

# HOPE VALLEY BOWLING & COMMUNITY CLUB INC.

## BY-LAWS & REGULATIONS

### SECTION A: PERSONAL BEHAVIOUR

#### **1. DRESS & DECORUM**

- 1.1 At all times members are expected to wear neat casual dress and to behave in a manner that upholds the dignity of the Hope Valley Bowling & Community Club Inc.
- 1.2 For all Pennant Matches and for all official Club Fixtures, unless otherwise expressly advised, official dress on the green shall be: -
  - (a) For Men, in accordance with “Attire” specifications in Bowls Australia By-Laws.
  - (b) For Women, in accordance with the Specifications in the Bowls Aust. By-Laws
- 1.3 Footwear for all Players, Umpires and Markers, including Visitors, shall be shoes or boots that comply with the I.B.B Law for Footwear adopted by Bowls S.A.
- 1.4 Official dress must be worn on the greens in use on any occasion when play in a Bowls S.A. official fixture is in progress at the club.
- 1.5 If an official fixture is in progress, no person may practice on that green without permission of the Tournament Manager for the day.
- 1.6 The male members of the club or male visitors shall NOT wear hats or caps within the Clubrooms.

#### **2. VISITORS**

A member may introduce visitors to play bowls or to use the clubrooms in accordance with the current Liquor Licensing Act and with the Club Constitution Rule 60.

#### **3. DISCIPLINARY ACTION**

- 3.1 Notwithstanding the provisions of Section 2 Clause 20 of the Constitution (Breaches by Members) in which all disciplinary powers are vested in the Board of Management, the Board of Management shall delegate certain prescribed powers of censure to the Women’s or Men’s Section Committees.
- 3.2 Any Member whose conduct is deemed to be potentially undesirable either in the Club house or on or in the vicinity of a bowling green on which there is match play or practice in progress, may be reported to the Section Committee who shall conduct an enquiry into the circumstances of the alleged incident[s].
- 3.3 The reported member shall be entitled to seven [7] days notice of the charge(s) levelled against him/her and may elect to be present at the hearing of the charge(s) that is conducted by the Section Committee and may request to address the Committee.
  - 3.3.1 Emergency procedure may prevail **as necessary**.
- 3.4 A Section Committee shall have the power (vested by the Board of Management) to censure a member whose conduct has been found to be undesirable, and to ask its Selection Sub-Committee to restrict selection of that member in Club sides. A Section Committee that has censured a member shall supply a statement of the circumstances of the misconduct and the censure that has been applied, to the Administrative Secretary.
- 3.5 A Member who has been censured by a Section Committee may appeal in writing within seven days [7] to the Administration Secretary, who shall convene a Special Meeting of the Board of Management to hear the appeal against the censure.
- 3.6 A Selection Sub Committee shall have the power to investigate any charge that relates to selection or failure to be available for selection in representative Club sides, or to any behaviour or medical condition that may influence the member’s performance in a Club side.

- 3.7 In the above circumstances, the Chairman of Selectors shall inform the member of the reasons for the relegation or non-promotion and shall inform the Section Secretary of the action taken by the Selection Subcommittee. The Member may appeal in writing within seven [7] days to the Section Secretary who shall convene a Special Meeting of the Section Management Committee to hear the appeal.
- 3.8 The Bar Steward, on behalf of the Bar Management, will decline to serve any member or visitor who is deemed to be affected by alcohol and who may be a nuisance to any other members present at the bar or in the Clubrooms.  
The Bar Manager shall report any such incident to the Board of Management.
- 3.9 Any charges or serious breaches of the Constitution & Rules and the By-Laws of the Club that warrants a penalty of suspension of privileges of Membership or expulsion from membership, must be heard and ruled upon by the Board of Management.

## **SECTION B: COMMITTEES**

The Board of Management of the Club may in accordance with the Constitution Section 4, Clause 38.1.1, create Committees or Sub Committees and/or create officers for specific purposes from time to time. Terms of Reference must be set but must at the beginning of each Club year confirm the creation of the Committee, or appointment of officers and the Rules under which they must work.

