

KARINGAL BOWLING CLUB INC

RULES & REGULATIONS

April 2020

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1. DEFINITIONS

These Regulations should be read in conjunction with the Constitution. Additional definitions are:

- (a) "Affiliated Player" means an Affiliated Member or a Life Member regardless of whether or not the Member has nominated the Club as their Primary Club with Bowls Victoria.
- (b) "Bowls Annual Meeting" means the annual meeting of the Affiliated and Life Members convened in accordance with Regulation 4.1.
- (c) "Bowls Committee" means the committee established in accordance with Regulation 4.7.
- (d) "Bowls Regulatory Body" means Bowls Victoria or the divisional or regional sections of Bowls Victoria.
- (e) "Bowls Section" means the Voting Members in their capacity jointly as the body that elects the Bowls Committee under Part O of the Constitution.
- (f) "Bowls Victoria Regulations" means the regulations as published on the Bowls Victoria website.
- (g) "Club Conduct & Behaviour Policy" means the Conduct & Behaviour Policy adopted by the Club as the Club's policy for prohibiting harassment, discrimination, bullying and the handling of complaints.
- (h) "Constitution" means the Club's constitution lodged with Consumer Affairs Victoria as altered from time to time.
- (i) "Relevant documents" has the same meaning as in the Act.
- (j) VCGLR means Victorian Commission for Gambling and Liquor Regulation and any successor thereof.

2. INTERPRETATION OF REGULATIONS

If any dispute occurs as to the interpretation of any of the Regulations or statement of purposes of the Club, such dispute will be referred to the Board whose decision will be binding on all Members unless and until such decision is reversed or altered by a special resolution of the Members under Section 3.2 of the Constitution.

2.1 MEMBERS' PRIVILEGES AND ENTITLEMENTS

In addition to the entitlements set out in Section 4 of the Constitution Members will have the privileges and rights that attach to their category of Membership as set out below:

- (a) **AFFILIATED & LIFE MEMBERS:**
 - (i) admission to the grounds and use of the bowling facilities at all times that they are open and available, and to compete in Club competitions and tournaments as are, under provision of Bowls Victoria Regulations, open to them provided that the Board may at its discretion vary the times and days that Affiliated Members may be

- admitted to the Club premises and bowling facilities; and
- (ii) use of the Club's non-bowling facilities in accordance with the policies laid down by the Board;
- (b) JUNIOR MEMBERS:
- (i) admission to the grounds and use of the bowling facilities at all times that they are open and available, and to compete in Club competitions and tournaments as are open to them provided that the Board may at its discretion extend or vary the times and days that Junior Members may be admitted to the Club premises and the bowling facilities;
 - (ii) use of the Club's non-bowling facilities in accordance with the policies laid down by the Board; and
 - (iii) to attend as observers at General Meetings and to speak on any issue that relates to Junior Members, but not to vote.
- (c) SOCIAL MEMBERS:
- (i) use of the Club's indoor bowling facilities (but not the outdoor bowling facilities) on any day at times they are open provided that the Board may at its discretion extend or vary the times and days that Social Members may be admitted to the indoor bowling facilities;
 - (ii) use of the Club's non-bowling facilities in accordance with policies laid down by the Board; and
 - (iii) Social Members cannot nominate or second any Membership application.

3. BOWLS SUB-COMMITTEES

In addition to any Bowls Sub-Committees established by the Bowls Committee under rule 104, there will be the following Bowls Sub-Committees:

- (a) Selection Committee;
- (b) Social Committee; and
- (c) Match Committee (including the Tournament Committee).

4. BOWLS ANNUAL MEETING AND BOWLS COMMITTEE ELECTION

- 4.1 The Board will, in consultation with the Bowls Committee, convene a Bowls Annual Meeting in April each year or such other time set by the Board in consultation with the Bowls Committee.
- 4.2 The Bowls Secretary will issue a preliminary notice at least 28 days prior to the date fixed for the Bowls Annual Meeting in each year advising Members of:
- (a) the place, date and time of the Bowls Annual Meeting; and
 - (b) the requirement to lodge notice of special business with the Bowls Secretary at least 21 days prior to the date fixed for the Bowls Annual Meeting.
- 4.3 The Bowls Secretary will, at least 14 days before the date fixed for holding a Bowls

Annual Meeting, cause a notice of the meeting to be posted on the Bowls notice board in the Club premises and delivered by pre-paid post (or such other means as the Board directs) to all Voting Members.

