



**VALENTINE BOWLING  
CLUB CO-OPERATIVE  
BY-LAWS  
2021**

The following are the Rules and By-Laws of the Valentine Bowling Club Co-Op. Ltd, as approved and adopted by the Board of Directors on 27<sup>th</sup> September 2018.

These Rules and By-Laws are supplementary to, but do not supersede, the Constitution of the Co-Op. Ltd., the Co-operatives (Adoption of National Law) Act 2012 No.29, Registered Clubs Act 1976 and Liquor Act 1982.

#### PRELIMINARY

These By-Laws are made by the Board of the Club pursuant to the power conferred upon the Board by Rule 52 of the Constitution. The Board may alter or repeal a By-law as it may deem necessary or expedient for the proper conduct and management of the Club. These By-Laws shall come into force and have full effect and authority and be binding upon members after notice thereof has been posted on the Club's Notice Board for seven (7) days.

These By-Laws are to be read subject to the Constitution and in any event of any inconsistency, the Constitution shall prevail. These By-Laws are binding on each member of the Club in the same manner as if each member has subscribed his/her name thereto. In the By-Laws the expression "the Club" means the registered Club known as the "VALENTINE BOWLING CLUB CO-OP. LIMITED".

# ALL MEMBERS

## MEMBERSHIP

The Registered Clubs Act defines a **member** in relation to a club, as a person who is elected to membership of the club or a life member who is elected to membership of that club for life.

These meanings apply in respect of both the Constitution and these By-laws. The election of ordinary members shall be by the Board of Directors (Rule 11.2) of the Constitution. Intending Bowling members will be permitted six (6) games of club organised fixtures/galas or coaching. Subsequent use of bowling facilities will require full registration as a bowling member.

### 1) **LIFE MEMBERS**

#### Life Membership Guidelines

- a) Number of continuous years membership minimum 10 years as a full member
- b) Board participation to be a consideration
- c) Personal examples in promoting Club Pride, Harmony, Team Spirit and Loyalty.
- d) Consistent, sustained and dedicated service or achievement
- e) A current financial member.

### 2) **SUSPENSION AND EXPULSION OF MEMBERS**

- a) In accordance with the VBC Constitution Rules 16 and 13 respectively.
- b) A member, at the conclusion of a suspension period, must provide the Board with a written request to be re-instated as a member of the Co-operative.

### 3) **DRESS REGULATIONS – GENERAL**

Members and visitors are requested to observe an acceptable standard of dress, clean, neat and tidy within the Club and surrounds at all times. No offensive apparel is permitted. For full details see Club Dress Rules on Notice Board in Foyer and on entrance doors.

4) **TRADING HOURS** as per Notice Board

5) **DINING ROOM HOURS** as per Notice Board

**6) OFFICE HOURS** as per Notice Board

**7) PROPERTY**

- a) Members shall at all times exercise due care with all club property and shall do all within their power to keep the premises in a tidy condition and report any abuse of property to the management
- b) A member shall not remove from the Club any club property without the express permission of Management
- c) Any member damaging club property shall be liable to replace same, or the value of, at the discretion of the Board of Directors
- d) No unauthorised person shall use or handle the club's public address system, video or television sets
- e) Club furniture and fittings must be handled with care
- f) Bowls bags and personal effects are only permitted in locker room lockers and must not be left in any other internal area of the Club.

**8) LIQUOR CONSUMPTION and GAMING OPERATIONS**

The responsible service of alcohol and prevention of underage drinking, together with the Liquor Industry Code of Practice, will be adhered to.

**9) VISITORS**

- a) In accordance with the registered Clubs Act 1976, members introducing a visitor must enter in the Visitor Register the name of the visitor and be responsible for the conduct of such visitor whilst on Club premises
- b) Visitors from outside the area limit (5 kms) must sign the Register, retain a temporary membership receipt and produce same when requested by an authorised person
- c) A person, whose ordinary place of residence is within a radius of 5 kilometres from the Club, is not eligible for admission as a temporary member unless the person is:
  - i) a member of another registered club with similar objects to those of the Valentine Bowling Club, or
  - ii) a member of another registered club who is attending the Valentine Bowling Club as provided under Rule 6.4.7 of the Constitution
- d) The Management reserves the right to refuse admission to any visitor.

**10) GAMBLING**

No part of the club premises shall be used for the purpose of organised betting or gambling, or the playing of any games that are considered by the Board of Directors to be detrimental to the interests of the Club.

**11) RAFFLES**

The sale of raffle tickets is not permitted in the club without the approval of the Board or the C.E.O.

**12) MEETINGS**

Meetings may not be held on club premises without the approval of the Board or the C.E.O.

**13) PETITIONS**

Petitions of any kind shall not be brought onto club premises for the purpose of signature or otherwise without the approval of the C.E.O.

**14) PARKING**

- a) Cars parked in the club parking area must be parked in an orderly manner and in accordance with the parking lines provided
- b) Designated areas reserved adjacent to the Club premises are for the disabled exclusively.
- c) Cars must not be double-parked at any time
- d) All cars parked will be at the owner's risk. The Club accepts no responsibility for any damaged incurred
- e) Drivers, when completing a clock-wise circuit of the car park, must not exceed 10 kms per hour within the car park area and adhere to noise level signs.

**15) COMPLAINTS**

- a) If the offender is not a Club member, the Board may exclude such person from the Club indefinitely or for such time as it may decide
- b) If the offender is a member, the Board will proceed as required under Rule 13 or 16 of the Constitution.

**16) SPECIAL DAYS**

The Board may proclaim any day as a Special Day and such days shall be conducted in accordance with any Special conditions as the Board may prescribe.

**17) GENERAL CONDUCT**

Members called upon to appear before the Board will not be permitted to re-enter the Club pending a hearing by that Committee. Provided, however, that should a member be subject to any further written complaint the member will not be permitted to enter the Club until, and then subject to, the decision of the Board. Members, upon being found guilty and subject to suspension or expulsion, will be asked to hand in their membership card.

**18) CHRISTMAS DAY AND GOOD FRIDAY**

Under no circumstances is liquor to be taken from the club premises on these days due to Liquor licencing Laws.