### **4. SOCIAL COMMITTEE**

- 4.1 The Social Committee shall consist of a Manager (Chairperson), Secretary/Treasurer and such other persons that are approved by the Board of Management.
- 4.2 The Social Committee is responsible for arranging entertainment and fundraising functions approved by the Board of Management.
- 4.3 The Social Manager or deputy, shall:
  - (a) maintain financial records and be accountable for the proceeds of any fundraising activities of the Social Committee, and transfer monies to the Administration Treasurer monthly or when requested.
  - (b) make Progress Reports of the Social Committee activities to the monthly meetings of the Board of Management.
  - (c) prepare a written report of the year's activities for inclusion in the Annual Report for the Board of Management.
  - (d) attend to other matters as requested by the Board of Management.

### **5. BAR COMMITTEE**

- 5.1 The Bar Committee shall consist of a Manager and such other persons that are approved by the Board of Management.
- 5.2 The Bar Committee shall be responsible for providing the services of a liquor bar at the Club, supervising and providing bar staffing and dispensing facilities, and thereby ensuring that the bar trades profitably and in the best interests of the Club Members.
- 5.3 The Bar Committee shall be responsible for ensuring that current financial and stock records are maintained and shall be accountable to the Board of Management for all bar trading.
- 5.4 A Bar Manager shall be elected at the Annual General Meeting of the Club and shall be responsible for compliance with the standards of cleanliness and the provisions of the current Liquor Licensing Act as they apply to the Hope Valley Bowling & Community Club Inc.
- 5.5 The Bar Manager or deputy shall be responsible for the purchase of all stock requirements for sale at the bar and for producing a stock-take when required.
- 5.6 The Bar Manager or deputy shall have the power to refuse to supply liquor to any person deemed to be affected by alcohol or indulging in unseemly behaviour. Such person may be asked to leave the club premises and such incident shall be reported to the Board of Management.

- 5.7 The Bar Manager or deputy shall:
- (a) make progress reports of Bar Committee activities and bar trading to the monthly meetings of the Board of Management.
  - (b) prepare a written report of the year's activities of the Bar Committee and a financial report of bar trading for the year for inclusion in the Annual report for the Board of Management.
  - (c) prepare a written budget forecast of any major items of maintenance or capital expenditure needed to sustain bar operations.
  - (d) prepare and maintain a roster of Bar personnel to manage and attend the bar for all Club activities and those activities for which the Club's premises are used.

## 6. GREENS & GROUNDS

The Greens & Grounds Committee shall consist of the Greens Manager and Garden Manager who are appointed by the Board of Management.

- 6.1 The Green & Grounds Managers are responsible for the preparation and maintenance of the bowling greens, garden walkways, outdoor furniture, seats & shelters and the car-parking surrounds of the Club's property.
- 6.2 The Greens Manager shall be responsible for overseeing the greenkeeper and ensure that the greenkeeper is supported by volunteer labour when maintenance tasks provide undue workloads and for ensuring that the Greenkeeper's plant and equipment is adequate and is properly maintained.
- 6.3 The Greens Manager shall notify the Day Manager/Tournament Director of rinks available during bowling seasons, [summer and winter].
- (a) a notice of the direction of play and the rinks to be used, or of greens closed and rinks not to be used, shall be posted on the blackboard on each day.
  - (b) rinks allocated for play in night bowls shall be notified prior to 3.00 pm and these rinks are to be vacated and available for those night games only.
  - (c) where rinks are required for the purpose of Club Tournament play, and such games have been notified on the Notice Board, tournament games shall take precedence over practice games.
  - (d) the decision of who plays on which available rinks will be decided by the Day Manager Tournament Director.
- 6.4 The Greens Manager shall exercise the authority of the Club in the "procedure of inclement weather" laid down in the Rule and Conditions of Play for Pennants and State Events of the State authorities, or in Club Tournaments. In those matches where the Greens Manager is not in attendance, he shall appoint a proxy to act with his full authority.
- 6.5 The Greens Manager or his deputy shall:
- (a) make progress reports on the activities of the Greens and Grounds Committee to the monthly meeting of the Board of Management.
  - (b) make a written report of the years activities of the Greens & Grounds Committee for inclusion in the Annual Report of the Board of Management.
  - (c) prepare a written budget forecast of any major item of greens renovation or plant and equipment replacement needed or foreseen to sustain the quality of bowling surfaces.
- 6.6 The Greens Manager has the responsibility to prevent damage to the Greens.
- 6.7 When two or more Club events are planned for the same day, greens are to be shared with the simple objective of maximising their use, but at the same time avoid unnecessary interference between the groups. No one group has exclusive rights if spare greens are available. The Greens Manager will allocate the rinks to be used with due respect for the importance of the events.
- In the case of State events, then any other use of the greens will require the approval of the Manager of the day. Dress rules apply when any official event is in progress [By-Law1].
- 6.8 Practice is not permitted on any green where an official event is in progress.
- 6.9 Requests for the use of the greens by outside parties must be referred to the Board of Management for approval.