- 4.4 The ordinary business of the Bowls Annual Meeting will be:
- (a) the reading of the notice convening the meeting;
 - (b) ensuring a quorum is present – being 20% of Voting Members present in person and no business shall be transacted at a Bowls Annual Meeting unless a quorum of Voting Members entitled to vote is present during the time when the meeting is considering that item;
 - (c) the appointment of Scrutineers;
 - (d) acceptance of the Minutes of the last Bowls Annual Meeting and any Bowls General Meeting held since the last Bowls Annual Meeting which may be taken as read if previously made available to Members;
 - (e) to receive the Annual Reports from the Bowls President, Bowls Secretary, Bowls Treasurer, Coach, Selection, Social and Match Committees (including Tournament); and
 - (f) to conduct the election of, Bowls Committee, Match Committee, Selection Committee and Social Committee.
- 4.5 The Bowls Annual Meeting may transact Special Business of which notice has been received.
- 4.6 The Bowls Annual Meeting will be in addition to any other Special General Meetings of the Bowls Section held in the same year.
- 4.7 At the Bowls Annual Meeting, the Voting Members will elect from among their number a Bowls Committee in such reasonable manner as determined by the Chairman of the Bowls Annual Meeting subject to any direction given by the Board.
- 4.8 Subject to direction from the Board, the Bowls Committee will organise and regulate the Bowls Section.
- 4.9 The Bowls Committee Members will hold office for a term of 12 months.
- 4.10 Following the election of the Bowls Committee, the Bowls Committee will nominate from the Bowls Committee Members 2 Members to undertake the role of Club Delegate.
- 4.11 The nomination of each of the Club Delegates will be subject to approval by the Board, and if the Board rejects a nominee, the Bowls Committee will nominate another Bowls Committee Member to undertake the role of Club Delegate.
- 4.12 The Club Delegates will report to the Bowls Committee following attendance at any meeting of a Bowls Regulatory Body.
- 4.13 The operation of the Bowls Committee and Bowls Sub-Committee will be subject to the direction of the Board and the Bowls Committee and Bowls Sub-Committees will advise the Board of its deliberations and provide the Board with copies of the Minutes of their Meetings.
- 4.14 The Bowls Committee will meet once a month or at such other intervals as the Bowls Committee determines or when requested by 4 Members of the Bowls

Committee.

- 4.15 The President of the Bowls Committee will, subject to the direction of the Board:
- (a) preside over meetings of the Bowls Committee and Bowls Section at which they are present and in their absence the Vice President will preside, and in the absence of both, those present will elect a Chairperson from among their number;
 - (b) regulate and keep order in all proceedings; and
 - (c) carry into effect the Regulations and the regulations of the game of bowls.
- 4.16 The Secretary of the Bowls Committee will:
- (a) take Minutes of all meetings of the Bowls Committee and provide copies of those Minutes to the Board;
 - (b) conduct all correspondence in connection with the general business of the Bowls Section;
 - (c) prepare for submission to the Bowls Annual Meeting the report on the activities of the Bowls Section for the preceding year;
 - (d) assist the Director of Administration in the maintenance of the Members' Register; and
 - (e) carry out all other duties usually associated with the office of Bowls Secretary.
- 4.17 The Treasurer of the Bowls Committee will:
- (a) prepare weekly financial accounts;
 - (b) collect all green fees;
 - (c) collect the proceeds from all special events;
 - (d) cause to be kept a book detailing the date and amount of receipts and proceeds of special events; and
 - (e) hand over all money collected in a timely fashion to the Treasurer.
- 4.18 For the purpose of these Regulations, a casual vacancy occurs in the position of a Bowls Committee Member if a Bowls Committee Member:
- (a) ceases to be a Member;
 - (b) has their Membership suspended;
 - (c) becomes an insolvent under administration within the meaning of the Corporations Act;
 - (d) is absent from 3 consecutive meetings of the Bowls Committee without apology;
 - (e) resigns their position by notice in writing given to the Bowls Secretary; or
 - (f) is elected to a position on the Board.
- 4.19 If a vacancy occurs in the position of a Bowls Committee Member, the Bowls Committee may appoint a Member of the Bowls Section who is eligible for election

