



COLAC BOWLING CLUB

INCORPORATED

REGISTRATION NO: A0008092V

REGULATIONS

Adopted 09.05.2012

Amended Version August 2015

BOARD OF MANAGEMENT

An affiliated member can be a member of both the Board of Management and a Section Committee, but cannot hold dual office.

CLUB ADMINISTRATION OFFICER

The Board of Management shall appoint a Club Administration Officer and shall be paid such remuneration (if any) for their services as the Board of Management may from time to time determine. The Officer will perform and administer all administrative duties to the Board of Management and Bowls Sections as they may require from time to time.

Position Description and Remuneration to be reviewed annually

PRESS CORRESPONDENT

To be appointed by the Board of Management after the Annual General Meeting

BINGO

The Board of Management shall annually appoint a committee to run Bingo.

HONORARIUMS

To be paid at the Board of Managements discretion.

AUDITORS

Auditors will be appointed by the Board of Management through a tender process.

DRESS CODE IN CLUB HOUSE

Minimum requirement at all times is neat, clean casual attire. Hats (male only), bare feet, together with singlets and muscle tops are not permitted at any time.

SMOKING

The Colac Bowling Club is a smoke free venue and smoking is only permitted in the outdoor designated smoking areas.

CLUB NOMINEE –

Shall be either the Club Manager, current Board Member or immediate past Board Member (maximum 1 year after leaving Board)

GREENS DIRECTOR

The Bowls Section Committees are to recommend to the Board of Management a Nominee for the Position of Greens Director, following the first meeting after the AGM.

The Board of Management will either ratify this recommendation or appoint another to the Position

The Greens Director and the Green Keeper shall have full control of the playing area and power to prevent play at any time when it is considered the area may be damaged. Notice posted by the Greens Director and or the Green Keeper upon the club notice Board shall be sufficient notice.

In the absence of the Greens Director or Green Keeper any two members of the Board of Management shall have the power to prevent play at any time.

The Greens Director shall be accountable directly to the Club Manager. In all other respects the supervision and control of the playing area shall be in the hands of the Board of Management whose ruling thereon shall be final.

BUILDINGS & GROUNDS

The Bowls Committees shall recommend to the Board of Management a Buildings and Grounds Committee, to consist of not more than 5 members .The Board of Management will either ratify this recommendation or appoint another Committee

CATERING COMMITTEE

The Women's Section Committee shall annually appoint a committee to cater for Club and outside functions as required. Committee member's names to be notified to the Board of Management following the first meeting after the AGM, the number required will be determined by the Women's Section Committee.

TOURNAMENT DIRECTOR'S

The Bowls Committees shall recommend to the Board of Management a Tournament Director for each of the Men's and Women's sections. The Board of Management will either ratify this recommendation or appoint another

CLUB COLOURS

The colours of the Club are blue and white as approved by Bowls Victoria / Australia.

BOWLS ATTIRE

Bowls Australia uniforms **must be** worn for all Club, Division, Region and State events held at the Club. Neat, casual attire is to be worn at all other times on the green.

Approved Club Pennant Attire **must be** worn in Club Championship Events (Singles, Pairs, Triples, Fours and Mixed Pairs)

MEMBERSHIP:

Applications for membership must be posted on the Club Notice Board for a minimum of 7 days, prior to consideration by the Board of Management.

All members have the right to comment or make submissions regarding any membership application. Comment or submission must be in writing and addressed to the Board Chairman and received prior to the 7 day time frame expiring.

In the event that a person wishes to re-join the Colac Bowling Club, after a period of absence from the club, the approval of the Board of Management is required, the application needs to be completed but need not be displayed for 7 Days. The Board retains the right to request the application be displayed.

Members joining after 1st January each year will pay a pro-rata fee as determined by the Board of Management.

All new members for any category of membership will be deemed a **Probationary Member** for the first three months after the board accepts their application for **Membership**. At the expiration of the three month Probationary Membership period, the person's membership shall automatically be taken to the Board for endorsement as a member. The Board may accept or reject the person as a Member and shall not be required or compelled to provide any reason for such acceptance or rejection.

Social Membership: Any person over the age of 18 years of age may be nominated and accepted a Social Member of the Club.