**19) SMOKE FREE ZONES**

- a) Members and their Guests must at all times strictly observe the no-smoking requirements in designated smoke free zones, including the perimeter of the greens. Heavy penalties may be incurred by the Club for breaches.
- b) The Valentine Bowling Club also has a 'Smoke-Free Greens' Policy that complies with the "SmokeFree Environment Act 2000". The Controlling Body will announce prior to the commencement of play, outside 'smoking only' areas for bowlers.

**20) CLUB MACHINERY**

Under no circumstances will club machinery be removed from the club premises without the authority of the C.E.O. or Club executives. This also applies to loans to other clubs or bodies.

**21) SOCIAL MEMBERS AFFILLIATED SPORTS CLUBS**

Social members who are members of sporting clubs that operate under the auspices of the Valentine Bowling Club Co-Op. Limited must provide an annual report and financial statement to the Board of the Cooperative confirming their on-going viability. Should a Sport Club be wound-up for any reason, the VBC Cooperative will not be liable for debts incurred.

# ALL BOWLING MEMBERS

\* Relates to By-Laws applicable to both VMBC and VWBC

## 22) \*NEW MEMBER FEES

In the case of a new Bowling Member joining after the first day of October and the first day of April next, a pro rata scale will apply.

Up until 1 October	Full fees
After 1 October	Pro rata scale applies

For example:

- after 1 October - 1/2 of fees
- after 1 November - 5/12 of fees
- after 1 December - 4/12 of fees etc.

## 23) DRESS ON BOWLING GREENS

- a) The Valentine Men's Bowling Club (VMBC) has a current Uniform Policy. This policy is displayed on the Notice Board and as an Addendum to these By-Laws. All members must follow the rules, as formulated by the Policy.
- b) For "roll-up", members should be neatly and respectably dressed.
- c) Regulation bowls shoes (flat sole) must be worn at all times while on the bowling greens. Barefoot bowlers are exempt from this rule.
- d) The Board of Directors may, at its discretion, vary the foregoing Dress regulations from time to time. The Controlling Body and/or Bowls manager may, under special circumstances, modify these requirements in the case of an individual player or players on the day of play only.
- e) Club Pennant shirts:
  - i) Current Club Pennant shirts must be worn in all Club Championship events, District events and Tournament play.
  - ii) Current Club Pennant shirts or approved bowls shirts displaying the BA logo must be worn in Saturday Galas.

## 24) GREENS

- a) Members who do not deliver their bowls level with the green (i.e. dumpers) may be asked to go to the coaching staff to alleviate the problem. Dump mats will be required if deemed necessary by coach.

- b) Should dumping be identified during competitive play, the offender/s will be warned and if not corrected, dumping mats will be provided. An announcement to this effect will be made by the controlling body prior to the commencement of play (see RNSWBA Duties of Controlling Body, 2017-18 COP 13.2).
- c) The Bowls Manager or officer in Charge of the day may prevent members from play if they are likely to cause damage to the greens.
- d) Roll-ups will be permitted on greens allocated on the roll-up board at times and directions stated on the board.
- e) Bowlers should not walk across greens to reach their rink before the commencement of play or returning to the club on completion of the game.
- f) It is recommended that barefoot bowlers use dump mats on synthetic green. The grass green will not be used for Barefoot Bowls. [Bowls Australia's Barefoot Bowls Guide is included in the Addendum to these By-Laws].
- g) A suitably qualified instructor will conduct Barefoot Bowls sessions on behalf of the Co-operative. A remuneration fee of \$50.00 will be paid to the instructor on the basis that a minimum of 10 people paying a fee of \$5.00 per person participate in each session.
- h) Children under the age of 13 years are to use Jack Attack kits.

## 25) **SELECTION COMMITTEE DUTIES**

- a) Members shall be elected by the Annual General Meeting of the VMBC. The Bowls Manager (where appointed) shall be Chairman. If there are insufficient nominations, the Board shall appoint a Committee.
- b) The filling of a casual vacancy on the Selection Committee is prescribed in the VMBC's "Responsibilities and Duties".
- c) The Bowls Manager shall liaise with the Greenkeeper to decide the type of surface to be prepared for Pennant and District events.
- d) The Selection Committee shall:
  - i) Confirm with the Bowls Manager/Chairman that all prospective Pennant players' names are recorded with the Zone Secretary as well as the RNSWBA. Failure to comply with this requirement results in the loss of Pennant points caused by the playing of an unregistered player.
  - ii) Nominate members for Zone Representative teams or sides upon request.
  - iii) Appoint a committee member to place the list of selected teams on the notice board by 5pm on the Monday preceding each match. The teams shall not be altered except at a meeting of selectors in person or electronically with the Chairman.
  - iv) Decide on an agreed method of selection.
  - v) Arrange both internal and external trials as necessary.
  - vi) Put in place a reporting process of liaison with side managers. (A template of the Side Manager's Reporting Process is included in the Addendum to these By-Laws).
  - vii) Liaise with club coaches to organise weekly practice sessions prior to and during the Pennant season.



**26) NDBA CHAMPIONSHIP EVENTS**

- a) Entry fees for District Championships and other events will be paid for by members and a receipt obtained before entries are permitted.
- b) The Club will pay for sanctioned District Events.

**27) BOWLS COMMITTEE**

- a) The Valentine Men's Bowls Committee, consisting of up to 15 members, hereafter known as the Bowls Committee, is specially formed to assist the Bowls Manager manage the day to day control and operation of bowls within the registered Men's Club
- b) The Bowls Committee, as a sub-committee of the Board, shall be elected at the AGM of the VMBC for a period of two (2) years
- c) The role of the Bowls Committee is outlined in their Responsibilities and Duties document included as an Addendum.

**28) BOWLS MANAGER**

- a) The Bowls Manager will control and manage all Club Championships, District Events and Tournaments held by the Club
- b) \* The Bowls Manager will be directly responsible to the CEO and will liaise with the Bowls Committee and Selection Committee to ensure that all requirements of the Bowls Committee are satisfied
- c) Specific roles and responsibilities are outlined in the Bowls Manager Job Description and included as an Addendum.

