

# **MOUNT WAVERLEY BOWLING CLUB INC.**

## **BY-LAWS**

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**12 September 2019**

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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 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).

### **2.2 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 Policies and Procedures (Page 31) at the end of this document re eligibility, conditions & the procedure for nomination for Life Membership of the Club.

### **2.3 SOCIAL BOWLING MEMBER**

Social Bowling 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.

## **2.4 JUNIOR MEMBER**

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 SOCIAL 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 MEMBER**

Indoor 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.

## **2.7 NIGHT MEMBER**

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

## **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 MEMBER**

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

## **2.10 EXISTING TRANSFEREE 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 for 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 31<sup>st</sup> 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 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) Full members – as set at the AGM

(b) Social Bowling Members – not less than 85% of the full membership subscription or at the discretion of the Committee of Management.

(c) Junior Members - not less than 20% of the full membership subscription or at the discretion of the Committee of Management.

(d) Social Members - not less than 5% of the full membership subscription or at the discretion of the Committee of Management.

(e) Indoor Members - not less than 20% of the full membership subscription or at the discretion of the Committee of Management.

(f) Night Members -

(i) External Night Member (from another Bowling Club)- not less than 25% of the full membership subscription or at the discretion of the Committee of Management.

(ii) Night Member- not less than 40% of the full membership subscription or at the discretion of the Committee of Management.

(f) First Year 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 – as set by the Committee of Management.

(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, Eastern Ranges Bowls Region, 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.

## **POLICIES**

### **8.1 PRIVACY POLICY**

Refer to the attached Annexure No 1 at the end of this document in Policies and Procedures. Page 18

### **8.2 Child Safe Policy**

Refer to the attached Annexure No 2 at the end of this document in Policies and Procedures. Page 19

### **8.3 Standards of Behaviour**

Refer to the attached Annexure No 3 at the end of this document in Policies and Procedures. Page 21

### **8.4 Smoking Policy**

Refer to the attached Annexure No 4 at the end of this document in Policies and Procedures. Page 22

### **8.5 Alcohol management policy**

Refer to the attached Annexure No 5 at the end of this document in Policies and Procedures. Page 24

### **8.6 Safe transport policy**

Refer to the attached Annexure No 6 at the end of this document in Policies and Procedures. Page 28

## **9 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:

### **9.1 BOWLS**

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



The Committee also is responsible for Wednesday Bowls, Tournaments, Winter Bowls, Championships, Selection and Coaching.

## **9.12 BOWLING RESPONSIBILITIES**

Go to Policies and Procedures Page 33

## **9.2 OPERATIONS**

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

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

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.

The Operations Committee

- shall organise and manage the marketing 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.
- may appoint as required an individual to oversee and coordinate the undertaking of special projects and tasks.
- will manage and arrange the acquisition and management of the purchase of foodstuffs for the Club, sound system, floral arrangements and tablecloths.
- 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.
- 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.

## **9.3 MARKETING**

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

## **9.4 FINANCE**

As per the Constitution, the Treasurer will be responsible for the finances of the Club.

## **10 DEATH OF A PLAYER**

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

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

## **11 USE OF GREENS BY NON-BOWLERS**

**11.1** Non-bowlers may use the West green 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.

**11.2** 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.

## **12 SELECTORS, IDENTIFICATION ELECTION & DUTIES**

**12.1** It is intended that Selectors are closely aligned with the Pennant sides of the Club. The number of selectors for a Section shall be determined by the Committee of Management from applications received:

**Mid-Week Pennant** - 3 Selectors.

**Weekend Pennant** - 3 Selectors.

**Night Bowling Pennant** - 2 Selectors.

**Indoor Pennant** - 1 Selector.

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

**12.2** 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 31<sup>st</sup> May in each relevant year. Announcements of appointments will be made by the 31<sup>st</sup> May in each relevant year.

**12.3** 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.

**12.4** 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.

d) Grade all players in Club Competition where required.