They may take part in bowling activities on the Club green as determined by the Board of Management, but not in any Club, BV or BA events.

Junior Membership: Must be under the age of 18 years, and must be bowling members. NOT available for Social Membership

They may take part in bowling activities on the Club green as determined by the Board of Management and may play in Club, BV and BA events if affiliated with Bowls Victoria. Once attaining the age of 18 years they shall be ineligible to continue as a junior member and must become either a social member or affiliated member.

Gaming Members:

Whilst the Club continues to hold a Venue Operators Licence issued under the Gaming Machines control Act 1991, persons who attend the Club to play gaming machines may be elected as Gaming members.

Gaming members shall not be eligible to hold office or to vote at any meetings of the Club.

BOWLS SECTION COMMITTEES:

Each section shall consist of a President, Vice President and 3 committee members, to be elected by their respective sections at the Annual Meeting.

The Section Committee may allocate portfolios to committee members if required.

Each section committee shall meet as often as is deemed necessary for the dispatch of business.

Any four (4) members of the Committee shall constitute a quorum for the transaction of business at an ordinary meeting of the Committee.

All matters in relation to bowls will be dealt with by the respective sections. Section Committees may call Information Meetings, if required, to seek guidance or clarify decisions. These meetings must be endorsed by the Board of Management.

SECTION MATCH COMMITTEE:

The Match committee shall be responsible to the Bowls section. A match committee comprising 3 affiliated members shall be elected by the members of each section at the Annual Meeting. The member receiving the most number of votes shall serve for 2 years. In the event of no election being necessary a ballot shall be held to determine which member shall hold office for 2 years.

The duties of the Match Committee shall be:

- a) To arrange the Section fixture program for the season
- b) To arrange teams for and control all section fixtures
- c) To make the draw and determine handicaps for Section competitions.
- d) In conjunction with the Green Keeper determine which rinks will be used for the Club events
- e) Have the power to alter or suspend play as they deem appropriate.

SELECTION COMMITTEE:

The Selection committee shall be responsible to the Bowls section. A selection committee comprising 3 affiliated members shall be elected by the members of each section at the Annual Meeting. The member receiving the most number of votes shall serve for 2 years. In the event of no election being necessary a ballot shall be held to determine which member shall hold office for 2 years.

The duties of the Selection Committee shall be:

- a) To select teams and sides to represent the Section in pennant fixtures.
- b) To select or recommend other playing representatives of the Section.

- c) In conjunction with the Green Keeper determine which rinks will be used for Pennant.

CASUAL VACANCIES:

In the event of any member or members of the Bowls Section, Match Committee or Selection Committee vacating their position for any reason whatsoever; then such vacancy shall be deemed a casual vacancy and shall be filled by an affiliated member recommended by the Section Committee and confirmed by the Board of Management.

ANNUAL GENERAL MEETINGS:

The ordinary business of the Annual General Meeting shall be:

- . Confirm minutes of previous annual meeting.
- . To receive reports from the Board of Management and Committees.
- . To elect members to the Board of Management and Committees.

ELECTION OF BOARD OF MANAGEMENT AND COMMITTEES:

All nominations for positions declared vacant must be placed in the Ballot Box, no later than 48 hours prior to the meeting, and a summary will be displayed on the Club Notice Board.

All nominations for the Committees shall be made in writing, signed by two members of the respective Section and accompanied by the written consent of the candidate.

If the number of nominations received is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill all vacancies, then those nominated shall be declared elected.

If there are insufficient nominations received to fill all vacancies for the Committees the remaining positions will be deemed casual vacancies and the respective Section Committee may recommend an appropriate affiliated member to the vacant office, and confirmed by the Board of Management.

METHOD OF VOTING:

If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order for each vacancy.

The method of voting shall be by crossing out the name of the member or members nominated not desired and leaving the correct number of members to fill the vacant officers.

Ballot papers containing a greater or lesser number of persons to be elected shall be informal.

If two or more candidates receive an equal number of votes, there will be a re-vote.

