with the aligned selectors & the Clubs coaches. The activities of this Section shall be managed in accordance with the conditions imposed on the Club by the Planning permit issued by the City of Monash.

(d) INDOOR BOWLING SECTION

The Committee is responsible for the administration of bowling matters relative to nominated areas within the Club & for “off the green” activities associated with Indoor Pennant. “On the green” responsibility rests with the aligned selectors & the Clubs coaches.

(e) BOWLS TOURNAMENTS

The Committees will organise and run each approved tournament. Such Committees would include major events and tournaments as approved by the Committee of Management.

(f) WINTER BOWLS

This Committee will run the game of bowls on selected days over the Winter Period from April 26th to August 30th each year.

(g) BOWLS DEVELOPMENT

The Committee will develop & initiate recruitment strategies to increase bowling members within the Club. It shall ensure that each member understands the Laws of the Sport of Bowls & the etiquette governing its conduct.

(h) GREENS COMMITTEE

The Committee shall carry out such duties as requested by the Greens Director. The Greens Director shall be appointed by the Committee of Management and shall have sole responsibility for the management of the greens.

(i) BAR COMMITTEE

The Committee of Management will appoint from the Members a Licensee approved by the Liquor Control Commission who is also to be the Chairperson of the Bar Committee, and approve a Committee of Members including at least one (1) Member of the Committee of Management.

It shall handle all monies received and all monies to be paid in accordance with the requirements of the Treasurer of the Committee of Management as set out in Rule 51. It shall operate in accord with Rules 78 and 79 and be subject in all matters to the Committee of Management.

(j) SOCIAL COMMITTEE

The Committee shall organise and manage the social events for members of the Club. It shall handle all monies received and all monies to be paid in accordance with the requirements of the Treasurer of the Committee of Management as set out in Rules 72 to 77.

(k) HOUSE AND MAINTENANCE

The Committee will organise and manage all the affairs required for the proper maintenance and repair of the club facilities. Members may not remove any property belonging to the Club without having obtained prior permission from the Chairperson of the House and Maintenance Committee or a Member of the Committee of Management.

(l) GARDEN AND SURROUNDS

The Committee will organise and manage the gardens and surrounds of the Club to a high standard commensurate with the continuing support of interested members of the club supporting this work.

(m) PROJECT COMMITTEE

The Committee of Management may appoint as required an individual to oversee and coordinate the undertaking of special projects and tasks.

(n) SOUND SYSTEM

This Committee will maintain and operate the sound system of the Club.

(o) CATERING COMMITTEE

This Committee will manage and arrange the acquisition and management of the purchase of foodstuffs for the Club.

(p) WINTER ACTIVITIES

This Committee will manage and arrange a program of activities over the winter months for members of the Club.

(q) FLORAL COMMITTEE

This Committee will manage and prepare suitable floral arrangements as required by the Club.

(r) KITCHEN COMMITTEE

This Committee will manage and operate the kitchen facilities of the Club and ensure it is maintained in accord with the requirements established by the City of Monash.

(s) TABLE CLOTH COMMITTEE

This Committee will manage and oversee the table clothes and related items for the Club.

(t) SECURITY AND KEYS

This Committee will manage and oversee the security arrangements for the club. It will manage and issue keys and maintain a register of keys issued as set out in By-law 18.4. It will ensure keys are returned from departing members.

(u) COACHING

This Committee will develop the bowling skills of the members of the Club & communicate closely with the selectors.

(v) SELECTION COMMITTEES

These committees will operate in accordance with By-law 11.

(W) WEDNESDAY BOWLS

This committee will manage Wednesday bowling activities.

(X) CORPORATE & BARE FOOT BOWLS

This committee will manage & coordinate all corporate & bare foot bowls activities. Should the services of a contract caterer be engaged for corporate functions, that contractor will report to the Co-ordinator of Corporate & Barefoot Bowls.

8.1 SUB-COMMITTEES

Any Section or Tournament Committee or joint meeting of such Committees may appoint Sub-Committees to conduct specific bowling activities (e.g. Monday Bowls, Social Committee Bowls where involved, Tournaments etc.) as is deemed necessary.

8.2 CO-ORDINATION OF BOWLING ACTIVITIES

(a) Each Section Committee and the Winter Bowls Committee shall before the commencement of each bowling season form a sub-committee of the respective members, the Greens Director, and Chairperson House & Maintenance Committee or their delegates, and when co-ordinated, prepare a schedule of all bowling fixtures for the season. The schedule shall be submitted to the Secretary of the Committee of Management for agreement prior to presentation to the Committee of Management for final approval.

(b) The Winter Bowls Committee shall not less than 30 days before the end of its term of office each year, and after consultation with other committees, prepare and submit to the Committee of Management, a recommended bowls schedule of their respective fixtures for the following season.

8.3 BOWLING RESPONSIBILITIES

8.3.1 Tuesday, Saturday & Night Bowling Section Committees in liaison with the Greens Director will:

- (a)** Arrange rinks at home or at another Club, if necessary, for non-pennant players on pennant days.
- (b)** Provide for Club social games when practicable and to stipulate the conditions under which they shall be played.
- (c)** Arrange a programme of matches with other Clubs and to deal with any matters which come within the scope of managing matches other than pennant or pennant practice matches.
- (d)** Arrange for entries of Club members to be submitted in respect of Bowls Australia, Bowls Victoria and SDELBC and other tournaments by due dates.
- (e)** Ensure for each day/night of play, the appropriate Section Committee that the flags are raised and all mats, jacks, score boards, umpiring equipment etc. are in place and lights turned on ready for play.
- (f)** Ensure at the conclusion of play unless otherwise provided for that all of the above are returned to their correct locations and lights extinguished and recorded.

8.3.2 Indoor Bowling Committee

(a) Arrange social games when pennant is not being played, and to stipulate conditions under which such games are played.