- 6.10 When members wish to arrange private matches such as championship games, they must record in advance the time and date in the Club's diary to ensure that a rink will be prepared and available at the required time.
- 6.11 Members who have a complaint concerning the greens should discuss it with the Greens Manager but never directly with the Greenkeeper.

## **7. HOUSE COMMITTEE**

- 7.1 The House Committee shall consist of the House Manager and such other persons that are approved by the Board of Management.
- 7.2 The House Committee shall be responsible for the maintenance, security and cleaning of the Clubrooms and its contents and for such other custodial and managerial tasks as the Board of Management assigns from time to time.
- 7.3 The House Manager shall:
  - (a) purchase or arrange for the purchase of all consumable materials needed to maintain cleanliness and hygiene in the clubrooms.
  - (b) arrange maintenance, cleaning and repair contracts approved by the Board of Management.
  - (c) prepare a written budget forecast of costs of maintenance and capital expenditure of Club property under his care.
- 7.4 The House Manager or deputy shall:
  - (a) make progress reports of the House Committee activities to the monthly meetings of the Board of Management.
  - (b) prepare a written report of the year's activities of the House Committee for inclusion in the Annual Report of the Board of Management.
  - (c) ensure that the clubhouse and associated facilities are maintained in a satisfactory manner.
  - (d) arrange and supervise repairs, modifications etc, as required.
  - (e) inform the Board of Management of any major works to be undertaken.
  - (f) arrange rosters, working bees etc, as required.
- 7.5 Finance:
  - (a) A cash float of \$500 is supplied to meet incidental expenses.
  - (b) Major expenditure to be supplied by the Board of Management as required.

## **8. SPONSORSHIP & PROMOTIONS COMMITTEE**

- 8.1 The Sponsorship & Promotions Committee shall consist of a Manager and such other persons that are approved by the Board of Management.
- 8.2 The Sponsorship & Promotions Committee is responsible for negotiating Club sponsorship with persons or organizations that can provide financial or other forms of support for Club funds, Club promotions or for Club tournaments.
- 8.3 No person(s) or member(s), other than the Sponsorship & Promotions Manager or Committee shall approach a potential sponsor to negotiate Club Sponsorship without the express permission of the Manager.
- 8.4 The Sponsorship & Promotions Manager or Deputy shall:
  - (a) make progress reports of the Sponsorship & Promotions Committee's activities and any fund raising to the monthly meeting of the Board of Management.
  - (b) prepare a written report of the year's activities and fund raising of the sponsorship and Promotions Committee for inclusion in the Annual Report of the Board of Management.
  - (c) recommend to the Board of Management the names of sponsors or the representatives if sponsoring organizations who may be accepted as Honorary Social Members of the Club.

## **9. PROPERTY MANAGEMENT**

- 9.1 The overall management of all property held in the name of the Hope Valley Bowling and Community Club Inc. shall be the responsibility of the Board of Management.
- 9.2 The allocation and/or reservation of space in the car park shall be the responsibility of the Board of Management.

### **9.3 CLUB AND PROPERTY SECURITY.**

- (a) The Club premises, gates are secured by a security key system, controlled by the Board of Management, who has designated the responsibility to a Security Officer. Only authorised Club Members will be issued with keys and must sign an authorisation document prior to issue of the key. This includes the keys to the pedestrian gates to Deakin Reserve, which are conditioned to be issued only to members who walk [not, are driven] to the Club.
- 9.4 Accidents which occur at the Club are to be recorded in an accident record book located in the kitchen (by the first aid box).
- 9.5 All Members are jointly responsible for the upkeep of the property and its' equipment, furniture etc.