**29) CONTROLLING BODY**

The Controlling Body for Club Championship games is appointed by the Bowls Manager and for Galas by the Bowls Committee. Their role is defined by Roles and Responsibilities as per the RNSWBA or Bowls Australia (BA).

**30) CHAMPIONSHIP RULES**

All Club competition and Association events will be conducted under the Bowls Australia (BA) Laws of the game of bowls in Australia and Royal New South Wales Bowling Association Conditions of Play effective 1<sup>st</sup> January 2017.

### **Conditions of Play for Club Competition matches and Association events:**

- a) \*Players eligible to enter championship events must be financial members prior to close of nominations of each event.
- b) All matches will be programmed and set down for play on Saturdays and Sundays, but week days may be used if necessary to complete the Championships.
- c) Club Championship matches may be played, by mutual agreement, before the scheduled playing date. Players must contact the Bowls Manager to arrange for rink space.
- d) \* The draw will be posted on the Bowls notice board at least seven (7) days prior to the commencement of the first round, and six (6) days in subsequent rounds.
- e) Club Championship Triples will be conducted with two (2) bowls per player over twenty-five (25) ends.
- f) Any bowler who has been graded in number 1, 2 or 3 Pennants, or who has won any Minor or Major Singles, is ineligible to play in the Minor Singles. However, at the end of the Pennants competition, any bowler subsequently re-graded 4, 5, 6 or 7 Pennants, who has not previously won a Major or Minor Club Championship, may be eligible to enter the competition having played the first Pennant game of the next season. Non-Pennant playing entrants will be graded by the selection committee.
- g) In all Singles matches, losers will be required to mark. Players who enter Singles games must take their turn at marking. In the first round, markers shall be appointed by the Bowls committee from the entrants who have not been drawn to play. Markers in default of duties will be subject to justification to the Bowls committee. Repeat offenders may be subject to ineligibility to future competitions. Subsequent games will be marked by losers as designated by the Bowls committee. Having been allocated to mark, it is the responsibility of the player to honour the commitment or find a replacement, and advise the Bowls committee accordingly. Markers should be correctly attired (as per By-Law 23)
- h) \* Play or forfeit will apply, except in the case of an immediate family bereavement, where Special Exemption rule will apply on request.
- i) Australian, State, Zone and District events will take precedence as per RNSWBA Rules.
- j) In the event of inclement weather:
  - i) In the case of AM matches set down, and no play is possible, matches will be deferred to the next scheduled playing date as per program.
  - ii) In the case of PM matches set down, if no play is possible matches will be deferred to the next scheduled playing date as per program.
  - iii) If no play is possible all day, all matches will be deferred to the next scheduled playing date as per program.
  - iv) If inclement weather is persistent, the Bowls committee reserves the right to alter or set new dates to complete the championships within a reasonable time.
  - v) It is the responsibility of the player or players to ascertain if play is possible. If there is any doubt due to inclement weather, ring the Club after 8.30 am for AM games and after 12 midday for PM games.
  - vi) It is understood that the Bowls committee will only alter the program in exceptional circumstances.

- k) \* Allocation of Rinks for Club Championship matches:
  - i) Rinks will be allocated by an open draw on the day of play.
  - ii) If two greens are needed, rinks will be allocated evenly between both greens.
  - iii) If morning and afternoon games are required for a particular championship, these games will be allocated as per draw.
- l) Un-used rinks on greens where Club Championship and Galas are scheduled are not available for roll-up. However, should a postponed game be re-scheduled to a later day/date, then any un-used rink is available for roll-up. All other days/times identified in the VBC printed magazine are available for roll-up on a designated green(s) as per the greenkeeper's external notice board.
- m) The Official program will be official notification of being advised and/or carded.
- n) BA Law (Law 52.1.8 (CM 3rd Ed) and DR 4.7) and RNSWBA 2017-18 Conditions of Play (amendment 2.15) apply to bowls discs and temporary markings.
- o) A Club, District or Association Controlling Body may supply and require identifying bowls discs to be used on bowls and stipulate the condition they may be used. Worn or faded discs shall be removed or replaced. All players, teams and sides shall use identifying coloured discs on each side of their bowls.

### **31) MIXED CHAMPIONSHIPS**

- a) Mixed events will be classified as Club competition matches.
- b) Players eligible to enter Mixed events must be financial bowling members and must have declared to play for Valentine Bowling Club prior to close of nominations of such events.
- c) Duration of matches shall be:
  - i) Fours = 21 ends, as determined by Bowls committee
  - ii) Pairs = 21 ends.
- d) Matches may be listed for play – Sunday or weekdays – either day or twilight time
- e) The composition of a team will be:
  - i) Fours = 2 Male/2 Female –Lady-Man-Lady-Man or Man-Lady-Man-Lady
  - ii) Pairs = 1 Male and 1 Female.
- f) Where two partners are unavailable two substitutes may be used in their stead (1 Male and 1 Female).
- g) Uniform – Women bowlers mixed events shall comply with NSWWBA.

### **32) VETERANS EVENTS**

- a) Veterans' Singles shall be 25 up
- b) Veterans' Pairs shall be 18 ends or as determined by the Bowls committee to be played on Thursday afternoons.

**33) GALAS**

Bowling members, who nominate for Galas, must be given precedence over non-members for inclusion in organised games.

**34) \* UMPIRES**

The VMBC Chairperson shall appoint a person holding a National Umpire's Certificate to be in attendance at all association events. The Umpire so appointed shall not, unless absolutely unavoidable, be a contestant in the said event. If a person holding a National Umpire's Certificate is not available, the Controlling Body of the day shall appoint a suitable person to act as Umpire. Umpires are required to wear umpire shirts supplied by the club.

**35) PENNANT GRADINGS FOR NEW MEMBERS**

A new member, with a current Pennant Grading of grade 4 to 7, who joins the VBC as an Ordinary Bowling member must be assessed by the Selection Committee. Performance trials that confirm appropriate skill levels must be observed before a new member is allocated to a grade that displaces an existing Bowling Member.