- (b) Arrange a programme of matches with other clubs and to deal with any matters which come within the scope of managing non-pennant matches.
- (c) Arrange and fix dates for all rounds of Club competitions under their control.
- (d) Allocate mats for Club competitions.
- (e) Arrange for entries of Club members to be submitted in respect of Australian Indoor Bias Bowls Association/Eastern Suburbs Indoor Bias Bowls Association and other tournaments by due dates.
- (f) Ensure the security arrangements for the Clubrooms are complied with on completion of play on any day.
- (g) Ensure all lights, gas heaters, taps, etc. are checked and turned off before closing the premises.
- (h) Ensure the Clubrooms are left in a clean and tidy condition after use.
- (i) Ensure the requirements of the Liquor Commission are met where appropriate.
- (j) Ensure the mats are swept before and after use.
- (k) Ensure plastic sheeting is placed over the mats left on the floor between games.
- (l) Ensure mats when rolled are stored on the stands provided in the storeroom.
- (m) Ensure mats are moth proofed before being rolled and stored in their cloth covers at the end of each season.

8.3.3 The Winter Bowling Committee in liaison with the Greens Director will:

- (a) Arrange rinks for mixed bowls played over the winter period.
- (b) Stipulate the conditions under which Winter Mixed Bowls games shall be played.
- (c) Arrange a programme of mixed bowls events during the winter period.
- (d) Ensure a enough supply of score cards and any other requisites essential to the conducting of the game of bowls.
- (e) Make appropriate arrangements for the provision of trophies where applicable.
- (f) Liaise where appropriate with the Catering and Bar Committees.
- (g) Liaise where appropriate with the Greens Director or Deputy Greens Director.
- (h) Prepare for each meeting of the Committee of Management a report on the Winter Bowls Committee's activities including details of any official correspondence entered.
- (i) Ensure for each day of play that the flags are raised and all mats jacks score boards umpiring equipment etc. are in place ready for play.
- (j) Ensure after play unless otherwise provided for that all the above equipment is returned to their correct locations.

9 DEATH OF A PLAYER

9.1 If a player should die during any organized Club game or at practice, all play will be immediately abandoned.

9.2 For all other play The Laws of the Sport of Bowls & the conditions of play stipulated by the Controlling body will apply.

10 USE OF GREENS BY NON-BOWLERS

10.1 Non-bowlers may use the greens in order that they may ascertain their attitude to the game of bowls in the following circumstances:

- (a) At special open days for non-bowlers organised by the Committee of Management or one of the bowling committees.
- (b) At any time when a possible new member is being supervised by a coach.
- (c) At any time when a possible new member is being supervised by any Club Member providing the visit has been authorised by a Committee person of the Committee of Management or Bowling Committee who may specify special conditions – e.g. only on the Synthetic Green or use of protective mats etc.
- (d) At any time where an authorised Corporate Event or Barefoot bowls is being held.
- (e) At any time approved by the Executive of the Committee of Management.

10.2 Bowlers wishing to use the facilities of the Club e.g. the Bar, after practice must be signed into the Visitors Book in accordance with Rule 79.3 of the Constitution.

11 SELECTORS, IDENTIFICATION ELECTION & DUTIES

11.1 It is intended that Selectors are closely aligned with the Pennant sides of the Club. The number of selectors for a Section is restricted to the following:

Mid-Week Pennant - 4 Selectors. Application for appointment is restricted to members referred to in Rule 15(1).

Saturday Pennant - 5 Selectors. Application for appointment is restricted to members referred to in Rule 15(1).

Night Bowling Pennant - 3 Selectors. Application for appointment is restricted to members referred to in Rule 15(1) and Night Bowling members.

Indoor Pennant - 3 Selectors. Application for appointment is restricted to members referred to in Rule 15(1) and Indoor Bowling members.

The Selectors term of office shall be for one year but such does not prohibit a member applying for appointment in successive years.

11.2 Once the Committee of Management determine the date of the Annual General Meeting the Secretary shall at least 28 business days before that date, display in the Club premises a call for applications on a prescribed form for Selectors of each Section of the Club. Following the Annual General Meeting the Committee of Management will consider the applications received and decide on the appointments of Selectors for each Section by the 31st May in each relevant year. Announcements of appointments will be made by the 31st May in each relevant year.

11.3 For considering the applications the Committee of Management or a subcommittee constituted for the purpose may conduct interviews with each applicant to assist in the decision relating to any appointment. Any applicant can request an interview before the Committee of Management or the constituted sub-committee. Any such subcommittee would supply the Committee of Management with information as to the suitability of the applicant for the position of selector.

11.4 The selectors shall deal with selection of players for Mid-Week Saturday Night Bowling and Indoor Bowls and shall:

- a) Appoint a person to act as Chairman of Selectors.

b) Provide and publish a list of criteria including the process to use for player evaluation which will assist in the selection of players.

c) Provide an avenue for players to discuss a legitimate grievance in respect of selection or non-selection for pennant play.

11.5 Grade all players in Club Competition where required.

11.6 Nominate when needed any players required for official Bowls Victoria or Regional trials.

11.7 The Selectors in consultation with the Greens Director shall allocate rinks on which pennant matches and social bowls will be played on all pennant days and practice days.

11.8 The selectors shall appoint for each day of pennant the official umpires for the day. Where an umpire is not available a measurer must be appointed. Advice of the appointment is to be provided to the Chair of the Umpires sub-committee for re-accreditation purposes.

11.9 Selected Sides

Mid-Week Pennant

The Chair or duly authorised representative shall post on a notice board no later than Thursday of each week when pennant matches are scheduled, the names and positions of members chosen to represent the Club in matches to be played on the following Tuesday or Thursday and the names of the respective Team Managers as well as nominating the Duty Side. When Pennant matches are scheduled on a Thursday, selection of Teams for the following Tuesday shall be posted on the notice board as soon as practicable after completion of play.

Saturday Pennant

The Chair or duly authorised representative shall post on a notice board not later than Tuesday morning of each week when pennant matches are scheduled, the names and positions of members chosen to represent the Club in matches to be held on the following Saturday and the names of the respective Team Managers as well as nominating the duty side. In respect to Side 1 the Performance Manager where appointed shall liaise with the Selectors prior to the Performance Manager making the final decision on selection.