## **SECTION C: SECTION SUB-COMMITTEES**

### **10. FINANCE COMMITTEE**

- 10.1 The Club Treasurer being a member within the Board of Management as appointed, shall oversee the whole financial structure of Hope Valley Bowling and Community Club Inc and from the study of past financial statements and current budgets, advise the Club's Board of Management of optimal methods of consolidating and improving the cost effectiveness of its' financial operations.
- 10.2 The Club Treasurer shall examine budget forecasts submitted by the Bar Committee, Greens and Grounds Committee, House Committee and Men's and Women's Committee etc. with the view to consolidating them into a practical budget for the Board of Management to effect.
- 10.3 The Club Treasurer as Convenor of the Club's financial structure shall report to the next monthly Board of Management Committee meeting on the deliberations of any of the above mentioned Committees for due consideration by that Committee.

### **11. WOMEN'S and MEN'S SECTIONS**

At Annual General Meetings, persons nominating for positions as Office Holders or positions on committees or sub- committees, may, if so desired, address the meeting prior to a ballot being taken. Ballot papers will be handed out when all who desire to speak have done so.

### **12. INDOOR BOWLS COMMITTEES**

- 12.1 The Men's and Women's Sections shall each appoint a Committee to carry out the running of the Indoor Bowling Sections of the Club in that the Members of the Club participating in Pennant or social indoor bowls shall hold respective Annual General Meetings to elect their Indoor Bowls Committees that shall, subject to the consent of the Management Committee, control all indoor bowls activities.
- 12.2 Each Indoor Bowls Committee shall consist of a Chairperson, Secretary/Treasurer and committee members as deemed necessary to administer the competitions and shall prepare a written report of the year's activities and a financial statement for inclusion in the Annual Reports of the respective Section and Club's Board of Management.

### **13. MELBA & CROMPTON NIGHT BOWLS (NO LONGER BEING PLAYED)**

### **14. TOURNAMENT SUB-COMMITTEES**

- 14.1 The Men's and Women's Sections shall each appoint a Tournaments Sub-Committee to arrange and conduct the tournaments that are approved by their respective Section Committees.
- 14.2 The first round ties of each of the Women's Club Championship event be played on a specified day allocated at the discretion of the Women's Committee.

- 14.3 Each Tournament Committee shall appoint a Chairperson to convene and to chair the Sub-Committee meetings and to report activities to the Section Management Committee and shall consist of as many Committee Members as may be deemed necessary to carry out the program set by the Tournament Sub Committees.
- 14.4 The Tournament Committee of both Sections shall hold one joint meeting to agree on the overall calendar of tournaments and shall take into consideration the social tournaments held at the Club when the Pennants are not being played and those games organised for non-pennant playing members, eg Friday Triples.
- 14.5 Tournament fees recommended by the Tournament Sub Committee shall be subject to approval by the respective Section Management Committee.
- 14.6 The Club's Championships are conducted by each Section's Tournament Committee and the total cost to the club of the trophies that are provided shall not exceed the total amount of monies that are collected as entry fees.
- 14.7 In order to conduct a major tournament, the Chairperson may request a financial advance from his/her Treasurer and post tournament shall submit to the treasurer a financial statement of income and expenditure incurred.
- 14.8 Each Chairperson of a Tournament Sub Committee shall prepare a written report of the year's activities for inclusion in the Annual report of the respective Section.
- 14.9 Each Section's Tournament Committee, when setting their program and the fee for any event, must take into consideration a Greens fee.
- 14.10 Friday Social Triples is run under the auspices of the Women's Tournament Committee and therefore is responsible to that Committee.
- 14.11 Winter Saturday and Wednesday Triples and the games played during the summer when Pennant games are not played are under the auspices of the Men's Tournament Committee and therefore that Committee is responsible for their management.

## **15. GUIDELINES FOR SELECTION PANELS**

### **Objects of Selection**

- 15.1 To select a team and sides to win matches on the basis of current ability, potential and compatibility.
- 15.2 To create opportunities for development with future games and years in mind.
- 15.3 Selectors are to meet at a chosen time to select all sides and teams will be posted on the board at that time.
- 15.4 The Men's and Women's Committees shall be empowered to replace any Selector or Chairperson of Selectors.