**36) ACCREDITED REPRESENTATIVES (BOWLS)**

The following officials of the VBC are appointed representatives of the Club:

- a) Bowls Manager/ Bowls Co-ordinator
- b) Delegates or designated proxy delegates from the Men's Bowls Committee (representing the Club in Zone matters).

**37) CLUB PENNANT CLOTHING**

The issuing of Club Pennant clothing to members will be determined annually by the Board.

**38) \* MOBILE PHONES**

The use of mobile phones is prohibited on the greens and surrounds during competitive play.

**39) HONOUR BOARD**

- a) For inclusion on the General Honour Board, winners of tournaments are to make application in writing to the Bowls Committee.
- b) The criteria for inclusion on the Honour Boards is:
  - i) Any Masters Event

- ii) Any tournament registered with the RNSWBA or ABC that carries ranking points
- iii) Winner and runner-up in District and State Pennants
- iv) Winner and runner-up in Mid-week Pennants
- v) Winner and runner-up in District or State Competitions
- vi) Winner of Valentine Classic Pairs
- vii) Winner of any Mattara event
- viii) Winner and runner-up in any Champion of Champion events.

#### 40) **BOWLER OF THE YEAR CRITERIA**

Points for the VBC men's Bowler of the Year will be based on the following system:

- a) One (1) point awarded for each Club Championship entered, including:
  - i) Major Singles
  - ii) Minor Singles best result only counted from a or b
  - iii) Fours
  - iv) Pairs
  - v) Triples
  - vi) Mixed Pairs
  - vii) Mixed Fours
  - viii) Major/Minor Pairs
- b) One (1) point awarded for each match one in any of the above.
- c) Two (2) points awarded to runner-up and four (4) points awarded to winner of each of the above, in addition to points awarded in earlier rounds.

#### Saturday Pennants

- a) One (1) point awarded for each Pennant (Saturday) Match played during the season (including post Sectional matches).
- b) One (1) point awarded for each member of a winning Pennant rink.
- c) One (1) point awarded for each member of a winning Pennant side.
- d) Two (2) additional points for a Section win.
- e) Two (2) additional points for a Zone Pennant win.
- f) Two (2) additional points for a State Pennant win.

#### District Championships

- a) One (1) point awarded for each Pennant (Saturday) Match played during the season (including post Sectional matches), including:
  - i) Major Singles
  - ii) Fours

- iii) Senior Singles
  - iv) Minor Singles
  - v) Pairs
  - vi) Senior Pairs
  - vii) President's Singles
  - viii) Triples
  - ix) President's Pairs
- b) One (1) point awarded for each match won in these Championships.
  - c) Two (2) points awarded for runner-up and four (4) points awarded for winner in any of the above.

#### Champion of Champions Event

- a) Singles
- b) Pairs
- c) Fours

Same points awarded as for District Championships.

#### State Finals

Same points awarded as for District Championships.

#### District Representation

- a) Two (2) points awarded for representation in Zone 2 sides, including:
  - i) Open
  - ii) Senior
  - iii) Restricted Age
- b) State representation – four (4) points
- c) Australian Representation – six (6) points

### **41) VETERAN BOWLER OF THE YEAR**

- a) Players are eligible to participate if they turn 70 in the year of the competition (or are older).
- b) Age bonus:
  - i) 75 – 79 years, add two (2) Bonus points
  - ii) 80 – 84 years, add four (4) Bonus points
  - iii) 85+ years, add six (6) Bonus points
- c) Points are awarded for both Mid-Week and Saturday Pennants as follows:
  - i) One (1) point per match played in Sectional play

- ii) One (1) point per match played in Sectional play
- iii) One (1) point per side win per match played
- iv) Bonus points:
  - i. Two (2) for Sectional win
  - ii. Two (2) for Pennant win
  - iii. Two (2) for State Pennant win
- d) District Senior Singles and Senior Pairs:
  - i) One (1) point for competition entered
  - ii) One (1) point per match won
  - iii) Bonus Points:
    - i. Two (2) points for runner-up
    - ii. Four (4) points for winner.
- e) Club Senior Singles and Pairs – as for (d) above
- f) Club Minor Pairs – as for (d) above
- g) Valentine Super 10's and Senior Triples:
  - i) One (1) point for entering either competition
  - ii) One (1) point for each match won in either competition
  - iii) Two (2) points for Runner-up in either tournament
  - iv) Four (4) points for Winner of either tournament.

**42) MOST IMPROVED BOWLER OF THE YEAR CRITERIA**

- a) Can only be won once.
- b) Must have played at least seven (7) Saturday Pennant matches in the previous season.
- c) Must have played in at least four (4) Club Championships in previous season.
- d) Winner: Increase in points from previous year x 100 previous year's points.

**43) MEMBER HEALTH AND SAFETY**

- a) The VMBC has adopted an Extreme Weather Policy (Document included as an Addendum)
- b) The Controlling Body or its nominee should use the Kestrel 3000 Pocket Weather meter device to determine if play should continue during:
  - i) State, Zone and District competitive play
  - ii) Club championships
  - iii) Roll-up, Coaching sessions and social play

- c) The heat stress index defines the climate conditions, as a combination of temperature and humidity, that are dangerous for play. (The adopted VBC Co-Op. Heat Policy is included in the Addendum to these By-Laws.)

**44) SCHEDULE of CHARGES**

<b>Document</b>	<b>Cost</b>	<b>Rule</b>
Copy of book of Rules	\$20.00	Rule 52(4)
Inspection or Register	\$0.00	Rule 56(1)
Copy of the Constitution	\$5.00	Rule 56(3)(ii)
Copy of Register	\$0.00	Rule 56(3)(v)
Annual Subscriptions	Min \$2.00	Rule 10
Maximum Fine	\$50.00	Rule 18(1)



# ADDENDUM

## Schedule 1

### Uniform Policy

All Male Bowlers are requested to observe and abide by the following dress rules.

#### SATURDAY GALAS

(Except where it is advised on the nomination sheet that the Dress Code is Mufti)

Bowls Creams and Approved Bowls Shirts displaying the BA logo Cream Bowls Shirt

Bowls Creams and Club Pennant Shirt

Club Pennant Uniform

#### WEDNESDAY AND FRIDAY GALAS

Mufti, Collared Shirt (no singlet tops), Tracksuit Pants are to be of the Dress type and not Fleecy Lined material.