to the Bowls Committee to fill the vacancy.

- 4.20 A Member appointed in accordance with Regulation 4.19 will hold the position for the remainder of the term that the vacating Bowls Committee Member would have served.
- 4.21 The Bowls Committee will appoint 2 Club Welfare Officers, each of whom will be an Affiliated Member and one of whom will be female and one of whom will be male.

5. SUB COMMITTEES

5.1 GREENS & SURROUNDS COMMITTEE

- (a) The Greens & Surrounds Committee will hold monthly meetings to formulate the plans for the care and maintenance of the greens for the following month.
- (b) The Greens & Surrounds Committee will elect its own Chairperson. .
- (c) If the Board has engaged a Bowls Operation Manager that person will assume the role of the "Greens Director".
- (d) If at any time there is no Bowls Operation Manager then the Chairperson of the Greens & Surrounds Committee will assume the role of the "Greens Director" for the time that there is no Bowls Operation Manager.
- (e) The Greens Director will, in conjunction with the Greens Keeper, present a report to the monthly Board meeting.
- (f) The Greens Director will, in consultation with the Greens Keeper, have full control and supervision of the playing area and have power to prevent play at any time when it is considered the area may be damaged or is considered a danger to the Health and Safety of Members and visitors. A notice posted on the Greens by the Greens Director advising that the Greens are closed will be sufficient to prevent play.
- (g) In the absence of the Greens Director, the remaining Members of the Greens & Surrounds Committee will, in consultation with the Greens Keeper, have the power to act and may prevent play at any time if it is considered the playing area may be damaged or is a danger to the Health and Safety of Members and visitors.
- (h) If the greens are closed under Regulations 5.1(f) or 5.1(g), the person responsible for the closure of the greens will immediately report to the Board Chairperson or the Director of Administration regarding the reasons for the closure.
- (i) If Greens Director or Members of the Greens & Surrounds Committee are not available, the supervision and control of the playing area will be the responsibility of the Board.
- (j) The Board may review any decisions made under this Regulation 5.1 and determine to revoke or revise any of the decisions.
- (k) The Board will determine the terms and conditions on which any non-Member or non-Member Group may use the Greens, and the Board may

determine that any particular non-Member or non-Member Group may not use the Greens on any particular occasion.

5.2 MATCH COMMITTEE

- (a) The Bowls Section will elect a Match Committee at the Bowls Annual Meeting.
- (b) The Match Committee will be comprised of 6 to 8 Voting Members, and any unfilled positions on the Match Committee may be filled as a casual vacancy with the Board's approval.
- (c) The Match Committee will elect a Chairperson from their number.
- (d) The Match Committee will meet monthly and report to the Bowls Committee.
- (e) The Chairperson of the Match Committee together with the representatives of the Bowls Committee, the Greens Committee and the Social Committee will form a sub-committee to prepare a proposed programme of bowls activities for each season.
- (f) The Match Committee will:
 - (i) prepare the Club programme to be completed by the end of July each year;
 - (ii) conduct all social bowls events;
 - (iii) maintain the necessary records of the results of all competitions and games under its control;
 - (iv) collect and record all green fees and deposit them in the box provided; and
 - (v) carry out all other duties properly assigned to it by the Bowls Committee.