## **16. SELECTION PROCEDURES OF THE MEN'S AND WOMEN'S SECTIONS**

### **WOMEN'S SECTION**

- 16.1 The selection of Pennant teams for the Women's Section shall be by a Selection Panel appointed as set by the Women's Committee.
- 16.2 The Panel shall comprise of a Chairperson of Selectors and two selectors per team entered in the Pennant competition
- 16.3 The Chairperson of Selectors shall be appointed by nominations received prior to the Women's Annual General Meeting and voted in by all Full Members present at such meeting.
- 16.4 Appointment of Selectors will be by nominations received prior to Women's Annual General Meeting and voted in by all Full Members of the Women's Facility present at such meeting. All Full Members present will vote on all selectors, with two selectors appointed for each division.
- 16.5 Each team will be selected by the two selectors appointed for that team in consultation with the other members of the panel, and the Chairperson of Selectors will have the casting vote if the two selectors in question cannot agree.
- 16.6 A full member will be eligible to be nominated and elected every year as a selector for a maximum of 2 years.
  - 16.6.1 Ten (10) weeks or more be classified as a year.

16.7 The Selection Committee shall select teams for Thursday Pennants only.

**16.8 Women's Selection Procedures:**

Players will be graded as follows, after giving consideration to ability, potential and compatibility.

- (a) Sides to be graded 1 to 4.
- (b) The 12 strongest bowlers in the opinion of the Selectors, to be selected in Side 1.
- (c) The next 12 strongest bowlers in the opinion of the Selectors to be selected in Side 2.
- (d) The next 12 strongest bowlers in the opinion of the Selectors to be selected in Side 3.
- (e) The next 12 strongest bowlers in the opinion of the Selectors to be selected in Side 4.  
Any further sides to be graded as above.
- (f) Selectors will meet at a time and place decided by the Chairperson of Selectors to be convenient to all concerned and to allow time for players to be informed well in advance of their team and position including promotions and demotions.
- (g) Members joining from other clubs to be selected according to their current form but are not given preference over existing members of equal ability.
- (h) No player is considered to have been selected in any team or position, until the first Pennant match. Thus no player can take from the practice or trial matches that she will be playing in any team or position where she has played during trials.
- (i) Any player demoted to a lower side is to be advised of the reason by the Selector of the higher side and shall serve a minimum of three games in the new side before being further demoted.
- (j) Any player promoted (other than to replace a player who is unavailable) shall be given a minimum of three games settling in period.
- (k) If necessary, players are to be rotated in the lowest side with the exception of the skippers, who are to be retained based on performance.
- (l) Selectors will assess the position of all sides from January onward with a view to enhance a possible Pennant win and avoid relegation.
- (m) Any player with a complaint, will take such complaint to the Chairperson of Selectors, and if not resolved, to the Women's Committee.

**16.9 Duties of the Chairperson on Selectors:**

- (a) The Chairperson shall convene and preside over all meetings, but should she be absent, selectors in attendance will appoint a Chairperson for the meeting.
- (b) The Chairperson shall report to the Women's Committee as and when required.
- (c) The Chairperson shall ensure a complete record of all sides selected and match results are maintained. The records remain the property of the Club.
- (d) The Chairperson will ensure that a selector promoted/demoted for three matches will, resign and a new selector voted in. The new selector must not have already served two consecutive years on the panel.
- (e) The Chairperson may decide the necessity of special practice for any side.
- (f) The Chairperson is the only person authorised to discuss selection disputes with the members concerned, unless a selector is specifically directed to do so by the Chairperson.
- (g) When a player refuses to play in a selected position and the Chairperson cannot resolve the dispute satisfactorily, the matter is to be referred to the Women's Committee.
- (h) With reference to Pennants, the Chairperson of Selectors is the only person authorised to speak to the Greens Manager or Greenkeeper.

## **MEN'S SECTION**

**16.10 The Selection Committee:**

16.10.1 The Chairman of Selectors will be elected by the Members at the Men's Annual General Meeting. The Chairperson will not have a vote on any player selection except as a casting vote where the nominated selectors for that side cannot agree. The Chairman has the responsibility to ensure that selections are in accordance with the procedures and express any concern if a particular decision is not in the best interests of the Club.

