

BUDERIM BOWLS CLUB INC. October 2018

CLUB BY-LAWS

1 Acceptance of Rules by Members

All members on admission shall be deemed to have agreed to be bound by the Rules and By-Laws of the Club for the time being in force.

2 Administration and Procedures Manual

The directives outlined in the Manual of Administration and Procedures, amended as required from time to time, be adhered to and read in conjunction with the By-Laws and Rules of the Club

3 Club Colours

The Colours of the Club shall be maroon and white.

4 Uniforms

.At all times when playing Club competitions or Social bowls scheduled games, players shall wear approved bowls attire. Approved bowls attire is defined as follows:-

Club Social Competitions – Bowls Australia approved bowls attire.

Club Championships and interclub competitions – approved Buderim Bowls Club uniform or as dictated by S.C.D.M.B.A or Bowls Queensland.

Buderim Bowls Club uniform consists of:-

White, cream or maroon shorts or long trousers and the current approved Buderim Bowls Club shirt.

Visiting players, and Club member players not wearing full Club attire for intra-club games, must wear attire approved by the S.C.D.M.B.A or Bowls Australia or their relevant home club Associations.

The approved Club shirt must be approved by the Sunshine Coast District Men's Bowls Association (S.C.D.M.B.A) and registered with Bowls Queensland.

For Pennant and other Club representative games, teams are to be similarly attired within the details described above.

5 Patron

The Patron will be an eminent member of the Community not necessarily a bowler. He shall be welcome at all Official Club Functions. He can, if he wishes, attend Management Committee Meetings and General Meetings but would not have a vote in that capacity. Should he be a Club member he would exercise all rights and privileges that are his due when attending a General Meeting.

Any financial Club member may nominate a potential member as Club Patron and the Management Committee will make their agreed recommendation to the Annual General meeting for approval.

6 Life Memberships

Granting of Life Membership shall be limited to one Member in each year as per Rule 8 who must meet the criteria set out in Rule 8(2).

Should more than one Member be nominated, selection shall be made by secret ballot of Members in attendance at the Annual General Meeting.

A brief resume of each nominee to be read before voting is commenced. A simple majority shall decide the selection.

7 Meritorious Service Award

A meritorious service award may be granted to a member who:

- (1) Has consistently rendered outstanding service to the Club for many Years and may not qualify for Life Membership but deserves recognition /and
- (2) Has been a member of the Club for at least 10 years

Any financial Club member may nominate a potential recipient of the award, and the Management Committee will make their agreed recommendation to the Annual General meeting for approval.

8 Management Committee

The Management Committee shall consist of the following Positions;-

President

Secretary

Assistant Secretary

Treasurer

Senior Vice-President

Junior Vice-President

Providore

Greens Director

Games Director

Green Captain

Three committee Members

9 Duties of Office Bearers

(1) President

The President shall preside at all Meetings of the Club and the Management Committee. He shall attend to the carrying out of the decisions of the Club or Management Committee and ensure that the Rules and By-Laws of the Club are fully adhered to at all times.

(2) Senior Vice-President

The Senior Vice-president is traditionally the next in line to the Club President and is expected to fulfil that position in an acting role in the absence of the President at any time. The Senior Vice President has a

specific number of responsibilities as detailed in the Club Administration and Procedures Manual.

(3) Junior Vice President

The Junior Vice-president is traditionally the next in line to the Club Senior Vice-President and is expected to fulfill that position in an acting role in the absence of the Senior Vice President at any time.

The Junior Vice-president has a specific number of responsibilities as detailed in the Club Administration and Procedures Manual.

(4) Secretary

As per Rule 20

(5) Treasurer

The Treasurer shall keep records required in terms of Rules 24,43 and 44 to enable him to provide the Management Committee with a written monthly reports on the Club's finances.

(6) Green's Director

The Greens Director shall undertake the responsibilities as described in the Position Description as recorded in the Club Administration and Procedures Manual.

The retractable green's shades shall be under the full control of the Management Committee, but they may delegate their authority to the Greens Director.

The Greens Director's decision shall be final regarding the question as to whether the green or greens are in a fit state for use. In the absence of the Greens Director, members of the Management Committee present shall be responsible to make a decision regarding the suitability of the green or greens for play. The Greens Director shall, subject to the approval of the President, have power to order the necessary material and obtain extra assistance, if required, for maintaining the greens in good playing order. He shall present a written report at each monthly meeting of the Management Committee.

(7) Providore

The Providore shall undertake the responsibilities as described in the Position Description as recorded in the Club's Administration and Procedures Manual.

The Providore shall be subject to the control and direction of the Management Committee. He is fully responsible for the overall management of the bar area, and the food preparation area, as well as catering and functions supervision.

He shall also be responsible for staff selection, training and rostering as required for the efficient operation of all Club facilities and for ensuring that all staff hold the required certificates to meet the Office of Liquor and Gaming requirements.

The Providore is also responsible for ensuring that the Club complies with all of the requirements of the licence issued by the Office of Liquor and Gaming.

(8) Games Director

The Games Director shall undertake the responsibilities as described in the Position Description as recorded in the Club Administration and Procedures Manual.