5.3 SELECTION COMMITTEE

- (a) There will be 2 Selection Committees, one for Saturdays and one for Mid-Week.
- (b) Saturday Selection Committee will comprise of 5 Voting Members elected at the Bowls Annual Meeting each year.
- (c) Mid Week Selection Committee will comprise of 5 Affiliated Members elected at the Bowls Annual Meeting each year.
- (d) Nominations for election to each of the 2 Selection Committee must be:
 - (i) in writing signed by the nominee and by a proposer and by a seconder;
 - (ii) delivered to the Bowls Secretary at least 9 days before the Bowls Annual Meeting; and
 - (iii) approved by the Bowls Committee.
- (e) Only those nominees who have been approved by the Bowls Committee are eligible to be elected to the Selection Committees, and if there are

insufficient nominees who have been approved by the Bowls Committee to fill vacancies on either of the Selection Committees, then a casual vacancy will exist on that Selection Committee.

- (f) The Bowls Committee may fill any casual vacancy on either of the Selection Committees.
- (g) Each Selection Committee will elect a Chairperson from its Members.
- (h) The Selection Committees will ascertain from each Affiliated Player, at the beginning of each season, whether the Member is prepared to be available for pennant selection. It is then expected that players who commit to play will play in any position in any team as decided by the relevant Selection Committees.
- (i) Subject to rule 14.3 the Selection Committees will select Affiliated Players for each Pennant team to represent the Club in Pennant competition.
- (j) The Selection Committees will Handicap all Members for the purpose of Handicap Events.
- (k) The Chairperson of the Selection Committees will report to the Bowls Committee and carry out such other duties properly assigned to it by the Bowls Committee.

5.4 SOCIAL COMMITTEE

- (a) The Social Committee shall comprise of up to 7 Members elected at the Bowls Annual Meeting.
- (b) The Social Committee will elect a Chairperson and Secretary/Treasurer from its number.
- (c) The Social Committee, in conjunction with the Bowls Committee, will organise and run social functions as designated by the Board.
- (d) The Social Committee will have the power to recruit other Members to assist with duties, which will include arranging social activities for Club Members.
- (e) Within 7 days after a social function being held the Secretary/Treasurer of the Social Committee will provide to the Director of Finance:
 - (i) the proceeds received from that function; and
 - (ii) an account showing the receipts and expenditure connected with the function.
- (f) The Social Committee will provide to the Bowls Secretary regular reports on social functions.
- (g) .

5.5 BINGO COMMITTEE

- (a) The Bingo Committee will:
 - (i) elect a Chairperson from its number each year after its election at the Annual General Meeting;

- (ii) operate Bingo;
- (iii) keep correct books of account;
- (iv) make proper returns to the VCGLR as required;
- (v) order Bingo supplies;
- (vi) present accounts to the Director of Finance for payment;
- (vii) recruit Members for Bingo duties; and
- (viii) do all things necessary to operate Bingo successfully.

5.6 SPONSORSHIP COMMITTEE

- (a) The Sponsorship Committee will comprise of 3 Members who may be Voting Members or Social Members and be established as soon as possible after the Annual General Meeting.
- (b) The Sponsorship Committee will:
 - (i) invite sponsors to attend sponsored days and other Bowling and Social Events at the Club;
 - (ii) be responsible for obtaining sponsorship from bodies outside the Club; and
 - (iii) obtain advertising material for inclusion in the Club handbook.

5.7 FINANCE & PLANNING COMMITTEE

- (a) The Board will undertake the duties of the Finance and Planning Committee.
- (b) The Finance and Planning Committee will:
 - (i) prepare a budget for submission to the Annual General Meeting;
 - (ii) set the annual subscriptions, joining fees and match fees for the ensuing Financial year in April each year;
 - (iii) review financial results against the budget each month; and
 - (iv) discuss proposals referred to it by the sub-committees of the Club.