- 16.10.2 In the absence of the Chairman, the selectors will appoint a temporary Chairman from their members.
- 16.10.3 Each Pennant side and its teams for Wednesday Pennants shall be selected by selectors appointed by the Men's Section Committee from nominations received from full members.  
Each Pennant side and its teams for Saturday Pennants shall be selected by selectors appointed by a joint meeting of the Men's & Women's Section Committees from nominations received from full members.  
There will be separate Wednesday and Saturday Selection Panels.
- (a) The Wednesday panel shall consist of at least 6 selectors and will be responsible for the selection of all Wednesday teams.
  - (b) The Saturday panel will consist of at least 6 selectors and be responsible for the selection of all Saturday teams.
  - (c) The pattern of selection is from top to bottom. Selection may also be affected by the Club player rotation policy (Item d).
  - (d) Rotation Policy: Players are to be rotated from the bottom two sides. Where the number of reserves is in excess of eight, players from the three bottom sides may be rotated in order to have all players playing an even number of games.
  - (e) If a selector fails to attend three consecutive selection meetings during the pennant season, a replacement selector will be appointed as per 16.10.3 above.
  - (f) The selection panels are to hold their meetings on a day or days as selected by the Chairman at the discretion of the Committee and its Chairman.
- 16.10.4 **Individual and Team Criteria for Selection:**  
Players are to be selected based on: -
- (a) Current form based on performance of individual players.
  - (b) Compatibility based on team dynamics.
  - (c) Experience.
  - (d) Potential.
  - (e) Attendance at any organised practice sessions
- 16.10.5 **Communication:**
- (a) Selected teams are to be published on the board as early as practicable on the morning of the day following the Selection meeting and be placed on the Club Website by 5pm of the day following the meeting.
  - (b) Whenever a player is demoted, the selector panel must record their reasons for the demotion and the reporting selector for the side from which the player was demoted, must make every effort to contact the player concerned and advise the player of the demotion and the reason used by the selectors, before publishing the selections.
  - (c) Disruptive issues which may result in a player's demotion, either to a lower side or a lower position in the same side, must be discussed with the player by the Chairman of Selectors prior to the selection meeting in an effort to resolve the matter.
  - (d) The Chairman of Selectors represents the Selection Committee and is accountable to the Men's Committee regarding any Selection Committee business conducted.
  - (e) Selectors may seek out more detailed feedback on player aspirations and opinions on player and team performance especially by speaking with players.
  - (f) Grievances of individual players concerning their selection status should be raised verbally with the Chairman of Selectors who will work directly with the player to resolve the issue. Grievances that cannot be resolved in this way must be referred to the Men's Committee.



#### 16.10.6 **Broad Based Selection Criteria:**

A number of wider factors than individual and team performance must be considered by selectors when making selections:

- (a) To select the best 16 or 12 players for each side and position them to achieve as far as practicable an even spread of talent and compatibility across the teams. Official pre-season games are to be used as a tool for selection.
- (b) To select 2 reserve players from the next side to replace any late withdrawals from the selected side. Any named reserve elevated to the side will only play either as a lead or second in the team.
- (c) At the start of the season, the first three pennant games should be considered as a stabilising period where as far as player availability allows, team members should be kept in those teams. This allows the team to settle and find their own best team dynamic (i.e. develop teamwork). However, in exceptional circumstances, the Chairman of Selectors will have the right to make team changes within the first three pennant games should it be deemed that the selection panel made an error of judgement on player form or team dynamics.
- (d) Selection from round four of the season onward is to be used to further fine tune all sides and teams as performance and team dynamics indicate (Item (f) may impact on the application of this requirement).
- (e) As far as practicable, winning rinks should be kept together other than if a player is promoted to a higher side or a higher position in the same side.
- (f) The Selection Committee from mid-season onward must remain aware of the various side possibilities eg enhance the chances of pennant victory and/or side promotion and reduce the chances of side relegation. Such considerations may override the application of other rules herein.
- (g) The most recent three consecutive games by a player are to be used as the most reliable indication of a player's current form. The season to date may be used in identifying any overall trend in a player's form, especially to identify "potential".
- (h) New members from another Club will be selected according to current form but are not given preference over an existing member of equal ability.
- (i) When a skipper is temporarily unavailable, Selectors should, where possible, show confidence in the regular No 3 by appointing him as skipper in preference to wholesale change to slot in another skipper from elsewhere.
- (j) Any named reserve player who is called upon to play in a higher team will be assessed and treated for selection the following week as though they were a named member of that team.
- (k) Players who are excessively unavailable may not be selected in their usual team when they return.
- (l) No player will be relegated or demoted by more than one side in any one week, however late withdrawals may require a multiple side promotion to minimise disruption.
- (m) Any player refusing to play in a team or position as selected will be regarded as unavailable until that player agrees to play wherever selected.