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

**12.7** 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.

**12.8** 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.

**12.9 Selected Sides** - Go to Policies and Procedures Page 35

## **13. PENNANT**

Go to Policies and Procedures Pages Page 35

### **13.1 TEAM MANAGERS**

Go to Policies and Procedures Page 35

### **13.2 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.

### **13.3 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.

### **13.4 DUTY TEAMS**

### **13.5 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.

### **13.6 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.

## **14 CLUB COMPETITIONS**

### **14.1 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.

### **14.2 PROCEDURE FOR CLUB COMPETITIONS**

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

#### **14.2.2 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.

No substitutes will be allowed in Finals – the semi-final team must play the final.

#### **14.2.3 Scheduled Days of Play**

Club competitions must be played in the period between the date when the draw is published on the Championship Notice Board and the close of play on the date scheduled in the Calendar for the end of that round.

Where players cannot agree on a date for the match, a date will be scheduled by the Tournament Director 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.

#### **14.2.4 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.

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

### **14.3 HANDICAP EVENTS**

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

### **14.4 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.

### **14.5 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.

### **14.6 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.

### **14.7 PRIZES AND TROPHIES FOR CLUB COMPETITIONS**

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

## **15 AVAILABILITY & TIMES FOR OPENING OF GREENS FOR PLAY**

**15.1** 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.

**15.2 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.

**15.2.1 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.

**15.3** 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.

**15.4** 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 clear of any surface water.

### **SUMMER**

On Tuesday and Thursday from 4:00 p.m. onwards and on Saturday mornings till 12.30pm the Midweek / Weekend Pennant has priority on the green for Pennant practice.

### **GRASS GREENS**

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

### **OBJECTIVE**

To provide the maximum possible opportunity for members to play bowls.

### **GENERAL**

**Where specific calendar events are indicated, those events will have priority of green selection and availability on the relevant dates.**

**General play means** - Club competitions, social bowls, coaching, individual member practice or social games.

## **MONDAY**

**EAST GREEN** - Unless otherwise indicated, closed for greenkeeper maintenance until 3pm

**CENTRE GREEN** - As for East Green

Coaching permissible subject to availability of rinks.

After 3pm - One grass green available as priority for Pennant Practice 3pm - 5pm

**WEST GREEN** – available for general play all day

## **TUESDAY**

10am - 4pm Midweek Pennant to have priority for green availability and selection.

Greens not dedicated to Pennant Play to be available for general play

## **WEDNESDAY**

10am-4pm - Wednesday Triples and Ryman to have priority for green availability

Greens not dedicated to Tournament Play to be available for general play

## **THURSDAY**

10am-4pm- One grass green to be available as priority for Midweek Pennant Practice

4pm - 7pm - One grass green to be available as priority for Weekend Pennant Practice

Greens not dedicated to Practice to be available for general play

## **FRIDAY**

2pm- 4pm - One grass green to be available as priority for Pennant Practice

Greens not dedicated to Practice to be available for general play

## **SATURDAY**

Pennant Games and pre-pennant practice to have priority for rink availability and selection

Greens not dedicated to Pennant Play to be available for general play

## **SUNDAY**

All greens to be available for general play

## **NIGHT BOWLS**

On the two (2) weeknights when lighting of the green is permitted until 11p.m., the Night 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 Committee present.

On the other three (3) weeknights 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.

## **16 DRESS REGULATIONS ON THE BOWLING GREEN**

**ASSOCIATION GAMES:** Members participating in games organized by or under the auspices of Bowls Australia, Bowls Victoria, Eastern Ranges Bowls Region 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 16 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.

## **17 GREENS MANAGEMENT**

### **17.1 Greens Director and Deputy Greens Director**

Go to Policies and Procedures. Page 37

## **17.2 Closing of Greens**

In accord with Policy and Procedures 17.1 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.

## **18. 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 19.2.

(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, and no liquor shall be served to minors.

(d) The Club shall be legally conducted as a Club with no BYO liquor.

(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. Refer to Alcohol Management Policy (By-Laws page 25)

(f) No illegal sales of liquor shall take place on or off the Club licenced area as displayed in Club foyer.

