

SECTION 1

MEMBERSHIP

ANNUAL SUBSCRIPTION

1. (1) Annual Subscriptions shall be determined by the members at the Annual General Meeting.
- (2) Full and Junior members shall pay all affiliation and capitation fees levied by State and Association authorities unless qualifying as a "Dual Member" in accordance with the State Authority's rules
- (3) Pro-rata subscriptions for Full and Junior membership of fifty (50) percent may be applied by the Board on or after January 1st each year.
- (4) In the case of a Full Member being a full time student, the Board may reduce the Club membership subscription to that of a Junior Member without affecting his membership rights.

LIFE MEMBERSHIP

- 2 (1) Life Membership may be awarded only to persons who qualify under Rule 6 of the Constitution.
- (2) A Life Member, shall pay all monies due except those stated in Rule 6 (2) of the Constitution.
- (3) A Life Member, whilst remaining an affiliated member, is entitled to hold office and vote at all meetings of the Club.
- (4) A Life Member shall remain a Life Member even if he ceases to be an affiliated member but shall assume the status of non-playing member thus relinquishing the rights accorded to a full member.

DISCIPLINE OF MEMBERS

3. Under Rule 16 (1) (c) of the Constitution the Board may fine a member of the club an amount not exceeding \$50.00

MEMBER PROTECTION POLICY

4. (1) Each section shall appoint a Member Protection Officer (here in after referred to as the MPO) at least one (1) shall be male and one (1) shall be female.
- (2) The MPO shall carry out the duties and directions as contained in the Member Protection Policy displayed in the Club House
- (3) The MPO shall be the first point of contact for any member having a grievance concerning sexual harassment, discrimination or vilification.

SECTION 2

SECTION COMMITTEES, DUTIES AND RESPONSIBILITIES

CLUB DELEGATES

5. (1) Club Delegates shall be elected in accordance with Rule 22 (1) of the Constitution.
- (2) Each Sectional Committee shall appoint two (2) substitute delegates who shall have the authority of the appointed delegates in their absence.
- (3) GVDLBA delegates are to be deemed to be delegates to the VLBA.

MATCH COMMITTEE

6. (1) The Match Captain (here in after referred to as the "Captain") is elected that the Section Annual General Meeting in accordance with Rule 23 (1) of the Constitution.
- (2) The Match Committee comprising of the Captain plus five (5) financial members shall be elected by the members at the Annual Meeting of the Section.
- (3) The Captain shall follow all instructions of the Sectional Committee and the Greens Director, or in his absence the Greenkeeper, and shall make himself familiar with all dates and times when play is allowed, particularly at the end of the season.

SOCIAL BOWLS

7. (1) The Captain shall draw up a Roster of members for Social Bowls to ensure that each event is run in an efficient manner. The Captain shall ensure that at least one (1) member in control of the event is experienced in doing so.
- (2) The Match Committee shall be in control of Social Bowls by:
 - (a) posting the entry forms on the notice board at least four (4) days prior to the event stating date, commencement time, dress code and closing time for the submission of names.
 - (b) deciding on the conditions of play for each social event and if necessary appoint an Umpire.
 - (c) ensuring, before the commencement of play, that the President or the next senior member of the Section Executive delivers the welcoming remarks.
 - (d) announcing the conditions of play and if necessary the Umpire of the day.
 - (e) when the winner has been decided the Captain or his Deputy shall inform the President or the next senior member of the Section Executive, so that they may present the trophies.

CHAMPIONSHIP AND CLUB EVENTS

8. The Match Committee shall organise and control all Championship and Club Events as determined by the Section Committee. The Match Committee shall:
 - (a) post Entry Forms for each event on the notice board stating the event, conditions of play and the closing date on which entries close
 - (b) compile a draw in accordance with the RVBA/VLBA/IBBA Rules for Competition and set the date for the completion of each round.
 - (c) where possible appoint an Umpire for all events.

RULES FOR CLUB EVENTS

9. (1) Seeding for all Championship and Club Events is strictly prohibited.
- (2) Completion dates for rounds of competition shall be strictly adhered to.
 - (a) The player whose name appears on top on the draw sheet is responsible to arrange that the match be completed by the date shown on top of the draw sheet.
 - (b) If the player referred to in sub-clause (a) can get no satisfaction from the intended opponent he/she should report the position to the Match Committee.