He will carry out all directions of the Management Committee in respect to Club competitions, plan, organise and supervise the playing of such competitions, record all results and complete any returns in respect thereof. Ensure that the Laws of the Game and conditions of competition are adhered to and submit a written report to the Management Committee at each monthly meeting.

SUMMARY OF DUTIES:

- (a) Running of all Club Championships
- (b) Preparation for Pennant Competitions (liaise with Greens Director to appoint Umpires)
- (c) Supervise special Club events i.e. Prestige Fours & Super Challenge
- (d) Prepare for games listed with the Club by S.C.D.M.B.A and Bowls Queensland
- (e) Initiate arrangements for special Club Days and Trophy Presentation Day
- (f) Purchase Championship Trophies - Order Badges from the Secretary
- (g) Oversee the operation of the social selection teams
- (h) Allocation of games on all playing days approved by the Management Committee, including but not limited to:-
 - (1) Days when Ladies Club is in recess
 - (2) Visits and requests for visits from other Clubs including catering arrangements were required
 - (3) Public Holidays
 - (4) Requests by S.C.D.M.B.A or Bowls Queensland for greens
- (i) Prepare an Annual Program

(9) Green's Captain

Shall be a member of the Management Committee and be responsible for the dress and behaviour of members on Club premises. To be appointed at the first meeting of the Management Committee after the Annual General Meeting.

10 Expenditure: Limitations of Management Committee

- a) The Management Committee has the responsibility to transact business and authorise expenditure up to \$15,000.
- b) The Management Committee is not to authorise to approve any single item of expenditure in excess of \$15,000 without prior approval of a General Meeting.
- c) Any request for alterations and additions to the premises or grounds of the Club estimated to cost more than \$5,000 must be supported by

specifications of all work required and two (2) quotes from recognised builders or operators in the field, before final approval is given.

- d) In such cases of approval sought, the motion will be treated as a Special Resolution in accordance with Rule 38 and 35(5)(b).

11 Solicitors and Auditors

- (1) An Honorary Solicitor shall be appointed at the Annual General Meeting of the Club.
- (2) An Auditor shall be appointed at the Annual General Meeting

12 Sinking Fund

A Sinking Fund has been established to ensure that there are sufficient funds available to replace or renovate the Synthetic Greens and the Shades. The fund was started in 2013 with an amount of \$35,000 that will be increased yearly in accordance with the Consumer Price Index. All interest earned will remain in the sinking Fund.

No funds can be transferred from the sinking fund without a meeting of members passing a resolution that requires the approval of 75% of the members attending the meeting

13 Appointment of Delegates

The Management Committee shall appoint one or more Delegates to attend meetings of the S.C.D.M, B.A, and to vote as instructed by the Management Committee RULE 4 (3). The Delegates shall appoint one of their number to report to the Management Committee at its monthly meeting.

14 Club Committees

The President shall be entitled to attend all meetings of Committees other than Selection Committees.

The selection and appointment of members to various committees will be determined at the first Management Committee meeting following the Annual General meeting.

(1) Executive Committee

The Executive committee of the Club shall consist of the President, Secretary, Treasurer, Senior Vice-President and Junior Vice-President. A quorum shall be any three (3) of the above.

It shall be the responsibility of the Executive Committee to meet as necessary to transact only urgent business of the Club that may arise between Management Meetings, and to report on all such business transacted by it to the next meeting of the Management Committee, provided always that the Executive Committee shall not incur expenditure in excess of \$5,000 or deal with property of the Club.

(2) Finance Committee

To be convened as required by the Management Committee as required.

(3) Selection Committees

(1) The Social games selectors shall consist of up to five members of the Club who will be elected by majority vote at the Annual General Meeting. The members of the Social Selection Committee shall continue in office until their successors have been appointed.

The social games selectors will operate under the control of the Games Director.

DUTIES:

- (i) Select teams on all days allocated to Social Play
- (ii) Prepare Cards for Play
- (iii) Enter names in the Attendance Register
- (iv) Announce games and playing Conditions
- (v) Check Cards at the end of play and hand to President or his Deputy who will announce winners and give out prizes
- (vi) In the event of bad weather refer to Greens Director or his deputy or next senior Committee person for a decision should conditions deteriorate

(2) A Club Selection Committee shall consist of 3 experienced bowlers, who have been members of the Club for at least 3 years. They shall elect their Chairman who will report to the Management Committee prior to, and during the Pennant Season, and will attend the Monthly Meeting if and when required. Its duty shall be to select pennant practice teams, pennant teams, and any other teams to represent the Club during the year. The election is to take place at the Annual General Meeting. The members of the Selection Committee shall continue in office until their successors have been appointed.

(5) Constitution Committee

To be convened as required by the Management Committee.

(6) Coaching Committee

All accredited coaches at the date of the AGM will comprise the membership of the Coaching Committee. Newly accredited coaches automatically become members

SUMMARY OF DUTIES:

- (a) Elect a Chairman at its first meeting, to be held within fourteen (14) days of the date of the Annual General Meeting.
- (b) Promote and provide coaching programmes for all members, potential new members and other interested people, to develop individual and team skills.
- (c) Elect a Duty Coach on a weekly basis.
- (d) Duty coach is responsible for allocation of rinks for coaching having preference over member practice (roll ups).
- (e) Issue a Proficiency Certificate to a new member when standard of play is sufficiently high to participate in social bowls and to notify the Games Director.