5.8 COACHING PANEL

- (a) The Coaching Panel will comprise all Accredited Coaches of the Club.
- (b) The Coaching Panel will elect one of its members to be Chairperson of the Coaching Panel.
- (c) The names and contact details of all Accredited Coaches will be displayed on the Bowls noticeboard.
- (d) The Coaching Panel Chairperson will work with the Selection Committee to improve perceived weaknesses in Pennant teams and individuals.
- (e) The duties of the Coaching Panel are as follows:
 - (i) arrange for coaching of new players and approve the standard of new players before they are allowed to play bowls on the greens;
 - (ii) make themselves available when sought out by Members wishing to improve their technique; and

- (iii) be available to review the bowling actions of bowlers referred by the Bowls Section.

6. CLUB COMMUNICATION OFFICER

- 6.1 The Club Communication Officer will be responsible for accessing, via the Club Website, Club facsimile or Club mailing address, all communications relevant to the operations of the Bowls from Bowls Victoria, Bowls District or Regional Divisions and other parties associated with the operation of the Club.
- 6.2 The Club Communication Officer will distribute all communications received to the Bowls Committee and the Board to action all items relevant to their areas of responsibility.

7. MANAGER

- 7.1 The Board shall be empowered to engage a Club Manager on terms and conditions that the Board considers appropriate.
- 7.2 The Manager shall be required to act diligently, honestly and faithfully in the best interests of the Club and carry out the directions of the Board.

8. CLUB CONDUCT & BEHAVIOUR POLICY

- 8.1 The Board has developed and is committed to the Club Conduct & Behaviour Policy, a copy of which will be made available to all Members.
- 8.2 The Board may amend the Club Conduct & Behaviour Policy.
- 8.3 The Club Conduct & Behaviour Policy encompasses and supports the Bowling Association's Member Protection Policy of which is available to all Members.
- 8.4 Each Member will abide by and promote the Club Conduct and Behaviour Policy.

9. CLUB MEMBER DRESS CODE

- 9.1 The Board has developed and is committed to the Club Dress Code Policy which is displayed on the Premises.
- 9.2 The Board may amend the Club Dress Code Policy.
- 9.3 Each Member will abide by and promote the Club Dress Code Policy as amended from time to time.

10. NOTICE BOARDS

Only those notices approved by the Bowls Secretary or the Board will be exhibited on the notice boards provided.

11. SMOKING WITHIN THE CLUB HOUSE

Smoking is not permitted in the Club House. A designated smoking area is located adjacent to the Club House and other designated areas are located in the Club's complex surrounds. All Members and guests are expected to adhere to and promote this Club Policy.

12. DEATH OF A PLAYER ON THE GREEN

In the event of the death of a player during a Club game, all games will be abandoned.

13. CLUB COLOURS

- (a) The registered Club Colours shall be Red over White.
- (b) For Pennant/Representative & Club Competitions, Club Shirt to be worn and below the waist attire i.e. pant, skirts, shorts etc must be red (excluding shoes & socks).

14. APPOINTMENT OF A CLUB COACH

14.1 Any request to the Board to hire a Professional Coach for the benefit of Club Members must be made by at least 20% of Voting Members and the following procedure shall apply:

- (a) the position will be advertised as a Job Vacancy in the media with an appropriate Job description;
- (b) applications for the position must be received by the Board in writing, with the necessary resume and references supplied;
- (c) applicants will be interviewed by the Board, who can request other Members of the sub-committees (including the Bowls Committee) to participate in any interviews if required; and
- (d) a binding contract will be drawn up for any successful applicant to sign.

14.2 The decision to hire any person for a paid position of Coach within the Club will be solely the Board's decision, which decision will be final.

14.3 The Board may, at its discretion:

- (a) designate particular Saturday and Midweek pennant competitions as "Designated Competitions"; and
- (b) invest the Club Coach with the authority to:
 - (i) over-rule the selection of Affiliated Players to compete in Designated Competitions and
 - (ii) to select another Affiliated Player in the position of the over-ruled Affiliated Player; and

this authority will be exercised by the Coach in the best interest of the respective teams and the Club.

14.4 The Board may determine to dispense with Regulation 14.1 when a coach is re-appointed.

15. ANNUAL GENERAL MEETING

15.1 The Club's Annual General Meeting shall be held on the second Tuesday in October each year or such other date as the Board determines.