(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 9.2

(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.

## **19 ADMINISTRATION**

### **19.1 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.

### **19.2 TEMPORARY MEMBERS BOOK and HONORARY MEMBERS REGISTER**

**19.2.1** 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).

**19.2.2** 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.

### **19.3 DRESS REGULATION CLUBHOUSE**

Neat and respectable casual dress shall always be worn.

### **19.4 KEYS**

**19.4.1** 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.

**19.4.2** 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.

**19.4.3** 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.

### **19.5 SEAL REGISTER**

Go to Policies and Procedures Page 37

### **19.6 DONATIONS - MEMORIALS**

**19.6.1** Donations are welcomed and may be accepted for specified items.

**19.6.2** 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.

**19.6.3** 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.

### **19.7 DEATH OF A MEMBER**

#### **19.7.1 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.

#### **19.7.2 Notification**

The Club Secretary will arrange for a notice to be placed in the club foyer and an appropriate tribute sent to the members family.

### **19.8 DELEGATES**

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

**19.8.2** 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.

### **19.9 HONOUR AND ACHIEVEMENT BOARDS**

**19.9.1** 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.

**19.9.2** Achievement Boards will be kept and record the names of:

**(a)** Club Singles, Pairs and Triples Champions for the Saturday, Midweek & 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.

## **19.10 USE OF CLUB PROPERTY**

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

**19.10.2** 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.

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

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

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

## **19.11 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.

**19.11.2** 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.

1. Play cannot commence:
  - If the temperature at the Club’s Designated BOM Weather Station [refer to schedule 3 of the Bowls Victoria Conditions of Play for the 2018/19 Pennant Season] is 34 degrees Celsius or more at the scheduled time for commencement of play. Play will be suspended for up to 1 hour.
  - If the temperature fails to fall below 34 degrees Celsius within 1 hour of play being suspended, the tournament/championship is abandoned.
  
2. Play cannot continue after a tournament/championship has commenced due to excessive heat
  - If the temperature at the Club’s Designated BOM Weather Station [refer to schedule 3 of the Bowls Victoria Conditions of Play for the 2018/19 Pennant Season] reaches 34 degrees Celsius or more at any time after play commences. Play will be suspended for up to 1 hour.
  - If the temperature fails to fall below 34 degrees Celsius within 1 hour of play being suspended, the tournament/championship is abandoned.
  - In tournaments, if interruption to play causes the tournament not to have been completed at a time 5 hours after the scheduled starting time for the tournament, the tournament is abandoned.

## **20. CLUB NOTICE BOARD**

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

**20.2** A Notice Board shall be kept in a prominent position in the Clubhouse on which shall be exhibited notices of meetings, 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.

**20.3** 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.

## **21 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.

### **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](mailto:info@mwbc.com.au)**

**Website: [www.mwbc.com.au](http://www.mwbc.com.au)**

**MOUNT WAVERLEY BOWLING CLUB INC.**

**POLICIES AND PROCEDURES**

**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: Cnr. 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](mailto:info@mwbc.com.au)**

**Website: [www.mwbc.com.au](http://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**

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### **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

## SMOKING MANAGEMENT POLICY

### MOUNT WAVERLEY BOWLING CLUB INC.

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#### 1. PURPOSE

This policy outlines our procedures for tobacco and e-cigarette<sup>1</sup> use in club venues and at club games, special events, functions and other club-related activities. It represents our club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure our club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend club games, special events, functions and other activities.
- Upholds the reputation of our club, our sponsors and partners.
- Understands the risks associated with tobacco use and our role in minimising this risk.

#### 2. RATIONALE

**Mount Waverley Bowling Club Inc.** recognises that:

- Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it.

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<sup>1</sup> The term 'e-cigarettes' includes Electronic Non-Nicotine Delivery Systems and Electronic Nicotine Delivery Systems.