#### TWILIGHT AND SUNDAY MIXED GALAS

Mufti, Collared Shirt (no singlet tops), Tracksuit Pants are to be of the Dress type and not Fleecy Lined material.

#### CLUB CHAMPIONSHIPS

(Except where it is advised on the nomination sheet that the Dress Code is Mufti)

Valentine Bowling Club Pennant Uniform

If a team event, entire Team to be in the same attire.

#### VALENTINE TOURNAMENTS

(Except where it is advised on the nomination sheet that the Dress Code is Mufti)

Valentine Bowling Club Pennant Uniform

If a team event, entire Team to be in the same attire. Except where it is a composite team, a Valentine player would be expected to wear the Valentine Uniform.

#### HATS

Whilst there is no requirement as to what type of hat bowlers can wear, players are advised that the common sense should apply and where possible, support the club and wear the Valentine Club Cap or Hat. Hats are not required at this stage to display the Bowls Australia logo.

## Schedule 2

# BOWLS AUSTRALIA

## Barefoot Bowls Guide

### EVENT PROCEDURE

#### TIME OF BOOKING

- Event/Function is booked
- Collect Deposit
- Event/Function form produced for all key stakeholders (Supervisor, staff and greenkeepers)

#### LEADING UP TO EVENT

- Ring the client and confirm attendance/ number attending
- Confirm green space is available
- Confirm any catering is sorted
- Confirm any staff/volunteers for the event are booked

#### DAY OF EVENT

- Prepare the facilities
- Greens marked
- Mats and Jacks placed on the bank
- Bowls at end of each rink
- Ensure the staff/volunteers are at venue early and ready for participants to turn up
- Collect payment on arrival or ensure the group has paid

#### EVENT

- Short Introduction
- House rules and safety instructions
- Quick and Easy explanation on "How to Bowl"
- Get everyone bowling
- Continual monitoring of the participants, but also giving them distance to enjoy the day

*REMEMBER, THESE PEOPLE ARE HERE TO ENJOY THEMSELVES NOT TO BE COACHED!*

- Provide any catering involved in package booked

#### FOLLOWING EVENT

- Provide any participants with information about joining the club if they seem keen give them a brochure
- Ensure bowls are packed away
- Do any routine evaluation for club events
- Gather participant details (phone number, email, Facebook) for future contact. Participants can be enticed to do so by a small monthly giveaway.

#### BASIC EVENT RULES

Basic rules include:

- No drinks on the green
- Respect the greens
- No driving
- At completion please replace all bowls as a matched set of four
- Don't stand in the ditches
- Don't drop bowls on the green
- Offensive language will not be tolerated
- Broken glass? Please advise staff as soon as possible

#### STAFFING REQUIREMENT

There is no designated requirement for the amount of staff for certain amount of people, but the club should be realistic when assigning people to each group.

Considerations that should be taken into account are:

- Type of event
- Amount of people
- Group ability

- Ability of the instructor/staff (trained or untrained)
- A rough ratio is 1:30

### **PAID OR VOLUNTEER**

The suitable instructor from the club who will conduct the sessions will be paid \$50.00 for a minimum of 10 participating persons @ \$5.00 per head.

### **WHO**

The people conducting your session/s will be the face of your club, great attributes include:

- Friendly
- Knowledgeable
- Safety conscious
- Qualified Coach (Introductory Coach Courses are perfect for Barefoot Bowls Instructors)

### **DUTY STATEMENTS/RESPONSIBILITIES**

A job description for the instructor of your Barefoot Sessions is great to make sure the person is accountable for their role.

Such a description would include what the person would do from the lead up to each event until everything has been packed away.

### **BRIEFING PRE ACTIVITY**

This is the most important part of any session. Important elements include:

- Brief, but not too brief – you want the group to gain enough knowledge to have a safe fun time without going over the top
- Explain house rules and safety information
- Demonstrate a delivery– the simpler the better, no need to get into the finer points
- Get everyone bowling ASAP

### **LEGAL INSURANCE**

Best to consult with your insurance provider.

### **SIGN IN**

Clubs should abide by the Registered Clubs rules relating to signing in.

### **FUNCTION INDEMNITY FORM**

Generally, only the person booking the event will sign one of these forms and it will cover the use of any photos taken by the club and inform of the unlikely event of injuries.

### **GENERAL SAFETY AND INJURY CLEARANCE**

All instructors/volunteers who run barefoot parties should be either employed by the club (to be covered under insurance) or a qualified coach.

These people should also provide a clear safety brief at the start of each session to the participants, this will help cover against any injuries.

### **LOGISTICS**

Logistical needs for a session include:

- Green space
- Bowls (These can be old, new, big or small – first off, you need bowls and then you can look to have a vast range to suit all participants needs)
- Mats
- Jacks
- Storage (Bowls, mats and jacks)
- Shade
- Bins
- Drinking water for participants during every event
- Sunscreen
- Drink stands (can be great for advertising – discussion point during corporate events)
- Lights – some events are held during the night under lights. If clubs have lights then this is a great option to use, if not there is no real loss.

## Schedule 3

### Side Manager Reporting Process

#### Aim:

To assist the Selection Committee's informed decision making.

#### Implementation:

Pennant Team Skips will provide an assessment of individual and team performances to Side Managers at the conclusion of each game.

Side Managers will meet with the Chairman/Selection Committee to convey Pennant Team Skips' feedback.

Selection Committee will discuss feedback and develop appropriate strategies (such as coaching, mentoring, team organisation/player selection) to assist team performance across all pennant grades.

*For example:*

#### Game 1

<b>Position</b>	<b>Tick OK</b>	<b>Further information if required</b>
Lead		
Second		
Third		
Skip		
Team Performance		

## Schedule 4

# Valentine Men's Bowling Committee

## Responsibilities and Duties

October 2018

### **1) Representation**

The Valentine Men's Bowling Committee, hereafter known as the 'Bowls Committee', is a Valentine Bowling Club Cooperative Ltd. (hereafter known as the Cooperative) approved sub-committee of the Board of Directors specifically formed to assist the Bowls Manager manage the day to day control and operation of bowls within the Men's Club.