## **SECTION D: REGULATIONS.**

### **17. TENANTS**

The Board of Management may rent, lease or daily hire the Clubrooms and/or the Bowling Greens to members, to affiliated Clubs or other organizations that promote the welfare of Club Members or the game of Lawn Bowls, Indoor Bowls or appropriate Community activities. The Board of Management shall determine what fees are applicable and what conditions of use apply, and if for charitable or benefit purposes, whether all or part of the charges may be waived or varied.

The Board of Management shall appoint a hiring officer to negotiate and supervise all rent, lease and hire arrangements.

## 18. CHILDREN ON PREMISES.

- 18.1 In conforming with the current Liquor Licencing Act, children accompanied by parents or by adult relations are permitted in the Clubrooms on the understanding that they are not to make a purchase from the bar, and they must remain well clear of the Bowling Green playing areas.
- 18.2 Children are not allowed on the Greens unless under adult supervision.
- 18.3 Children under fourteen (14) years are not permitted to be unattended in the Clubhouse or near the greens
- 18.4 Children are not permitted in the kitchen or behind the bar.

## 19. ALMONER

The Club Almoner shall, when advised, do the following duties;

- 19.1 On an illness of a member, send a get well card, or if possible organize a member to visit the home or hospital.
- 19.2 On the death of a member, send a card to the relatives and organize members to attend the funeral.
- 19.3 Notify Bowls SA of the death and organize the notice of same in the Bowler.
- 19.4 Organize a Death Notice in the Advertiser on behalf of the Club.
- 19.5 On the death of a Member's family, organize a card to the member and members to attend the funeral if possible. Arrange a tribute as deemed necessary.

## 20. CATERING COMMITTEE.

- 20.1 At the Annual General Meeting of the Women's Section, a Catering Officer shall be elected and a Catering Committee of the number of members deemed necessary formed.
- 20.2 The Catering Officer and Catering Committee shall be responsible for the organization of catering for such Club functions as Tournaments, Special Events and any Community events undertaken, and for the provision of tea, coffee and other basic food and kitchen requirements.
- 20.3 The Catering Committee shall request any financial outlay needed from the Women's Treasurer through the Women's Section Committee and keep records of costing and profits to be presented to the Women's Section Committee Monthly meetings.

## 21. GENERAL REGULATIONS.

- 21.1 **Mats and Jacks:** It is the responsibility of members playing on a green to make certain that all mats and jacks and other equipment is returned to its customary place of storage at the conclusion of play and that all shades have been rolled away. In match play, the Lead shall be responsible for ensuring that this has been done.
- 21.2 **Indoor Bowls Mats and Equipment:** It is the responsibility of members to cover the mats, stack them as directed, or place them in the Wall Boxes provided, and that all equipment is placed in storage at the completion of play, subject to the usage of the hall by other parties.
- 21.3 **Club Premises:** It is the duty of ALL members to take proper care of the Club premises and to use the equipment provided in a proper manner.
  - (a) Persons responsible for locking up the Clubrooms are to ensure that all doors and windows are secure, heaters and air-conditioning turned off, that only the security lighting is left on and the alarm is properly armed before leaving.
  - (b) Persons entrusted with keys to the Club House shall account to the Board of Management through the Club's Security Officer and shall not lend them to any other person without the consent of the Security Officer.
- 21.4 **Member's Property:** Personal property, including bowls and clothing left in the clubhouse are not covered by the Club's Insurance Policy.
  - (a) Personal Property must be stored in lockers in the Storeroom and not left on or under seats or on clothes stands over night.
  - (b) The Locker Manager / House Manager will allocate personal lockers in the storeroom. The members are responsible to keep their locker clean at all times. A deposit may be charged for the supply of the key to each locker and an annual rental may be applied.

**21.5 Afternoon Teas for Men's Pennants:**

The fee to be charged for the supply of the afternoon teas on Pennant days and the composition of the provisions shall be determined by annual agreement between the Men's and Women's Section Committees.

**21.6 Umpires:**

The Men's/Women's Section Committee shall appoint a representative who shall liaise with each other periodically during the year and arrange refresher courses, practical measurer's practices, encourage members to become umpires, entrust the allocation of umpires to Pennant Games or Club Tournaments to the Manager for the day, and appoint umpires and markers to the State events as required.