Night Bowling

The Chair or duly authorised representative shall post on a notice board not later than Thursday night of each week when pennant matches are scheduled the names and positions of members chosen to represent the Club in matches to be held on the following Tuesday and the names of the respective Team Managers as well as nominating the Duty Side.

Indoor Bowls

The Chair or duly authorised representative shall post on a notice board not later than Thursday night of each week when pennant matches are scheduled, the names and positions of members chosen to represent the Club in matches to be held and the names of the respective Team Managers.

12. PENNANT

12.1 TEAM MANAGERS

12.1.1 The selectors shall appoint one of the members of each side to carry out the duties of Team Manager. If available a non-playing member of the Club may be appointed. In all post-sectional and final matches a non-playing manager can be appointed.

12.1.2 Duties of each Team Manager:

(a) Prepare score cards for each rink in the team.

(b) Ensure that all members of the team are in attendance on the day of play at the time fixed for the commencement of play.

(c) Work in collaboration with the opposing club's Team Manager in drawing for rinks, recording the details of opposing players on score cards, tossing to decide the player of the first end and at the close of play to determine the official result of the match. This task to be performed in the presence of both Team Managers in accordance with the Laws of the Sport of Bowls.

(d) Ensure that the requirements of the Liquor Control Commission are met where appropriate by duly inserting in the Honorary Members Register details of visiting players.

(e) Provide copies of result sheets as required by the Club's Press Correspondent.

(f) Distribute to members notices or communications from committees or sub-committees.

(g) In the event of inclement weather the Team Manager will act in accordance with Rule 10E of Bowls Victoria Rules for Competition in Victoria.

(h) Each of the Club's Team Managers will lodge the official Result Sheets with the senior Team Manager when playing "at home".

(i) It is the responsibility of the **senior** Team Manager playing "at home" to lodge & post all official results as may be required by Bowls Victoria, Night Bowling, or Indoor Bowls Associations.

12.2 ALTERATION TO PENNANT TEAMS

A Team Manager or a skipper shall not have authority to alter the constitution of a team without the approval of a member of the Selection Committee, or as provided for in the Laws of the Sport of Bowls or The Conditions of Play.

12.3 ELIGIBILITY TO PLAY IN PENNANT TEAMS

Each year a form shall be available to each Member for ascertaining their willingness or otherwise to play in pennant matches, if selected, and wherever placed.

12.4 DUTY TEAMS

12.4.1 Mid-Week Pennant

For each day of pennant, one rink from each team playing at home will be nominated by the section committee to prepare morning tea for the visitors and prepare tables for lunch. After play, the Section Committee is to arrange:

(a) Taking down all flags.

(b) Returning all mats, jacks, bowls rakes and wind directors to their correct storage places and locking them. Remove the club and visitor name plates and return to office, dismantle, and return main score boards to their boxes.

(c) Placing all Umpires' equipment in the Bowling Secretary's office.

(d) Winding in of sun canopies on Club House and around the greens.

(e) Turning off the power to water coolers, and returning the drink sleeves to the Office. Empty used cups into the bin.

12.4.2 Saturday Pennant

For each day of pennant play one team from those playing at home will be nominated by the Selectors as the Duty Team. After play, their duties include:

(a) Taking down all flags.

(b) Returning all mats, jacks, bowls rakes and wind directors to their correct storage places and locking them. Remove the club and visitor name plates and return to office, dismantle and return main score boards to their boxes.

(c) Placing all Umpires' equipment in the Bowling Secretary's office.

(d) Winding in of sun canopies on Club House and around the greens.

(e) Turning off the power to water coolers, and returning the drink sleeves to the Office. Empty used cups into the bin.

12.4.3 Night Bowling Pennant

For each night of pennant play one team from those playing at home will be nominated by the Selectors as the Duty Team. After play, their duties include:

(a) Taking down all flags.

(b) Returning all mats, jacks, bowls rakes and wind directors to their correct storage places and locking them. Remove the club and visitor name plates and return to office, dismantle, and return main score boards to their boxes.

(c) Placing all Umpires' equipment in the Bowling Secretary's office.

(d) Winding in of sun canopies on Club House

(e) Turning off the power to water coolers and returning the drink sleeves to the Office. Empty used cups into the bin.

(f) In conformity with the Planning Permit turning off the lights and signing the record sheets and ensuring compliance with the use of amplifiers shall be the responsibility of the team manager of the senior home side.

12.5 DUTY GREENS COMMITTEE PERSON

The Greens Director shall appoint each day a member of the Greens Committee to act as required under the Rules for Competition and the Laws of the Sport of Bowls.

12.6 SENIOR UMPIRE

The Selection Committee shall nominate the Senior Umpire for the day to act as required under the Rules for Competition and the Laws of the Sport of Bowls.

13 CLUB COMPETITIONS

13.1 GRADING AND HANDICAPPING OF PLAYERS

The grading and handicapping of players in Club competitions shall always be determined by the appropriate Selection Committee. All Club Singles, Pairs and Fours Championship Events are to be open and not handicapped.

13.2 PROCEDURE FOR CLUB COMPETITIONS

13.2.1 In all singles competitions for trophies, the duration of the events shall be twenty- five (25) shots unless otherwise stipulated by the Tournament committee.

13.2.2 Substitutes

A substitute is allowed in Club Pairs, Triples or Fours matches in accordance with the official rules for substitutes as set out in the Bowls Victoria Rules for Competition, with the proviso that a substitute in a match will not be allowed for a player who has elected to play bowls at another venue on the same day as the match in question.

13.2.3 Scheduled Days of Play

Club competitions will be played on dates as scheduled in the Members Diary when two rounds may be played on the same day.

In other circumstances Club competitions may be played before the date specified, by agreement between the participants. Where however the participants cannot agree on a date for the match, it will be scheduled on the date specified and any defaulting player or players who cannot play on that day will forfeit the match.