### **2) Aims**

In accordance with the Objects of the Cooperative's Constitution, preserve and promote the best traditions of the sport of lawn Bowls within the Club and to ensure the laws of Lawn Bowls as laid down by the Royal New South Wales Bowling Association and the Newcastle Bowling Association are adhered to.

### **3) Objective**

To achieve its objective, and as a sub-committee of the Board of the Cooperative, it is essential that the Bowls Committee assist the Bowls Manager in the positive directing, promotion and organisation of social and competitive bowls for its members and guests.

### **4) Limits of Responsibility**

The Bowls Committee may not, under any circumstances, undertake any authorities, duties or responsibilities that contravene the Constitution and subsequent Rules and By-Laws of the Valentine Bowling Club Cooperative Ltd., as approved by the Board of Directors.

### **5) Membership**

- a) Membership of the Bowls Committee shall be comprised of up to 15 '*ordinary*' bowling members and will include the Bowls Manager/Chairman of the Selection Committee. A Director of the Board of the Cooperative shall be an ex officio member of the Bowls Committee on a rotational basis.
- b) All ordinary members of the Cooperative will be eligible to stand for nomination and vote at the Annual General Meeting (AGM) of the Bowls Committee.
- c) An ordinary male member of the Cooperative can be nominated for election to the Bowls Committee or may self-nominate if so desired.
- d) Nominations for election to the Bowls Committee shall close at least seven (7) days prior to the Bowls Committee's AGM, and shall be publically displayed within the Club.
- e) Ordinary members who are nominated for election to the Bowls Committee will be elected by ordinary members entitled to vote at the AGM.

- f) Should insufficient nominations be forthcoming the Chairperson may call for nominations from the floor of the AGM or at a special meeting.
- g) Voting shall be conducted in accordance with the Rules of the Cooperative.
- h) Bowls Committee member elections shall occur biennially in the alternate years to the Co-operative's Board of Directors elections.
- i) The ballot results are to be announced before ballot papers are destroyed and elected members will stand for a period of two (2) years.
- j) Following election by the membership, the Bowls Committee will elect a Chairman to facilitate the good management of all the Committee's business.
- k) Selection Committee
  - i) Ordinary Members shall be elected by the Annual General Meeting of the Bowls Committee to form a Selection Committee. The Bowls Manager (where appointed) shall be Chairman. If there are insufficient nominations, the Board shall appoint a Committee.
  - ii) Should the need arise, the Bowls Committee as an instrument of the Board may, after consultation with the Bowls Manager, leave vacant any unexpired portion of a 2 (two) year term, or appoint a qualified person to fill a casual vacancy on the Selection Committee until the next annual general meeting at which Selection Committee elections are held.

**6) Bowls Committee - Annual General Meeting AGM.**

- a) The Chairman of the Bowls Committee will ensure an AGM is held four (4) weeks **prior** to the date of the Annual General Meeting of the Cooperative.
- b) A quorum of twenty-five (25) ordinary members is required to open the meeting. Should a quorum not be present within thirty (30) minutes of the specified starting time of the meeting, the meeting will be adjourned until the same time and day of the following week or such time decided by those members present. Notice of such an adjournment shall be advised to all members in accordance with rule 12(1) of the Constitution. Should a quorum not be present within thirty (30) minutes of the time set down for the adjourned meeting, the business of the meeting shall be conducted nevertheless.
- c) The quorum of any special meeting shall be twenty-five (25) ordinary members and six (6) members of the Bowls Committee, inclusive of the Bowls Manager.
- d) AGM business should include:
  - i) Confirmation and signing by the Chairman of the minutes of the previous AGM
  - ii) Reports from:
    - i. the Chairman of the Bowls Committee
    - ii. Bowls Manager
    - iii. Others on the Bowls Committee deemed necessary
    - iv. Declaration of positions vacant, election of officers under NSW Fair Trading standard meeting rules and the announcement of the results of the ballot to fill those positions.
  - iii) Deal with matters for which due notice has been given.
  - iv) General business

- v) Closure of meeting

## **7) Bowls Committee Meetings**

- a) The Bowls Committee shall meet monthly on the first Friday of each month or, as necessary, at a time and date agreed by the majority of the committee.
- b) Business should include:
  - i) Confirmation of the minutes of previous Bowls Committee meeting
  - ii) Reports from:
    - i. The Chairman of the Bowls Committee
    - ii. Bowls Manager
    - iii. Others on the Bowls Committee deemed necessary
  - iii) Deal with matters for which due notice has been given
  - iv) General business
  - v) Closure of meeting.

## **8) Chairman of the Bowls Committee**

The Chairman of the Bowls Committee shall:

- a) As necessary, attend board meetings of the Cooperative to address any relevant issues raised by the Bowls Committee which are believed to be outside the Bowls Manager's responsibility.
- b) As deemed necessary, advise all bowling members of the activities of the Bowls Committee and any actions they believe need to be implemented to ensure the furtherance of good bowling at Valentine Bowling Club.
- c) To ensure the continued high standard of bowls management, meet on a regular basis with the Bowls Manager.
- d) Ensure any written recommendations, letters, advice or the like, provided by ordinary bowling members are addressed at the first available Bowls Committee meeting and the member advised as to the Bowling Committee's response and/or action(s).
- e) Provide advice to the board of the Cooperative of any financial assistance the Bowls Committee requires to ensure the proper and appropriate management of bowls within the club.
- f) Control all meetings of the Bowls Committee
- g) Delegate tasks to other members of the committee such as the following although this should not be considered inclusive:
  - i) Secretary
    - i. Take and distribute Bowls Committee minutes to the ex officio Director of the Board and committee members and ensure a further copy of the minutes is prominently displayed on the notice board for the general information of all bowling members.
    - ii. Provide a copy the financial activities statement to committee members and ensure a further copy is prominently displayed on the notice board for the general information of all bowling members.