- Role modelling can have a significant impact on the junior members of our club.
- Smoke free areas make smoking less visible and less acceptable and contribute to reduced uptake of smoking among young people.
- Smoke free areas support smokers who are trying to quit as well as reduce their overall cigarette consumption.
- Outdoor smoke free areas help to reduce the amount of cigarette butt litter reducing clean-up costs, fire risk and children's health risk due to swallowing discarded butts.
- Smoke free environments can help attract new members and positively promote our club in the community.

### 3. GENERAL PRINCIPLES

Smoking restrictions for sporting clubs differ from state to state and are strengthened regularly. Our club will comply with all relevant state and local government smoking restrictions.

Our club recognises the importance of educating club members, particularly players, of the benefits of implementing a smoking management policy and will provide information to assist this process. In addition, the club will promote resources for members wishing to quit, including the national Quitline (13 78 48, [quitnow.gov.au](http://quitnow.gov.au)), where appropriate.

The following policy shall apply to all club members, volunteers and visitors:

- Smoking in this policy includes the use of any form of e-cigarette device.
- Cigarettes, e-cigarettes and any other tobacco products will not be sold, including from vending machines, at any time at or by our club.
- Many young people hold parents, teammates and coaches in high esteem and smoking around them sends the message that smoking is okay. Therefore, we expect that coaches, players, officials and volunteers will refrain from smoking while involved in an official capacity for the club, on and off the field.
- To foster our club's reputation as a healthy environment, no images of club volunteers, members, officials, coaches and players smoking at club-related activities will be placed on social media.

### 4. SMOKE FREE AREAS

Our club requires the following areas of the club's (see below) to be smoke free:

- All indoor areas
- All outdoor playing/training areas
- All spectator areas (standing and seated, covered and uncovered)
- All canteen, catering, eating and drinking areas.

Smoke free areas will be signed (where possible) and promoted in club materials. A designated smoking permitted area is also located at outside the club licence boundary.

### 5. PROMOTING THIS POLICY

Our club will promote this policy regularly by:

- Placing a copy of the policy in club newsletters, printed member information and on the website.
- Promoting positive smoke free messages through the club's social media.
- Displaying a copy of the policy in the club rooms.
- Periodic announcements to members at functions.
- Placing non-smoking signage in prominent locations both indoors and outdoors.

### 6. NON-COMPLIANCE

All club committee members will uphold this policy and any non-compliance will be handled according to the following process:

- Club members and/or guests should notify the committee of any breaches of this policy.
- A friendly approach will be made to the person smoking, explaining our club policy, and directing them to any areas where smoking is permitted.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.

## **7. POLICY REVIEW**

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

## **Mount Waverley Bowling Club Inc. - SMOKING POLICY**

**In accordance with the new Victorian Tobacco Reforms commencing 1<sup>st</sup> 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 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 committees and sub-committees will be informed.
- It will be the responsibility of all Committees, Sub-committees, and staff to implement and monitor at the various club activities – including Barefoot bowls; Functions & Bookings; Social Events; Midweek and Weekend Pennant bowls; Social bowls; Twilight bowls; and Championships & Tournaments.
- The OHS co-ordinator is responsible for the display of this policy.



# ALCOHOL MANAGEMENT POLICY

## MOUNT WAVERLEY BOWLING CLUB INC.

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### 8. PURPOSE

This policy outlines our procedures for a balanced and responsible approach to the service, supply, consumption and promotion of alcohol at club games, special events, functions and other club-related activities. It represents our club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure our club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any club games, special events, functions and other activities where alcohol may be consumed.
- Upholds the reputation of our club, our sponsors and partners.
- Understands the risks associated with alcohol misuse and our role in minimising this risk.
- Complies with a valid liquor licence\* and associated terms and conditions.

### 9. RATIONALE

**Mount Waverley Bowling Club Inc.** recognises the legal responsibilities and the financial and social benefits of holding and/or operating a liquor licence\* in the community. Level 3 Accreditation under the *Good Sports* program requires us to implement practices and policies regarding the responsible management of alcohol. As such, we will adhere to liquor licensing laws\* and the criteria of the *Good Sports* program.