The only exception to the foregoing proviso is where the player is required on the same day to be a participant or an official in a Bowls Australia, Bowls Victoria (including a Region) event or selection trial and in such case, protection to the player will be granted. Under such circumstances either an eligible substitute will be allowed if the player so requests OR the Club match date will be re-arranged by the Tournament Director but such amended date MUST NOT be such as to delay the completion of the following round of the event concerned by the scheduled date.

13.2.4 Inclement Weather

If a match is cancelled due to inclement weather the Tournament Director will set an amended date for the match/es, but such amended date if practicable should not be such as to delay the completion of the following round by the scheduled date.

13.2.5 In the Event of any Disputation over the interpretation of this sub-section the Tournament Director decision will be final.

13.3 HANDICAP EVENTS

Bowls Victoria Rules for Competition governing Association Championships and other competitions shall apply.

13.4 PREPARATION OF GREENS

For the finals of all Club competitions the Greens Director will prepare suitable rinks and play will be north south. At all other times, direction of play will be at Green Director's discretion, and will be indicated on the greens board on the front of the Clubhouse.

13.5 MARKERS

In all singles events the player whose name appears first shall be responsible for the arranging of a suitable marker. After the first round and in all subsequent rounds of the event one of the immediate losers shall act as marker.

13.6 APPEALS IN RESPECT OF CLUB GAMES

Any appeal must be lodged in writing with the Tournament Director twenty-four (24) hours from the time play commenced or was due to commence in the particular match about which the appeal is lodged. The appeal stating fully the grounds upon which it is lodged shall be laid before the Tournament Director and the decision shall be binding on the parties to the dispute.

13.7 PRIZES AND TROPHIES FOR CLUB COMPETITIONS

The Committee of Management shall at its discretion provide prizes & trophies for competitions at the Club.

14 AVAILABILITY & TIMES FOR OPENING OF GREENS FOR PLAY

14.1 In the interests of preserving the greens the Greens Director or the Deputy Greens Director or in the absence of both any two members of the Greens Committee or in their absence any two members of the Committee of Management may direct that rinks or greens be closed or playing times varied including the direction of play.

14.2 Availability of greens and rinks is shown on the Indicator Board. The direction of play on the grass greens for Tuesday, Thursday & Saturday shall be North South & on all other days East West unless otherwise determined by the Greens Director or the deputy Greens Director. This must be strictly observed.

The direction of play on the synthetic green will be North South.

14.2.1 Orange Flag. The Orange flag indicates that games or events scheduled for that day have been cancelled. Please refer to the indicator board before any practice commences on the grass or synthetic green.

14.3 On Pennant Days Gala Days and Special Days (programmed events) if a green is available it cannot be used for Club competitions or practice without the consent of the convenor of such programmed events. Such consent shall not be unreasonably withheld. Consent may also be given by the convenor to other players to play on any unoccupied rinks on a green being used for a programmed event, provided at least one rink must be left vacant between bowlers competing in the programmed event and other players. If permission to use the unoccupied rinks(s) has been given the players using such rinks(s) must be dressed in Bowls Uniform.

14.4 Greens will normally be open for play as follows:

SYNTHETIC GREEN

SUMMER & WINTER

The synthetic green may be used at any time for Club matches coaching or practice provided it has not been closed for maintenance or it has not been allocated for organised fixtures and it is business of any surface water.

SUMMER

On Thursdays from 4:00 p.m. onwards and on Saturday mornings till 12.00 noon the Saturday Pennant has priority on the green for Pennant practice.

On Mondays from 3:00 p.m. to 5:00 p.m. and on Fri from 2:00 p.m. to 4:00 p.m., the green will be reserved for Tuesday Pennant practice but may be used for coaching and practice if rinks are available.

GRASS GREENS

Unless otherwise determined by the Greens Director or the Deputy Greens Director the following times of play are as follows:

SUNDAY

9:45 am - Open for organised club games in accordance with the fixtures for club competitions and for organised coaching. If rinks are available practice is allowable.

MONDAY

Greens closed, except for organised coaching or as otherwise determined in the fixture book.

3:00 p.m. to 5:00 p.m. the greens are open to Tuesday Pennant members for pennant practice. All practice East/West through the month of September. Thereafter is North/South.

All other practice on Monday pm i.e. Dedicated coaching, by Club coaches, is to be East/West only.

TUESDAY and THURSDAY

10:00 am to 4:00 p.m. - The Tuesday Pennant members have priority for use of greens other than on Public Holidays.

Thursday 4.00 p.m. onwards –The Saturday Pennant members have priority on greens for Pennant practice.

All social play and practice, apart from Saturday Pennant practice, on a Thursday is to be played East/West. Saturday Pennant practice is to be North/South.

WEDNESDAY

10.00 a.m. onwards - The Saturday Pennant members have priority on the greens for fixtures as per the fixture book.

Practice Club competitions and organised coaching is allowable after the programmed event has been completed or at any time if there is a complete unused green.

FRIDAY

2:00 p.m. to 4:00 p.m. - The use of one green is reserved for Tuesday Pennant Members Pennant practice but may also be used for general practice if rinks are available. After 4.00 p.m., the green is available for general practice and Club events.

2.00 p m - onwards - the second green is available for general practice and Club events.

SATURDAY

Pennant Days Saturday - Pre-Pennant practice for the Saturday pennant members is allowable from 10:15 am to 12.00 noon subject to the green being opened by the Greens Director.

12.00 noon onwards – The greens are reserved for organised play in accordance with the fixtures. Play for social bowlers commences at 1.00pm.

Non-Pennant Days -Tournaments or social play at times as specified in the fixture book.

NIGHT BOWLING BOWLS

On the two (2) week nights when lighting of the green is permitted until 11.15 p.m., the Night Bowling players have priority for use of the greens for Pennant and Social Play from 7.00 pm onwards.

On Pennant nights, rinks are reserved from 7.00 p.m. onward for Pennant and social bowling. Practice may be permitted subject to the agreement of the Greens Director and the agreement of any member of the Night Bowling Committee present.

On the other three (3) week nights and at weekends when lighting on the greens is permitted until 9.00 p.m., practice may be allowable and club or special events may be played, provided the Night Bowling Match Committee receives approval from the Greens Director and/or the Committee of Management.