- ii) Welfare Officer
  - i. On becoming aware, contact bowling members who have succumbed to illness or are otherwise in need of assistance and comfort.
  - ii. Advise the Valentine Bowling Club President of the bowling members who may be in need of assistance and comfort.
- iii) Selection Committee Advisor
  - i. Provide advice to the Bowls Committee regarding any matters that the Selection Committee may think to be of assistance toward the overall management of pennant and gala bowls at Valentine Bowling Club.
- iv) Umpire Advisor
  - i. Provide advice to the Bowls Committee regarding any matters that Umpires and Coaches may think to be of assistance toward the overall management of pennant and gala bowls at Valentine Bowling Club.
- v) Coaching Advisor
  - i. Bowls Manager to provide advice as to the coaching/practice days etc.

**9) Bowls Committee's Responsibilities to the Cooperative**

- a) Carry out its duties according to the Rules and By-Laws of the Valentine Bowling Club Cooperative.
- b) Organise, promote and manage lawn bowls and associated social activities including raffles.
- c) Supply a copy of the monthly minutes to the Board of the Cooperative.
- d) Apply to the Valentine Bowling Club Board of Directors, when necessary, for a monetary grant for a specific purpose.
- e) Must not, under any circumstance, employ a person in a full-time or casual capacity.
- f) Refer to the Valentine Bowling Club Board of Directors for consideration of disciplinary action, any member(s) who breach the Rules and By-Laws of the Cooperative.
- g) All decisions on matters that may come within the work-role and responsibilities of the Bowls Committee are to be referred to the Board for approval prior to implementation.
- h) Has no authority over the management of the bowling greens or the work-role of the Greenkeeper other than to encourage the participation of barefoot bowlers to use the greens in the expectation that some of these players may become active members of the Club.
- i) Determines, as directed by Valentine Bowling Club Board of Directors, the standard of dress for the playing of bowls. While it may vary from time to time, the standard of dress shall comply with the requirements of the Royal New South Wales Bowling Association and the Rules and By-Laws of the Valentine Bowling Club Cooperative.

**10) Operational Duties and Responsibilities of the Bowls Committee**

The duties of the Bowls Committee shall be as follows and should not be considered totally inclusive:



- a) Organise Wednesday, Friday and Saturday galas by providing team sheets as per predetermined event for the day
- b) Collect and account for all gala fees collected from participants
- c) Organise the distribution of predetermined prizes for all winners
- d) On behalf of the Cooperative, organise the Club raffle, distribute prizes and account for all monies collected
- e) Hand collected monies to bar staff and collect reconciliation sheet. If time does not permit, the Bowls Manager will collect the reconciliation sheet at a later time
- f) Ensure all appropriate Bowls Committee financial records are completed and returned to their designated location
- g) As required, re-organise teams to accommodate as many bowlers as possible to meet greens/rinks availability
- h) Support Club Championships by being available to assist the Bowls Manager as required
- i) Assist the Bowls Manager in the organisation of the club presentation day
- j) When requested, if a board member of the Cooperative is not available, assist in providing an alternate delegate to the NDBA.
- k) Always investigate and seek ways to improve galas through innovation and interest to ensure the current rate of participation does not decline and that our galas attract new members to the club
- l) Wherever possible, encourage our one (1) and two (2) grade pennant players to participate in gala days and in particular, the Saturday gala
- m) Ensure that all decisions and recommendations approved at Bowls Committee meetings, once ratified/adopted by the Board of the Cooperative, are carried out in a proper and timely manner and that an imperative of all committee members is to support and assist each other in carrying out those decisions and recommendations
- n) Display all approved decisions on the Cooperative's noticeboard located within the Club premises for the benefit of all active bowling members.

## Schedule 5

### JOB DESCRIPTION

**JOB TITLE:                    BOWLS MANAGER/CO-ORDINATOR**

**REPORT TO:                    CEO WEEKLY OR AS DIRECTED**

#### **OVERVIEW:**

As the Bowls Manager/Co-ordinator, you must constantly portray a professional image which reflects positively on the Club's image. Your role is crucial to the smooth operations of the Club.

At all times the Bowl's manager/Co-ordinator will make every effort to promote the game of Lawn Bowls.

#### **REQUIREMENTS:**

- **Current RSA & RCG**
- **Current coaching certificate**
- **Basic Computer knowledge**

#### **ROLES AND RESPONSIBILITIES**

##### **1) General Duties**

The Bowls Manager/Co-ordinator is required to:

- Perform rostered bar duties or as directed by CEO
- Ensure every bowler is registered and financial with the necessary Bowling Associations
- Post and keep bowls noticeboards up to date
- Arrange all nominations for District, Zone and State Events
- Submit bowls results and information every week to the Herald
- Update Club Honour Boards as required
- Formalise Coaching Programs and list placed on Bowls Notice Board with times and dates
- Provide and co-ordinate coaching lessons for bowling members and new members
- In conjunction with the Bowls Committee recruit new Bowlers to the club
- Promote Junior Bowling within the Club
- Liaise with local schools and businesses to generate publicity for bowls events
- Inform the Functions Co-ordinator of specific bowls functions
- Co-ordinate with the Bowls Committee to ensure adequate personnel are allocated to run the bowls events

- In conjunction with CEO prepare budget and operational reports
- Prepare report for monthly Board meetings informing of bowls activities and upcoming events
- Monitor and maintain bowls stocktake monthly
- Ensure adequate notice is given for prize money required
- Ensure all bowls expenditure invoices are signed when received as correct.

## 2) **Bowls Committee**

The Bowls Manager/Co-ordinator is required to:

- Attend monthly Bowls Committee meetings
- Plan and present suitable Bowls programs including social Bowls and Tournaments for approval
- Report to the Bowls Committee on the results of bowls events
- Report to the Bowls Committee on the progress of upcoming bowls events 1 month in advance
- Report to the Bowls Committee on the progress of bowls sponsorship.

## 3) **Pennants**

The Bowls Manager/Co-ordinator is required to:

- Be Chairman of Selectors
- Liaise with other club selectors to fill vacancies in pennant teams when required
- Co-ordinate the nominations for Pennant Grades with the District
- Ensure all Side Managers are supplied with necessary items for the season
- Co-ordinate with the CEO for all appropriate pennant expenses when required for approval.