CODE OF CONDUCT

The Constitution deals with this matter at Rule 9. As a means of resolving issues of conduct before they become elevated to Board of Management level to be dealt with in terms of Rule 9, the Board of Management has developed a Code of Conduct for Bowling Members and other Members that each member is expected to comply with.

Bowling Member: Bowlers should understand that they represent the Club whilst participating in home and away events, Club sanctioned functions and whenever attending the Club. Bowler's actions as ambassadors of the Club directly affect how the Club is perceived and judged by individuals, our community and beyond.

Breach of the Code: Where a breach of the code occurs this will be dealt with fairly, promptly and consistently in accordance with the discipline procedure as identified in the code. Strict impartiality will be maintained at all times.

Aims of the Code:

- . That bowlers at all times should relate with each other in a peaceful, friendly and professional manner.
- . That an atmosphere of respect for both persons and property should exist.
- . That a safe environment conducive to a community club should exist.
- . That bowlers should grow and develop a sense of responsibility for the maintenance of a respectful club culture

The Code of conduct

As a member of the Club you must meet the following requirements in regard to your conduct during any bowling activity held or sanctioned by the Club and when representing or attending the Club.

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in and accept responsibility for your actions. Your language, presentation and manners at all times (on and off the greens) should reflect high standards.
- Be a positive role model.
- Resolve conflicts fairly and promptly through established club procedures.
- Refrain from any form of harassment of others.
- Never argue or abuse a Club official.
- Maintain strict impartiality.

- Refrain from any behaviour that may bring the Club, a member association or an affiliated club into disrepute.
- Develop a positive Club environment by supporting the individual needs of the bowlers (particularly junior bowlers), by emphasising enjoyment for the game of bowls and by providing appropriate development experiences.
- Protect and promote the spirit of the game.

Discipline Procedure

Members must understand both the discipline procedure and the repercussions of breaching the Clubs Code of Conduct as outlined below:

Serious breaches of behaviour will be dealt with according to the constitution.

Communication:

The support and co-operation of bowlers is essential if the Bowling Member Code of Conduct is to operate efficiently. If a good relationship (communication) exists between Bowlers, Bowls Committees, Bowlers and Club Staff all members and guests will ultimately reap the benefits. To foster good communication, the following procedures are Club policy:

Dispute or disagreement between bowlers:

It is always preferable in the event of a dispute between Bowlers this be dealt with efficiently and effectively by the Bowlers concerned and without third party intervention. Where this is not possible the dispute is to be referred to the relevant Bowls Committee for resolution.

Dispute between a bowler and staff member:

Bowlers are not to raise concerns or grievances relating to specific Staff directly with the Staff member concerned or any other Staff member. Bowlers are to refer all Staff related concerns and grievances to the President of the relevant Bowls Committee who in turn will bring to the attention of the Board of Management Chairman. The Board of Management Chairman in consultation with the Bowls President will determine and effect the most appropriate course of action required.

Where a bowler has a specific concern regarding the administration/operation of bowling related activities or events and/or club operations specifically:

Bowlers are to refer any specific concern they have regarding the administration of bowling activities and/or the administration of club operations to the relevant Bowls President. The Bowls President will then determine the most appropriate course of action necessary.

Respect for an Officials' decision:

Bowlers are expected to respect and not challenge decisions made by Club officials (including selectors). Bowlers are required to understand verbal abuse or harassment of a Club official is a breach of this code.

Interaction with Junior Players:

Young people participate in the game of bowls for pleasure; to gain new life skills and winning is only part of the fun. Bowlers should demonstrate a high degree of individual responsibility in words and actions when dealing with younger Bowlers. Bowlers should also be reasonable in their demands on young players' time, energy and enthusiasm.

Remaining Members and Guests:

All people entering the Club have a right to partake of the Clubs facilities in a safe, friendly, fun and supportive environment. Creating and maintaining this environment is the responsibility of each member and guest. The Club is enhanced when all members and guests share in promoting agreed standards of courtesy and behaviour.

Appeals Process:

An individual may appeal any penalties applied by the Club to the Club's Board of Management.

Reviewed by Board of Management August 2015

Next Review August 2016

Confirmed by Board of Management on 17 August 2015

Signature:

Name: Trevor Nelson

Position: Board Chairman

Date: 17 August 2015