15 DRESS REGULATIONS ON THE BOWLING GREEN

ASSOCIATION GAMES: Members participating in games organized by or under the auspices of Bowls Australia, Bowls Victoria or S.D.E.L.B.C. shall conform to the regulations for dress as laid down by the applicable Association from time to time.

CLUB COMPETITIONS: Members participating in Club Championships shall conform to the same dress regulations as in By-law 15 above.

OTHER GAMES: Dress in other games shall be as directed by the Committee of Management. For practice, neat and respectable casual dress must be worn. For Corporate bowls & bare-foot bowls sessions, appropriate flat soled shoes must always be worn. Shoes with heels are prohibited to avoid damage to the greens surface. This policy includes the use of the synthetic green.

16 GREENS MANAGEMENT

16.1 Greens Director and Deputy Greens Director

The Committee of Management shall appoint a Greens Director and Deputy Greens Director. The duties of the Greens Director shall include:

- (a) Supervise the care and maintenance of the greens of the club.
- (b) Report to the President & attend Committee of Management meetings as required.
- (c) Direct and supervise the greens employees or contractors in duties relating to the greens and surrounds as delegated by the Committee of Management.

(d) Have the authority to prevent play at any time or to decide on conditions of play when it is considered that the green may be damaged or to close any rink or rinks or if for any reason such action is considered desirable.

(e) Strategy for the dealing with green damage caused by “dumping” bowlers -

1. Have the Greens Director immediately close rinks damaged by dumped deliveries.
2. Send an email and place notice in the Club foyer advising members that the rinks have been closed due to damage attributed to dumped deliveries.
3. The Committee of Management has decided to arrange for the Club’s coaches to hold coaching sessions for members who appear to have delivery problems.
4. Ascertain from the Club’s selectors and coaches the names of members perceived to have dumping delivery issues.
5. Invite those members to a meeting followed by coaching to rectify the problem of delivery.
6. The meeting should not only cover the negatives but also look to the positives relating to the benefits of coaching and resultant improved bowling performance.
7. Committee of Management to ask Green’s director to use mats for those members who are dumping.

Footnote Dumping – bowls technique that inflicts damage to the green.

16.2 Closing of Greens

In accord with By-law 16.1 and the interests of preserving the greens, the Greens Director or the Deputy Greens Director (or in the absence of both of them) any two members of the Greens Committee or in their absence any two members of the Committee of Management may direct that rinks or greens be closed or playing times varied. However if available the Greens Keeper’s prior advice should be sought.

17 SUPPLY OF LIQUOR AND OPERATIONS OF THE BAR

(a) The Committee of Management shall determine the periods during which liquor may be sold or disposed of to a member of the Club for consumption on or off the licensed premises or to a guest of a member for consumption on the licensed premises, provided that those periods are in accordance with the relevant section of the *Liquor Control Reform Act 1998* (as amended). The trading hours for the operation of the bar are set out in the Full Club Licence as displayed in the Club foyer.

(b) Liquor may not be sold or disposed of to an employee of the Club unless such employee is a guest of a member and their name recorded in the Visitors Book within the meaning of Rule 79(3) of the Constitution and as set out in By-law 18.3.

(c) The sale or disposal of liquor during any period shall be under the control of members of the Bar Committee appointed by the Committee of Management.

(d) The Club shall be legally conducted as a Club.

(e) If because of the consumption of alcohol, any person present in the Club should act in an offensive or unruly manner, any member of the Bar Committee or the Committee of Management has the authority to terminate the serving of alcohol to that person. At the sole discretion of that member of the Bar Committee or that member of the Committee of Management, that person may be asked to leave the Club premises. If, after all reasonable actions have been taken, the person refuses to leave the Club premises, that member of the Bar Committee or that member of the Committee of Management is authorised by these By-laws to seek the assistance of the Victoria Police.

(f) No illegal sales of liquor shall take place on or off the Club premises.

(g) The club may with the consent of the Liquor Licensing Commission nominate a person approved by the Commission to be responsible as licensee on behalf of the Club and liable as licensee as set out in By-law 8.2(h).

(h) If the Club does not nominate a person as licensee, the members of the Committee of Management of the Club are severally liable as licensee in terms of the relevant section of the Liquor Control Act 1987 as amended.

18 ADMINISTRATION

18.1 CLUB COLOURS

The colours of the Club shall be Gold and Blue or as the Committee of Management from time to time determines subject to the approval of Bowls Victoria.

18.2 TEMPORARY MEMBERS BOOK and HONORARY MEMBERS REGISTER

18.2.1 A Temporary Members Book will be kept always near the entrance of the Clubhouse. The names of all Temporary Members and the name of members introducing them shall be recorded in this book in accord with Rule 79(3).

18.2.2 An Honorary Members Register will be kept always near the entrance of the Clubhouse and the names of all Honorary Members and the names of the members introducing them shall be recorded in this register.

18.3 DRESS REGULATION CLUBHOUSE

Neat and respectable casual dress shall always be worn.

18.4 KEYS

18.4.1 One member of the Committee of Management or a member it approves will be appointed to supervise and control the issue of all keys and entry codes to the Clubhouse & the green keepers shed. A complete Register will be kept showing the location of each lock and a list of names of key/code holders.

18.4.2 All Members are entitled to have a gate/mat shed key provided at their cost and to be returned without refund if leaving the Club.

18.4.3 All keys/codes issued for the Clubhouse & the green keepers shed must be signed for by the recipient and returned when moving out of office or resigning from the Club.

18.5 SEAL REGISTER

The Club will have a common Seal.

The Secretary of the Committee of Management will maintain a Seal Register in which details of all uses of the Seal shall be recorded. This Register will contain:

- (a)** Numerical listing of each use.
- (b)** Name of Document.
- (c)** Brief reason for use.
- (d)** Names & signatories to the document.
- (e)** Date of actual use as shown on document.
- (f)** Date of confirmation at the meeting of the Committee of Management.