**21.7 Communications:**

Any inter communications of an official nature between the Board of Management, the Section Committees or Sub Committees shall be conducted in writing from Secretary to Secretary and each communiqué must be acted upon within the period stated on such document.

**21.8 Deputy Chairman or Vice Presidents:**

The Deputy Chairman or Vice President shall assist and where necessary deputise for the Chairman or President. Where the Vice Presidents are unavailable to be present, the Committee will appoint a member to perform the role.

**21.9 Publicity:**

No person(s) or member(s) other than the Public Officer shall speak for or deem to be representing the Hope Valley Bowling and Community Club Inc. through any media or advertising company, without the express permission of the Chairperson of The Board of Management.

**21.10 Clearances:**

Any member desiring to obtain a clearance to enable him/her to transfer to another Bowling Club shall apply in writing to the Administrative Secretary for the documentation. When the Secretary has ascertained that the member has discharged all financial obligations to the Club, the clearance document will be forwarded to the person requesting it. The Administrative Secretary shall then remove the applicant's name from the Membership/Playing Register.

**21.11 Club's Equipment:**

Members who wish to use the Club's equipment must apply to use same to an appointed Club's Officer, who shall record the use, and that the person was qualified to use the equipment in a Club Record book and record the return of such property or equipment and the satisfaction of its condition.

**21.12 The Club Computer and use of same:**

The Board of Management shall appoint a Liaison Officer to monitor the Club's Internet Pages, and to have all Club Records entered on disks for record purposes and that all Committees, Admin, Men's and Women's Sections shall ensure they utilise the facility.

**21.13 Flying the Flag:**

To acknowledge the death of a Club member, the Club Flag shall be flown at half-mast.

The Australian National Flag shall, for official events, be flown at half-mast as a sign that the country is in mourning.

**22. OCCUPATIONAL HEALTH AND SAFETY.**

**The Club is required to comply with the provisions of the Occupational Health, Safety and Welfare Act & Regulations.**

It is the intention of The Hope Valley Bowling and Community Club Inc. to provide a safe recreational and working environment and safe systems of work for all its employees, volunteers and Club members when either working or participating in Club activities.

The Club will endeavour to make the employees and Club members aware of the current Regulations under the Occupational Health Safety and Welfare Act, and will ensure to the best of its ability, that they comply with same in the course of carrying out their duties of employment or in recreation.

The aim of the Policy is to prevent any injury or accidents and to implement safe systems of work.

The Club will achieve this aim by undertaking the following strategy:

Ensure that all risks are identified, and exposures determined by consultation with employees or Club members, carry out assessment of the risks, grade the risk, develop action plans and implement on a priority basis to control the risks.

- 22.1 The Board of Management will appoint a Responsible Officer, who will be responsible to the Board for all safety of the Club.
- 22.2 The Board of Management is responsible for all the activities carried out at the Club and its surrounds and as such, the development and implementation of the Policy which includes the assessment of risk and exposure, identifying hazards, the controlling of risks, producing procedures and providing instruction and training, the induction of members and to take action on reports as necessary.
- 22.3 The President of the Men's and Women's Sections and all Chairpersons/Managers of Sub Committees are responsible to ensure that the policy and procedures as established, are implemented and any risks identified, controlled and reported to the Club's Responsible Officer.
- 22.4 Positive action will be taken by the Board of Management, employees and Club members to ensure that safe working conditions and environment are maintained, and priority is always given to ensure that the recreational activities are carried out in this safe environment.
- 22.5 All employees and Club members have the responsibility to comply with the Club's Policy and Procedures and where required, to assist others to enjoy the safe environment of the Club.
- 22.6 Policy and Procedures will not be static and will be reviewed as necessary together with an annual review.
- 22.7 Each Club member will be inducted as part of the acceptance and introduction as a member of the Club and to all upgrading of the policy by notice on the notice board.
- 22.8 As part of the requirements, the Club is required to record and maintain a register of employees, members and volunteers, together with the information that would assist a Medical team should an accident occur, eg. next of kin, any medical conditions or special information which is required to be passed on to others in the case of an emergency. We would like to also for medical reasons record the birth dates of all members. The Club will not provide this information to anyone other than for medical reasons and the information will be held in the Club computer under a Restricted Programme.

**Reviewed 19<sup>th</sup> August 2019**