- (c) If the opponent of the player referred to in sub-clause (a) can get no satisfaction from that player he/she should report the position to the Match Committee.
- (d) If the time for the completion of the match expires without the match having been played, and if neither player has communicated with the Match Committee, then both players shall be eliminated from the event.
- (e) If one player has informed the Match Committee of his/her ineligibility to arrange the match, or of his/her failure to hear from his/her opponent within the allotted time, the appointee may award a walkover against the player failing to complete arrangements to play the match within the allotted time.
- (f) Unless a player can establish his/her inability to play when the match is scheduled to be played, then the Match Committee shall not grant to that player an extension of time.
- (g) The Match Captain plus two (2) members of the Match Committee may under extraordinary circumstances, grant an extension of time providing that the extension does not delay further rounds of that competition.

CONDITIONS OF PLAY

- 10. (1) The Match Committee shall determine conditions of play for all Social Events.
- (2) The Match Committee shall determine conditions of play for all Club Events not covered by Masters Qualifications.
- (3) The Match Committees shall determine handicaps for their relevant Section's competitions.
- (4) In events requiring the use of handicaps, handicaps will be played off in their entirety. The differential between handicaps shall be of no consideration.

SELECTION COMMITTEE

- 11. (1) The Selection Committee comprising of five (5) financial members who shall be elected by the members at the Annual Meeting of the Section.
- (2) The five members of the Selection Committee shall meet within seven (7) days of the Annual Meeting of the Section to elect a Chairperson from within the Committee.
- (3) Two (2) emergency selectors shall be elected at the Section Annual general Meeting.
- (4) (a) Five (5) members shall constitute a quorum for all Selection Meetings.
(b) In the event that appointed selector/s or emergencies are unable to constitute a quorum, a member/s of the Section Executive shall fill any vacancy.
- (5) The duties of the Selection Committee shall to.
 - (a) Appoint a Side Manager for each selected side who is responsible for ensuring that his duties are carried out in accordance with Association By Laws.
 - (b) Appoint an Umpire for all home pennant matches. The Umpire cannot be the Side Manager.
 - (c) Be available, prior to any Selection Meeting, to give explanations or hear complaints from any member who has given twenty-four (24) hours notice of their intention to be in attendance.
 - (d) For all home pennant matches appoint a "Duty Team" whose responsibility it will be to:
 - i) Ensure that scoreboards, rink flags and drinking cups are in position prior to the commencement of play:
 - (ii) Ensure that the drinking fountain is switched on and that cups are ready for use.
 - (iii) At the completion of play, ensure that scoreboards, rink flags and cups are returned to storage and that the drink fountain is switched off.

TOURNAMENT SECRETARY

- 12. (1) The Tournament Secretary is elected at the Section Annual General Meeting in accordance with Rule 25 (1) of the Constitution.
- (2) The Tournament Secretary may appoint an assistant or assistants to ensure that his/her duties are carried out as efficiently as possible.
- (3) General duties of the Tournament Secretary shall be to:

- a) Compile and maintain a suitable register of names, addresses and telephone numbers of eligible bowlers to participate in Club tournaments.
 - b) Maintain an accurate record of those in attendance at each event and record event trophy winners.
- (4) Tournament duties of the Secretary are to:
- a) Compile a draw of play ensuring as near as possible that teams do not play on more than one (1), what is considered by the Greens Director to be a ditch rink.
 - b) Prepare "Master Draw" and Team Scorecards recording clearly the:
 - i) Team number
 - ii) Skippers or entrants name
 - iii) Rink numbers where team is to play each round.
 - c) Appoint an Umpire for the day.
 - d) Prepare "Conditions of Play" for each event which shall consist of:
 - i) Number of games and ends to be played
 - ii) How winners shall be determined.
 - A) Points system
 - Win = 10 Points
 - Draw = 5 Points
 - Each End Won = 1 Point
 - If points are equal, shots up then percentage shall be applied.
 - B) Merit system
 - Win = 2 Points
 - Draw = 1 Point
 - If points are equal the winner shall be determined by:
 - Shots up then percentage,
 - or
 - Play Off
 - e) When the tournament "break" will be taken.
 - f) On completion of all games determine the winner or winners for the day.

GREENS COMMITTEE

- 13. (1) The Greens Director (here in after referred to as the "Director") is elected at the Section Annual General Meeting in accordance with Rule 26 (1) of the Constitution.
- (2) The Greens Committee comprising of the Director, plus two (2) financial members who shall be elected by the members at the Annual Meeting of the Section.
- (3) The Greens Director or in his absence a member of the Greens Committee shall have power to prevent play at any time when in their opinion damage may be incurred to the green as a result of play thereon.
- (4) Should play be prevented at any time the Greens Committee shall notify the Match Captain of their decision. Any notice posted by the Greens Committee prohibiting play shall be deemed sufficient notice to members of such prohibition.
- (5) No member shall be allowed to play on the playing area unless wearing approved smooth soled and heelless bowling shoes.
- (6) In the absence of the Director and the Greens Committee, any two (2) members of the Sectional Executive Committee shall have the power to prevent play at any time.
- (7) In all other respects the supervision and control of the playing area and lawns shall be in the hands of the Sectional Committee whose ruling thereon shall be final.