18.6 DONATIONS - MEMORIALS

18.6.1 Donations are welcomed and may be accepted for specified items.

18.6.2 Donations will not be accepted for any new perpetual or memorial trophies unless specifically accepted and approved by the Committee of Management. However, relatives may donate trophies or prizes for an event in the season following the death of a member.

18.6.3 In relation to existing perpetual or memorial trophies or events now being used or held by the Club, these will be retained if considered appropriate by the Committee of Management.

18.7 DEATH OF A CLUB MEMBER

18.7.1 Club Flag

Upon receiving advice of the death of a member the Club Secretary will arrange for the Club Flag to be raised to half-mast and will remain at half-mast till after the funeral service.

18.7.2 Newspaper Notification

The Club Secretary will arrange for the insertion of a Club notice in the Herald-Sun newspaper.

18.8 DELEGATES

18.8.1 The Committee of Management shall nominate from its members, delegates to the Eastern Ranges Bowls Region. The Club delegate shall attend all Region meetings and shall submit reports to the meetings of the Committee of Management.

18.8.2 The Night Bowling section committee will nominate, from members a delegate to represent the Club at the S.D.E.L.B.C. or any association with which the Club may affiliate for Night Bowling Bowls competition. This delegate shall attend meetings of the affiliated competition/association as required and report to the Night Bowling Section Committee.

18.8.3 The Indoor Bowls Committee will nominate from member's delegates as required to represent the Club at meetings of the Eastern Suburbs Indoor Bias Bowls Association.

18.9 HONOUR AND ACHIEVEMENT BOARDS

18.9.1 Honour boards that record the names of the past members appointed to office positions & life members shall be retained at the discretion of the Committee of Management.

18.9.2 Achievement Boards will be kept and record the names of:

- (a) Club Singles Pairs & Fours Champions for the Saturday, Tuesday & Indoor Bowls Sections plus the Mixed Pairs Champions.
- (b) Winners of any Group or State Event in any Section.
- (c) Place Getters to third in any National Event in any Section.
- (d) International Representatives in any Section including an official coach or umpire. However, reference on the honour board to an umpire or coach, shall only occur once & not appear for successive appointments.

18.10 USE OF CLUB PROPERTY

18.10.1 Members are entitled to the use of the Clubhouse for conducting celebrations, wedding reception etc. at a rental approved by the Committee of Management. All such events are to be under the control of the delegated Club members.

18.10.2 The member conducting the celebration is responsible for all care and attention to the Building and Club area and for the cleaning after the event.

18.10.3 The member conducting the celebration is responsible to arrange with the Bar Committee Chairman, suitable Bar Stewards to be in attendance.

18.10.4 All liquor consumed on the premises shall be purchased from the Bar.

18.10.5 The Member is responsible for all costs incurred in obtaining any Liquor Licenses required.

18.11 HEAT POLICY (CLUB IN-HOUSE POLICY)

18.11.1 For Bowls Victoria events, the heat policy as set out by Bowls Victoria from time to time will apply.

18.11.2 For all Club events, except those deemed to be conducted under BV conditions, all players will conform to the Club “in-house” policy set out below.

18.11.3 At any time the temperature exceeds 36 degrees Celsius, play will not commence or will be abandoned. This however does not in any way prevent organisers of any event from making decisions on commencement/abandonment of play where the temperature is 36 degrees or less.

18.11.4 Where the published forecast of the Australian Bureau of Meteorology on the day of play predicts a potential maximum temperature of 38 degrees Celsius or more, any competition scheduled for that day, which involves afternoon play, will be postponed.

18.11.5 For the purposes of determining the temperature, a thermometer placed in the designated position, will be used.

19 CLUB NOTICE BOARD

19.1 The Committee of Management is to ensure that the members have access to a Club noticeboard & a copy of these By-laws.

19.2 A Notice Board shall be kept in a prominent position in the Clubhouse on which shall be exhibited notices of meetings, nominations of new candidates for membership, names of officers and committee members, copies of the Constitution, and By-laws and such other notices or items of information regarding Association or Club competitions or matters of interest to members as the Committee of Management may direct.

19.3 Each member of the Club shall be deemed to have received and not be entitled to receive any further notice of the subject matter of such exhibition, except as to notices of meetings of the Club or as otherwise provided for by these By-laws.

20 ALTERATIONS TO BY-LAWS

These By-laws may be altered from time to time by the Committee of Management. Any such alterations shall be communicated to the members in the Club Newsletter & as otherwise provided in the By-laws clause 19.2.



Annexure Number 1 Mount Waverley Bowling Club Inc Privacy Policy

PRIVACY STATEMENT - FOR THE INFORMATION OF MEMBERS

Mount Waverley Bowling Club Inc. is committed to respecting the privacy of your personal information. We are bound by National Privacy Principles (Privacy Act 1988) that establish how personal information should be handled. These Principles have been embraced by Mount Waverley Bowling Club Inc. as part of our standard operating procedures.

Personal information that comes to Mount Waverley Bowling Club Inc. is dealt with in a uniform manner and the highest regards is taken for maintaining security of that information. We hold relevant information about our members, including date of birth, next of kin, email and phone numbers and addresses.

Mount Waverley Bowling Club Inc. hold personal information for several reasons. The information helps us to process applications for membership, provision of next of kin and the management, governance, and administration of the Club.

Mount Waverley Bowling Club Inc. may from time to time be required to disclose some of this personal information to other organisations. Bowls Victoria and its related bodies, third parties, such as trade suppliers and Club sponsors. Member personal information is disclosed to these organisations and/or parties only in relation to the goods or services we provide to you of for a purpose permitted by this privacy policy. We take such steps as are reasonable to ensure that these organisations and/or parties are aware of the provisions of this privacy policy in relation to your personal information.

We have put in place an effective mechanism and procedure to resolve privacy complaints. We will ensure that all complaints are dealt with in a reasonably appropriate timeframe so that any decision (if any decision is required to be made) is made expeditiously and in a manner, that does not compromise the integrity or quality of any such decision.