## 4) **Club Championships**

The Bowls Manager/Co-ordinator is required to:

- In conjunction with the Bowls Committee co-ordinate and conduct the draw for Club Championships
- Ensure all nomination forms are displayed allowing adequate time for players to nominate
- Display Championship draw and keep updated
- Ensure all Club Championships are finalised in sufficient time for ordering of trophies to be presented at presentation night.

## 5) **Bowls Tournaments**

The Bowls Manager/Co-ordinator is required to:

- Distribute entry forms to Clubs and players at least 3 months in advance for upcoming club tournaments

- Liaise with Functions Co-ordinator any requirements for Bowls Tournaments e.g. catering and room equipment
- Ensure all Bowls Tournaments and events are registered with the NDBA and Royal Bowling Association
- Ensure all Bowls Tournaments and events are run in accordance with the Club's By-Laws and Constitution.

#### **6) Bowls Sponsorship**

The Bowls Manager/Co-ordinator is required to:

- Negotiate sponsorship agreements with interested businesses with details of the agreements being recorded in a signed contract
- Actively pursue businesses offering sponsorship and advertising opportunities with the Club, including bowls Tournaments.

#### **7) Dress Regulations**

The Bowls Manager/Co-ordinator is required to:

- Be aware of the Club's Bowls Dress Regulations and ensure they are adhered to.

#### **8) Workplace Health and Safety**

The Bowls Manager/Co-ordinator is required to:

- Ensure all WH&S regulations are adhered to at all times and take necessary remedial action when required.

#### **9) Uniform**

The Bowls Manager/Co-ordinator is required to:

- Be dressed in the Club issued uniform for all shifts.

## Schedule 6

### HEAT POLICY

- 1) The Valentine Bowling Club Cooperative recognises that physical activity during periods of hot weather affects people in different ways, and that individuals are responsible for paying careful attention to their own physical well-being during any form of activity undertaken in such conditions.
- 2) The Cooperative has therefore adopted Bowls Australia's Extreme Weather Policy as a By-Law.
- 3) Should extreme weather circumstances and procedures be not covered by this heat policy, the general guidelines for Hot and Wet/Cold Weather in Bowls Australia's Extreme Weather Policy shall be followed in accordance with the Cooperative's By-Law.
- 4) The following procedures will be applied:
  - a) The Valentine Men's Bowls Committee through its Controlling Body, or nominee, will use the Kestrel 3000 Pocket Weather meter device to determine if play should continue. By providing a reading of the Heat Index, the Kestrel device will assist the Controlling Body in deciding whether conditions are suitable for play. The Heat Index (or HI) is a measure of how hot it feels when relative humidity (RH) is added to the actual air temperature.
  - b) Temperature and Relative Humidity readings that form the HI are to be taken out of direct sunlight.
  - c) Only heat index readings, not simple temperature readings, will be used to assess conditions for play. Should play need to be suspended, the controlling body will announce to players to leave the green at the conclusion of the end in current play.
  - d) When the HI reaches 36 at the venue, play/competition should be interrupted at 20 minute intervals for a period of 10 minutes during which time drinks will be made available for hydration.
  - e) When the HI reaches 40 at the venue, play/competition will be suspended.
  - f) If the Controlling Body believe adverse weather conditions may improve, then play/competition shall be suspended for up to 2 hours. Where conditions do not improve in that time, the controlling body will cancel play for the day and/or reschedule competition/tournament play; notifying bowlers accordingly.
  - g) In making that decision, the controlling body will take into account all relevant factors including the age and health of the players and officials, the weather conditions and climate, the level of humidity and the amount of shade or shelter available at the venue.
  - h) Should the extreme weather conditions that led to the cancellation of play return to an acceptable HI level, the green will be available for social use only.
  - i) Should adverse weather conditions affect the social use of greens, the Bowls Committee, Bowls Manager or nominee will close the greens until such time as the HI returns to an acceptable level for social use, such as roll-ups and barefoot bowls, to continue.

## **TRAVEL POLICY**

### **MEAL AND ACCOMMODATION EXPENSES**

- These payments are only applicable to players representing Valentine Bowling Club.
- Meals include breakfasts, lunch and dinner on playing days.
- A daily meal allowance of up to \$55 in total, is to be paid per calendar day.
- Additional sundry items such as mini bar and general beverages are the responsibility of the player, there is to be no reimbursement for such items.

Accommodation is simply the cost of hotel/motel overnight charges.

- Accommodation costs will be covered up to \$150 per person per night. Sharing is encouraged as family rooms are less expensive. Only applicable where two games a day are played and where travel to and from the venue is more than 150kms.
- All accommodation and meal costs are for players only. In the case where a player wishes to bring a wife, spouse or partner, all additional costs for accommodation and meals will be the responsibility of the player.
- Also, in this case the accommodation allowance may need to be adjusted accordingly if the number of shared rooms becomes reduced.
  - E.g., If two players who were to share a room decide to bring their respective partners, then this will create the need to provide two rooms rather than one.

### **TRAVEL EXPENSES**

- Travel Expenses is the reimbursement for legitimate kilometre costs.
- Car-pooling is to be encouraged where possible. This should be based on the same scenario as our current pennant travel costs. (Distance determined by Google Maps, payment based on 25c per kilometre)
- Road tolls can be claimed separately if necessary, depending on the location of events.

### **PRIZEMONEY**

For events at Zone, State and National level. Prizemoney should be matched by the club as follows:

#### **ZONE EVENTS:**

- Major, Senior, and Reserve Singles, Pairs, Triples and Fours.
- Champion of Champion Singles, Pairs and Fours.
- NSW Club Challenge events, open and mixed.
- Zone and State Mixed Pairs events.

**STATE EVENTS:**

- Major, Senior, and Reserve Singles, Pairs, Triples and Fours.
- Champion of Champion Singles, Pairs and Fours.
- NSW Club Challenge events, open and mixed.
- State Mixed Pairs events.

A) The club will match prizemoney for the winner of above events to 100%.

B) The club will match prizemoney for the runner up of above events to 100%.

No prizemoney is to be matched for achieving levels below that of winner or runner up in such events.