### 10. GENERAL PRINCIPLES

- A risk management approach will be taken in planning events and activities involving the sale, supply or consumption of alcohol. Such events and activities will be conducted and managed in a manner consistent with liquor licensing legislation and this policy.
- Alcohol misuse can lead to risk taking, unsafe, unacceptable and/or illegal behaviour. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy or any other policy of the club.

### 11. CONDUCT EXPECTATIONS

Whilst engaging in club activities, members, volunteers and visitors:

- Will accept responsibility for their own behaviour, take a responsible approach and use good judgment when alcohol is available.
- Will encourage and assist others to use good judgment when alcohol is available.
- Will not compete, train, coach or officiate if affected by alcohol.
- Will not provide, encourage or allow people aged under 18 years to consume alcohol.
- Will not participate, pressure anyone or encourage excessive or rapid consumption of alcohol (including drinking competitions).
- Will not provide alcohol only as an award to a player or official for any reason.
- Will not post images on social media of themselves or others drinking alcohol irresponsibly at club-related activities.

### 12. ALCOHOL MANAGEMENT

Our club will ensure that:

- A current and appropriate liquor licence\* is maintained.
- The club's liquor licence\* is displayed as near as practical to the entrance of the clubroom or beside the bar/canteen (as required by relevant state law).
- All mandatorily required liquor licence\* signage will be displayed in each area covered by the club's licence\*
- The names of Responsible Service of Alcohol (RSA) trained personnel will be displayed near the bar.
- Servers of alcohol will not consume alcohol when on duty.
- Information posters about '[Standard Drink measures](#)' will be displayed prominently near where alcohol is served.
- An Incident Register will be maintained (at the bar/canteen) and any alcohol-related incidence will be recorded on the register.
- [Substantial food](#) (requiring preparation and/or heating) will be available when alcohol is available for more than 90 minutes and more than 15 people are present. Healthy food options will be provided, where possible.
- Alcohol is not advertised, promoted, served or consumed at junior games, events, functions or activities.

### 12.1 Service of Alcohol

Alcohol will be served according to the club's liquor licence\* with the safety and well-being of members and visitors the priority. Our club will ensure:

- Only RSA trained bar servers with current qualifications will serve alcohol.
- Standard drink measures are used for non-pre-packaged alcohol (e.g. drinks in glasses), where possible.
- Servers are aware of standard drink sizes and are competent in measuring standard drinks.
- The service of double measures of spirits is discouraged.
- People aged under 18 years do not serve alcohol.
- Excessive or rapid consumption of alcohol is not encouraged. This means we do not conduct happy hours, cheap drink promotions or drinking competitions.

### 5.2 Intoxicated People

For the purposes of this policy, a person is defined as in a **state of intoxication** if his or her speech, balance, co-ordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of alcohol.

- Intoxicated people will not be permitted to enter our club premises.
- Alcohol will not be served to any person who is or appears intoxicated.
- Servers will follow RSA training procedures when refusing service to an intoxicated person.
- If a person becomes intoxicated (and is **not** putting other people at risk with their behaviour) the person will not be served alcohol but will be provided with water and options for safe transport home from our club, where available.
- If a person becomes intoxicated (and **is** putting other people at risk due to their behaviour) the person will be asked to leave our club premises immediately and offered safe transport options, where available. Police may also be contacted to remove the person, if required.
- Any alcohol-related incident and any action taken will be recorded in our club's incident register.

### 5.3 Underage Drinking

- Alcohol will not be served to persons aged under 18 years.
- Bar servers and committee members will ask for proof of age whenever the age of a person requesting alcohol is in doubt.
- Only photo ID's will be accepted as 'proof of age'.

- Our club will not encourage the drinking of alcohol in the club change-rooms to reduce the risk of minors being served alcohol illegally.

#### 5.4 Availability of Non-Alcoholic and Low Alcohol Drinks

Our club recognises that not all club members may drink alcohol and alcohol is not the only revenue stream available. Our club actively encourages the sale of alternative products to that of alcohol and will ensure that:

- Water is provided free of charge (where available).
- At least four non-alcoholic drinks and one low-alcoholic drink option are always available and priced at least 10% cheaper than the cheapest full-strength drink. Healthy drink options will be provided, where possible.
- Non-alcoholic drinks are clearly visible and adequate in variety and supply.