If you have any concerns or complaints about the way we have collected, used or disclosed and stored your personal information, you can tell us by contacting us. Please mark your correspondence to the attention of the Executive Secretary.

To resolve a complaint, we:

- (a) will liaise with you to identify and define the nature and cause of the complaint;
- (b) may request that you provide the details of the complaint in writing;
- (c) will keep you informed of the likely time within which we will respond to your complaint; and
- (d) will inform you of the legislative basis (if any) of our decision in resolving such complaint

We will keep a record of the complaint and any action taken in a privacy register.

Name of Organisation: Mount Waverley Bowling Club Inc.

ABN 96 157 644 599 A0008918F

Address: Car Alive Road & Wad ham Parade,

P.O. Box 2081 Mount Waverley 3149

Telephone: (03) 9807 9506

Facsimile: (03) 9807 2150

Email: info@mwbc.com.au

Website: www.mwbc.com.au



Annexure Number 2

Mount Waverley Bowling Club Inc Child Safe Policy

Approved By: MWBC Committee of Management

Endorsed By: Committee of Management –11 July 2018– COM meeting

Date for Review: November 2020

Purpose:

This policy was written to demonstrate the strong commitment of the management, staff, and volunteers of the Mount Waverley Bowling Club Inc to child safety and to provide an outline of the policies and practices the Club has developed to keep everyone safe from any harm, including abuse.

Commitment to Child Safety:

All children who are a part of the Club have a right to feel and be safe. The welfare of the children in our care will always be our priority and the Club has a zero tolerance to child abuse. The Club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children.

Application of this Policy:

This policy was developed by the Club and in collaboration with the Committee of Management; Bowls Committee; Staff; Members and Volunteers who use our services.

This policy applies to all individuals involved in our organisation (paid and volunteer) including, but not limited to:

- Administrators
- Coaches
- Officials
- Participants
- Parents
- Spectators.

All the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- understand the indicators and risks of child abuse;
- appropriately act on any concerns raised by children; and
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

Child Abuse:

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are circumstances that the Club is committed to reducing the risk of occurrence.

Children's Rights to Safety and Participation:

The Club encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.

We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

Valuing Diversity:

We value diversity and do not tolerate any discriminatory practices. To achieve this, we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families;
- promote the cultural safety, participation, and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- welcome children with a disability and their families and act to promote their participation; and
- seek appropriate staff from diverse cultural backgrounds.

Recruiting staff and volunteers:

The Club takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Interview and conduct referee checks on all staff and volunteers, where appropriate
- Require police checks and Working with Children Checks for relevant positions.
- Our commitment to Child Safety and our screening requirements are included in all advertisements and as part of the induction process for new staff or volunteers.

Supporting staff and volunteers:

The Club seeks to attract and retain the best staff and volunteers. We provide support and supervision, so people feel valued, respected, and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

The Committee of management have developed a Child Safe Code of Conduct – to be signed off by all members of the following Committees:

- Committee of Management
- Bowls Committee
- All Club Staff
- All Club Coaches
- Staff/Volunteers who manage Social Media sites

Child Safe Code of Conduct and Club Code of Conduct/Standards of Behaviour to be included as part of Membership pack for 2018/19 – information for all Mount Waverley Bowling Club Inc. members.



The Mount Waverley Bowling Club Inc. Code of Conduct and Standards of Behaviour document for all members to be attached to this policy.

Reporting a child safety concern or complaint:

The Club has appointed an OHS Co-Ordinator as Child Safety Person/s with the specific responsibility for responding to any complaints made by staff, volunteers, parents, or children. That person can be contacted via the Secretary of the Committee of Management. Our complaints process is outlined in the Mount Waverley Bowling Club Inc. Manual/Guidelines.

Risk Management:

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures, and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children and/or through physical contact when coaching or managing children. For example, this should be a consideration when:

- physical contact when coaching or managing children.
- adding posts to TBC Social Media sites – e.g.: Instagram; Facebook; Website

Reviewing this policy:

This policy will be reviewed every two years and we undertake to seek views, comments, and suggestions from Committee of Management; Bowls Committee, members, staff, and volunteers involved in the Club.

Annexure Number 3

Mount Waverley Bowling Club Members – Standards of Behaviour

Members of the Mount Waverley Bowling Club Inc will:

- Treat everyone in a considerate, fair, and courteous manner.
- Show respect to all persons regardless of his or her age, gender, race, culture, disability, religion, or sexual orientation.
- Show respect towards each other, the club, employees, visitors, and the wider community.
- Never engage in loud, violent, abusive, offensive, or bullying behaviour.

Mount Waverley Bowling Club – Standards of Behaviour

Purpose

The purpose of this document is to set out the standards of behaviour expected of the Mount Waverley Bowling Club Inc Committee of Management members. In agreeing to be part of the Committee of Management each member must also agree to adhere to these codes.

Committee of Management (COM) members of the Mount Waverley Bowling Club Inc will:

- Be diligent in their role
- Attend COM meetings or forward their apology prior to the meeting
- Treat all people associated with the Club, including members, volunteers, employees, visitors, and other COM members with respect
 - Always consider the welfare of the Club's members above on field success
 - Attend to their fiduciary responsibility and make decisions based on what is best for the Club, not for individual interest or gain
 - Not take advantage, financial or personal, of their position on the COM in any way
 - Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organisation
- Be open to feedback from members and respond appropriately
- Be honest
- Maintain Board confidentiality and treat private information with sensitivity and confidentiality
- Act as a positive role model with respect to good sporting/community behaviour
- Smoke in the designated areas and refrain from the excessive use of alcohol at the Club
- Adhere to the policies and procedures established by the Club
- Adhere to the legislative requirements of the Club
- Respect the equipment and resources of the Club and only use these in Club related business
- Not receive gifts that result in personal financial benefit
- Always look for opportunities for improved performance of the Club operations and COM functions
- Always represent the Club in a professional manner
- Follow COM protocols in all matters relating to dealing with the media, making public comment, directing enquiries to the President



Annexure Number 4

Mount Waverley Bowling Club Inc. - SMOKING POLICY

In accordance with the new Victorian Tobacco Reforms commencing 1st August 2017, smoking will be banned:

- **In outdoor areas at hospitality and food venues used for eating food. This includes footpath dining areas, courtyards and beer gardens during times food is being eaten, or is available to be eaten**
- **In all outdoor areas at food fairs. A food fair is an event where the principal activity is the supply of food for consumption at the event**
- **Within 10 metres of a food stall or food vendor at organised outdoor event (other than food fair)**

To complement smoke-free outdoor dining, smoking is banned in an outdoor drinking area if any part of that area is within 4 metres of an outdoor dining area, unless separated by a wall of at least 2.1 metres high.