GREEN KEEPER

- 14. (1) The Green Keeper shall be appointed by the Board of Management and shall work In conjunction with the Director and the Greens Committee in accordance with Rule 14 above.
- (2) The Green Keeper may be appointed under Contract in return for remuneration and shall report directly to the Green Director.

- (3) The duties of the Green Keeper shall be:-
 - (a) to ensure that the playing surface and ditches of all greens are up to playing standard at all times during the bowling season.
 - (b) to mow the grassed playing surface at least twice per week.
 - (c) To groom, scarify and fertilize grassed playing surface on a regular basis with grooming to be carried out on a monthly basis commencing no later than November of each year.
 - (d) To water greens not less than once a week during the bowling season.
 - (e) At the direction of the Green's Committee to repair and maintain machinery and equipment.
 - (f) Liaise with the Green's Director and the Greens Committee on matters regarding the closure of greens in accordance with Rule 14 above.
 - (g) Have weekly meetings with the Greens Director and/or the Green Committee to ensure commitments are met.

CATERING COMMITTEE

15. (1) The Catering Director (here in after referred to as the "Director") is elected at the Section Annual General Meeting in accordance with Rule 27 (1) of the Constitution.
- (2) The Director shall appoint an assistant or assistants to form a Committee to ensure that duties and responsibilities are carried out as efficiently as possible.
- (3) The duties of the Catering Committee shall be to:
 - (a) With the co-operation of the Clubhouse Committee, maintain all equipment necessary for the kitchen to function in compliance with the Health Regulations and Occupational Health and Safety Standards.
 - (b) In consultation with the Board, Tournament Secretaries and Match Captains, cater for all events conducted at the Club when deemed necessary.
 - (c) Compile a roster of volunteers for the smooth operation of all events.
 - (d) Purchase quality food and supplies as deemed necessary by the Director.

SECTION 3

CLUB COMMITTEES, DUTIES AND RESPONSIBILITIES

GROUNDS COMMITTEE

16. (1) The Board shall have power to appoint a Grounds Director.
- (2) The Grounds Committee shall consist of the Director plus a Roster of Volunteers whose aim is to maintain and present the surrounds and external fixtures at their best at all times.
- (3) General duties of the Grounds Committee shall be, to:
 - (a) Clean, paint and repair all external furniture and fixtures when necessary.
 - (b) Maintain the drinking fountain and cooler in good working order.
 - (c) Ensure all equipment associated with the grounds, (mowers, edger, trimmer) are maintained to the satisfaction of the Grounds Chairman.
 - (d) Clean and maintain the BBQ and BBQ area.
 - (e) Maintain scoreboards.
- (4) Seasonal duties of the Grounds Committee shall be to:
 - (a) Trim all edges, including poles and shelters, on weekly basis.
 - (b) Mow all lawn areas on a weekly basis.
 - (c) Weed garden beds on least once a fortnight.
 - (d) Whipper snip all areas not included by lawn edger including fence line, posts, tool shed & BBQ area.
- (5) Off season duties of the Grounds Committee shall be to maintain lawn and garden as necessary.

CLUB HOUSE COMMITTEE

17. (1) The Board shall have power to appoint a Club House Committee under the leadership of the Deputy Chairman.
- (2) The Club House Committee shall consist of the Chairman plus two nominees from each of the three Bowls Sections. The Sections will nominate their representatives after the Section Annual General Meetings.
- (3) The Club House Committee will maintain a Roster of Volunteers whose aim is to maintain and present the Club House in the best possible way for members and their visitors.
- (4) Breakdown of equipment in the kitchen, bar or toilets is to be reported to the Chairman of the House Committee as soon as possible,
- (5) Seasonal duties of the Club House Committee shall be to:
 - (a) Maintain all equipment necessary for the Club House to function in compliance with the Health Regulations and Occupational Health and Safety Standards.
 - (b) Ensure there is ample supply of cleaning and toiletry products at all times.
 - (c) Ensure that toilets, male and female, and immediate areas are clean at all times.
 - (d) Clean tables and chairs, vacuum and sweep all floor areas as required.

BAR COMMITTEE

18. (1) The Bar Director is to be elected by the members at the Club Annual General Meeting.
- (2) The Bar Committee shall consist of the Director plus two (2) financial members who shall be appointed by the Board, whose aim is to satisfy members and visitors requirements of liquid refreshments during approved hours.
- (3) The Bar Committee shall, on behalf of the Board, ensure that the regulations of the Liquor Control Act 1987, applying to the Club licence, are enforced at all times by:
 - (a) Strictly adhering to opening and closing times.
 - (b) Prominently displaying designated external "wet" areas in bar section of the Club House and ensure that all alcoholic beverages are consumed within these areas.