### 13. FUNCTIONS

Our club will encourage safe celebrations and events by:

- Not conducting functions where a minimum amount of liquor sales is required.
- Not promoting or hosting ‘all you can drink’ functions.
- Not providing alcohol-only drink vouchers for functions.
- **[Not including alcohol in the price of function tickets] or [Limiting the number of drinks included in the price of function tickets to a maximum of four, as recommended by the Australian Health and Medical Research Council.]**

Advertisements for functions will promote safe celebrations by:

- Not overemphasising the availability of alcohol or referring to the amount of alcohol available.
- Not encouraging rapid drinking or excessive drinking.
- Giving equal reference to the availability of non-alcoholic drinks.
- Displaying a clear start and finish time for the function.
- Including a safe transport message, where possible and relevant.

### 14. SAFE TRANSPORT

Our club recognises that driving under the influence of alcohol and/or drugs is hazardous to individuals and the wider community. Accordingly, our club implements a Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy. We ask that all attendees at our functions plan their transport requirements to ensure they arrive home safely and prevent driving under the influence of alcohol.

### 15. CLUB TRIPS

Our club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy and the values of the club.

### 16. AWARDS/PRIZES

Our club will avoid providing [awards](#) (e.g. at end of season presentations) and fundraising prizes that have an emphasis on alcohol as a reward.

### 17. PROMOTING THIS POLICY AND RESPONSIBLE USE OF ALCOHOL

Our club will:

- Educate members, volunteers and visitors about our policy and the benefits of having such a policy.
- Ensure this policy is easily accessible and will promote it via **[our website, newsletters, social media, announcements during events and functions]**.

- Actively demonstrate its attitude relating to the responsible use of alcohol and promote positive messages through its social media platforms.
- Pursue non-alcohol sponsorship and revenue sources.
- Actively participate in the Alcohol and Drug Foundation's *Good Sports* program with an ongoing priority to **[achieve/maintain]** the highest Good Sports accreditation.

## 18. NON-COMPLIANCE

Club committee members will uphold this policy and any non-compliance, particularly regarding Licencing Laws\*, will be handled according to the following process:

- Explanation of the policy to the person/people concerned, including identification of the section of policy not being complied with.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the facilities or function.

## 19. POLICY MANAGEMENT

The presence of a **[bar manager, person who has current RSA qualifications and/or committee member]**, whenever our **[bar is open and is selling alcohol]**, is essential to ensure compliance with this policy and liquor licensing laws.

## 20. POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

# SAFE TRANSPORT POLICY

## MOUNT WAVERLEY BOWLING CLUB INC.

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### 1. PURPOSE

This policy outlines our procedures for safe transport after club games, special events, functions and other club-related activities where alcohol may be consumed. It represents our club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure our club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any club games, special events, functions and other activities.
- Upholds the reputation of our club, our sponsors and partners.
- Understands the risks associated with alcohol use and driving, and our role in minimising risk.
- Educates our members about standard drinks.

### 2. RATIONALE

Ensuring members, visitors and guests getting to and from club games, activities and events safely is an important part of being a responsible, healthy club.

While **Mount Waverley Bowling Club Inc.** wishes to avoid club members becoming intoxicated and notes the recommendation by the National Health and Medical Research Council to consume no more than four drinks in one

sitting, as part of our club's duty of care we encourage our members to plan safe transport home. This will reduce the risk of drink-driving, injury or worse.

Alcohol and drugs affect pedestrians and drivers' abilities to stay safe. They affect decision-making, reaction times, speed and distance judgements, concentration, balance, perception and alertness. It can also increase risk-taking behaviour by giving a pedestrian or driver a false sense of confidence.

Sporting clubs such as ours help prevent drink driving related tragedies in the community by improving safety around transport and minimising the risk of developing a drinking culture.