Clubs must display acceptable "No Smoking" signage to indicate smoke-free areas.

In accordance with the new Reforms, Mount Waverley Bowling Club Inc (TBC) has THREE designated Smoking areas that conform to the new Smoking regulations. (Entrance/Exit points of the Club)



The three designated Smoking areas are clearly signed - “SMOKING AREA”.

Unless clearly signed, all areas are designated SMOKE – FREE areas (includes clubhouse; external deck; greens and surrounds)

These latest reforms include restrictions on E-Cigarettes which CANNOT be used in Smoke free areas.

- Smoking is not permitted in the club house, on the external deck, on the greens and surrounds, or between the clubhouse and the greens.
- Cigarette butts and other remnants of smoking must be placed in the containers provided.
- This new Smoking Policy will be displayed in the club house, and all TBC committees and sub-committees will be informed.
- It will be the responsibility of all Committees, Sub-committees, and TBC staff to implement and monitor at the various club activities – including Barefoot bowls; Functions & Bookings; Social Events; Midweek and Saturday Pennant bowls; Social bowls; Twilight bowls; and Championships & Tournaments.
- The OHS co-ordinator is responsible for the display of this policy.

Annexure Number 5

Life Membership

This is a guide to the nomination for the award of Life Member of the Mount Waverley Bowling Club Inc. (MWBC) Life Membership is the most prestigious award available to a member of the MWBC. As such the nomination and award should be given careful consideration.

Life membership is a special form of membership which may be bestowed upon any person whose services to the Club is agreed to have been sufficiently significant. The nominee must have been a member of the MWBC for 15 years.

Nominations for Life Member, together with an appropriate support statement specifically detailing the nominee’s involvement within the club and contribution to it, must be submitted in writing to the MWBC Management Committee at least ten (10) weeks prior to the Annual general meeting of the MWBC. A member of the club or Committee of Management member may nominate a person for Life Membership. The Committee of Management must ratify that nomination. There will be a maximum of one new Life Member per year except in exceptional circumstances.

Nomination

The nomination must be made on the proforma included with this guide. All relevant sections must be completed and no other form of nomination shall be acceptable. The nomination will form the basis of the citation to be awarded with the symbol of Life member as determined from time to time.

Upon receipt of any nomination for this award, the Secretary of MWBC shall refer the nomination to the Committee of Management. The committee shall consider the merit of the application against the criteria, and make its decision to award or not award this nomination at the next Annual General Meeting for Life Membership. A member who nominates a person for Life Membership will be advised of the outcome of the nomination.

Symbol of Award

The symbol of this award shall be a framed award plus badge and presented to the approved recipient/s at the next Annual General Meeting.

Guide to Nomination Criteria

Life Membership may be recommended for any highly meritorious contribution to bowls. The following do not attempt to be exhaustive guidelines but rather to give ideas and scope to the types of contribution that could be awarded.

- The nominee has made a significant contribution to the management of the MWBC over an extensive period (10 years) in an administrative capacity.
- The nominee has made a significant contribution to bowls over an extensive period in an individual or team capacity (10 years).
- The nominee has made a significant contribution to bowls as a coach, umpire, or a delegate over an extensive period (10 years)

All details of the history of contribution should be included on the following nomination document.

Life Member Award Nomination Form

I, Family Name

Given Name a member of the MWBC wish to nominate:

Nominee Family Name

Nominee Given Name

For Life Membership of MWBC at the next Annual General meeting.

Signature Date

I have read the criteria and believe that this nominee complies with the criteria and has made a meritorious contribution to the MWBC as detailed below.

As such I would like the MWBC to accept this nomination and consider the person stated above for the award.

To assist in considering the nomination, please tell us a bit about the nominee under the following headings (where applicable);

1. Detail the ways in which the nominee has made a significant contribution to the management and organisation of the MWBC over an extensive period of time (10 years) in an administrative capacity. As accurately as you can please list titles of positions held and the period and the nominee’s achievements.

Titles:

-
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-
-
-

Achievements:

-
-
-
-

Detail the ways in which the nominee has made a significant contribution to the sporting success of the MWBC over an extensive period of time in an individual or team capacity (10 years). Detail sporting record, results and names and dates of tournaments where possible.

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-

Detail the ways in which the nominee has made a significant contribution to bowls as a coach, umpire, or delegate for the club over an extensive period of time (10 years). As accurately as you can please list titles of positions held and the period and the nominee's achievements.

Titles:

-
-
-
-
-

Achievements:

-
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-
-
-

Outline any other contributions that the nominee has brought to the club, Bowls Victoria or Bowls Australia.

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-

A Life Member is usually someone who has dedicated at least ten years of significant service to MWBC. If your nominee has contributed over a shorter period, what do you think sets their contribution apart? What makes them special?

The Committee of Management reserves the right to terminate the appointment to Life Membership if it is satisfied that there are sufficient grounds for taking such disciplinary action.

Please add a separate sheet if required with any other details about the nominee.

Please return to: Secretary MWBC P.O. Box 2081 Mount Waverley 3149.



Name of Organisation:

Mount Waverley Bowling Club Inc.

ABN 96 157 644 599 A0008918F

**Address: Corner Alive Road & Wadham Parade,
P.O. Box 2081**

Mount Waverley 3149

Telephone: (03) 9807 9506

Email: info@mwbc.com.au

Website: www.mwbc.com.au