- (4) The Bar Committee shall, with the approval of the Board:
 - (a) Shall distribute bar keys to the President, Bar Director and other approved members.
 - (b) Determine opening times to meet the needs of members and visitors all year round.
 - (c) Prepare a duty roster of competent personnel to meet the requirements of sub-clause (2) and (3)(a) above.
- (5) The Bar Committee shall be directly responsible for:
 - (a) Ensuring that an accurate record of sales is maintained by the use of the cash register tape.
 - (b) Conducting a stock take at a minimum of twenty-eight (28) days.
 - (c) The purchase of stock at the best available prices.
 - (d) Satisfying the requirements of members and their visitors.
 - (e) Ensuring that the "Visitors Book" is placed in a prominent place adjacent to the bar and that visitors ineligible for constitutional membership have signed said book.

MEMBERSHIP COMMITTEE

19. (1) The Board shall have power to appoint a Membership Chairperson.
- (2) The Membership Committee shall consist of the Chairperson plus two (2) volunteer Financial Members who shall be approved by the Board.
- (3) The duties of the Membership Committee to any potential member shall be to:
 - (a) Ascertain the eligibility.
 - (b) Be the first point of contact
 - (c) Appoint a Financial Member of the Club to act as sponsor.
- (4) The Membership Chairperson shall ensure that any Application for Membership is handed to the Secretary in accordance with Rule 5 of the Constitution.

SOCIAL COMMITTEE

20. (1) The Board shall have power to appoint a Social Captain.
- (2) The Social Committee shall consist of the Captain plus three (3) volunteer Financial Members who shall be approved by the Board.
- (3) The duties of the Social Committee shall be to approve and organize any social functions that are not considered an integral part of the Board's, or Sectional Committees responsibilities.

FUNDRAISING AND SPONSORSHIP COMMITTEE

21. (1) The Fundraising and Sponsorship Director is to be elected by the members at the Club Annual General Meeting.
- (2) The Fundraising and Sponsorship Committee shall consist of the Director plus three (3) volunteer Financial Members who shall be approved by the Board.
- (3) The duties of the Fundraising and Sponsorship Committee shall be to seek appropriate sponsorship for the Club and submit details of sponsorship deals for the Board's consideration.

SECTION 4

FINANCIAL

ACCOUNTS

22. (1) All expenditure shall be made in accordance with Rule 56 of the Constitution.
- (2) Sectional Treasurers will ensure that all green fees and mat fees are promptly passed on to the Club Treasurer.
- (3) The VLBA Section shall operate a bank account to facilitate its catering operations. When the monthly reconciled balance of that account exceeds \$1500, the Section Treasurer will forward the amount in excess of \$1000 to the Club Treasurer.

PURCHASES

23. (1) No purchase shall be made without reference to the Board, unless otherwise authorised by the Board.
- (2) No purchase shall be made, paid for or approved for payment or without an Official Order Form being obtained.
- (3) Official Order Forms shall be in triplicate;
 - (a) Original to be given to supplier at time of purchase
 - (b) Duplicate to be attached to the invoice prior to payment being approved.
 - (c) Triplicate to remain permanently in the Purchase Order Book.
- (4) Each order shall clearly indicate the:
 - (a) Supplier
 - (b) Quoted cost
 - (c) Details of the items ordered.

HONORARIUMS

24. Honorariums shall be determined by the members at the Club Annual General Meeting following recommendations of the Board.

SECTION 5

GENERAL

CLUB HOUSE ACCESS

25. (1) The Club House shall be open to all members and visitors during the following times;
 - (a) Events organised by the Match Committee
 - (b) Social Committee events
 - (c) Tournaments conducted by the Club.
 - (d) At any such time as the Board may determine
- (2) A "Key Register" shall be maintained by the Board Secretary for all keys distributed to members clearly indicating the key number, lock code, date of issue and recipients signature.
- (3) Keys to the Club House shall be distributed to the Sectional President and Secretary and each member of the Board.
- (4) The Board may, at its discretion distribute additional keys to members provided that the "Key Register" is signed.

CLUB COLOURS

26. The Club colours shall be determined by a vote of all members.

ATTIRE

27. (1) The wearing of regulation attire is to be in accordance with the "Regulations for Attire" as published by the State Authorities from time to time.
- (2) Dress code for Social Bowls will be at the discretion of the Sectional President.
- (3) Dress code for Club Championship events will be casual up to but not including the Grand Final unless otherwise requested by the Match Committee.