### **3. GENERAL PRINCIPLES**

Our club recognises that:

- Drink driving is one of the main causes of road deaths in Australia.
- Driving when over the legal blood alcohol limit is illegal and hazardous to individuals and the wider community.
- Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely.

### **4. TRANSPORT FOR CLUB ACTIVITIES**

This safe transport policy applies for all activities undertaken by the club that involve the serving and/or consumption of alcohol.

Our club will:

- Promote strategies that encourage members to plan how they'll get home safely before they go out e.g. pre-arranged transport.
- Print safe transport messages on relevant club activity and event invitations or flyers.
- Ensure the MC for events or club committee members advise attendees that the club is a Good Sports accredited club, communicate the safe transport options and regularly remind attendees to behave responsibly around alcohol.
- Ensure telephone calls can be made free of charge to call a sober person to provide transport from the club or venue.

Where available, our club will also consider:

- Use of a club or community bus (such as council, school or tourist buses) and:
  - The bus or transport provided will be an alcohol-free zone (i.e. no alcohol will be permitted on the bus).
  - The bus will not be used to transport members between licensed venues.
  - People who have consumed alcohol can get home safely from the bus drop off point
- Use a range of taxi or ride share strategies such as:
  - Free telephone calls to arrange a taxi to provide transport from the club or venue.
  - The club committee will pre-order taxis to arrive at a club or venue at the conclusion of a club event or function.
  - Encourage club members to utilise a ride share service.

### **5. CLUBS WITH A LIQUOR LICENCE FOR ANY CLUB EVENTS OR FUNCTIONS**

Our club will promote low alcohol and non-alcoholic drinks as options and available at reduced prices.

Bar staff/ servers of alcohol will encourage members, volunteers and visitors to:

- Consume food while drinking alcohol at the club.
- Consume alcohol in moderation bearing in mind our commitment to the Good Sports program, its philosophies and policies.
- Make alternate safe transport arrangements if they are considered to be intoxicated or at risk of exceeding the legal limit (e.g. free call to a taxi/friend/family).

## CONDUCT EXPECTATIONS

Whilst engaging in club activities, members, volunteers and visitors will:

- Accept responsibility for their own behaviour, use good judgment and take a responsible approach towards alcohol consumption.
- Encourage and assist others to use good judgment regarding alcohol consumption.
- Make alternative transport arrangements to get to and from the activity safely.
- Share a taxi or ride share (where available) with friends.
- Consider arranging overnight accommodation.

## 6. PROMOTING THIS POLICY

Our club will:

- Educate members, volunteers and guests about our policy and the benefits of having such a policy.
- Implement strategies to create awareness of safe transport messages to club members (e.g. display standard drink posters/ cards to help patrons recognise what standard drinks are and the implications on drink driving).
- Ensure this policy is easily accessible and will promote it via **[our website, newsletters, social media, announcements during events and functions]**.

## 7. POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

## PROCEDURES

### 2.2 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:

- .....
- .....
- .....

- .....
- .....

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.

- .....
- .....
- .....
- .....
- .....

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:

- .....
- .....
- .....
- .....
- .....

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

- .....
- .....
- .....
- .....
- .....
- .....

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 enough grounds for taking such disciplinary action.**

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



## **BOWLING SECTION PROCEDURES**

**9.12 Midweek, 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, Eastern Ranges Bowls Region 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.

### **9.13 Indoor Bowling Committee**

- (a) Arrange social games 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.

#### **9.14 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) 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.
- (i) Ensure after play unless otherwise provided for that all the above equipment is returned to their correct locations.

#### **12.9 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.

##### **Weekend 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 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 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.

**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.

#### **13.1 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.

### **13.2 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.

### **13.3 Weekend Pennant**

For each day of pennant play one team from those playing at home will be nominated by the Selectors as the Duty Rink. 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.

### **13.4 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.

### **17.1 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. 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.

### **19.5 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:

Numerical listing of each use, Name of Document, Brief reason for use, Names & signatories to the document, Date of actual use as shown on document, Date of confirmation at the meeting of the Committee of Management.