(7) Umpires Committee

All accredited umpires at the date of the AGM will comprise the membership of the Umpires Committee. Newly accredited umpires automatically become members.

SUMMARY OF DUTIES:

- (a) Elect a Chairman at its first meeting, to be held within fourteen (14) days of the date of the AGM.
- (b) Chairman will liaise with Games Director regarding dates and time of Club championships and other play requiring the attendance of an umpire.
- (c) Chairman will allocate Duty Umpire on a daily or session basis as appropriate.

15 Laws of the Game

All games shall be played in accordance with the “ the Laws of the Sport of Bowls” Crystal Mark latest edition including Australian Domestic Regulations and Policies amendments.

16 Competitions

All competitions and other matches conducted by the Club shall be played in accordance with the World Bowls Laws of the Game and Bowls Australia by-laws and in accordance with such conditions as laid down by the Club, provided such conditions shall not conflict with Bowls Australia Laws of the Game.

(1) **Club Championships:** - Club Championships as authorised by the Management Committee

A player called upon to play on a certain day by the Games Director and is unable to play, will provide a substitute or forfeit the match

(2) **Conditions of Entry:** - A member of Buderim Bowls Club Inc., whilst a Member of another Club must indicate in which Club Championships and Pennant Team he intends to play for. If in any one Calendar year he decides to play in either of those of another Club he will be ineligible to play in any Championship or Pennant Team of Buderim Bowls Club in that year.

A player must have been a member of the Club for at least one (1) month before becoming eligible for selection to represent Buderim in District Pennants.

S.C.D.M.B.A to be advised of the Club’s selection.

17 Notice Boards

Notice Boards, upon which all notices shall be posted, shall be placed in a conspicuous position in the Clubhouse. If any Notice has been posted for the prescribed time, and the fact that a notice has not been read by a member shall not invalidate the proceedings.

No paper, notice, or placard, written or printed, shall be posted in the Club clubhouse or on the Notice Board without the approval of either the President or Secretary.

18 Name Tags

Members will notify their wish to play by placing their name discs in the drawer provided, not later than the time prescribed by the Management Committee, or place their names and numbers on lists provided.

19 Alterations to By-Laws

Adoption of alterations and/or additions to these By-laws shall be made only by Special Resolution of the Management Committee. Written notice of the motion for the Special Resolution shall be given to the Management Committee and a copy posted on the Notice Board one (1) month before the meeting to which the motion is to be submitted. The meeting may amend such motion and pass it in its amended form and it shall be effective when displayed on the Notice Board by order of the Management Committee. Copies of alterations to By-laws shall be forwarded to Bowls Queensland for information.

20 Practice

- (a) On any day but not less than 1 hour before any scheduled game. Practice to be in an East West direction unless otherwise directed by the Greens Director or a representative of the Management Committee in his absence
- (b) On any day when a game is to be played any player in the game may practice for up to 30 minutes. Practice prior to these games is not subject to any restrictions EXCEPT time. (Rules for pennants and competition exclude all practice except specified trial ends)
- (c) on any day from 5 p.m
- (d) Ladies have exclusive use of the green or greens being used on Ladies Days until completion of play
- (e) At any time when practice is allowed coaches requiring a rink for coaching purposes shall have priority
- (f) At any time when practice is allowed and available rinks are full, no member shall practice for more than one hour continuously to the exclusion of any other member who is waiting
- (g) The Management Committee shall ensure that this By-law is displayed on the Club Notice Board for information of/and observance by all members

21 Days of Play

Club games will be organised on Thursday and Saturdays for men only, and on Fridays and Sundays for open or mixed games. The Management Committee shall endeavour to accommodate as many players as have nominated for play on these days and to authorise games on Public Holidays or other days as considered necessary, including 2nd, 4th and 5th Wednesdays of each month.

All day Tuesdays and the 1st and 3rd Wednesdays of each month have been allocated for the use of the Buderim Ladies Bowling Club Inc. (refer Clause 22 (d)).

22 Attendances

Player Nomination Lists will close as late as possible for the day of play to enable a draw to be undertaken by the Selectors.

Lists will close by 11.00 AM for Saturday Afternoon play, 3.00PM on the day before for Thursday Morning play and 9.00AM on the day for Thursday Afternoon play.

Players are required to pay Green Fees at least fifteen (15) minutes prior to starting time of play. If less than 20 people nominate, no formal game will be arranged. Players can practice or arrange private games. There will be no raffle and no refreshments will be provided.

Bar staff will come on duty at the time set for opening on non-playing days.

23 Trophies

All trophies presented to or offered by the Club for competition, shall be played for under such conditions as the Management Committee may determine.

24 Member's Property

The Club will not be responsible for the loss, theft or damage of any articles left on the Club premises by or for any member of the Club and no receipt will be given for any article left by or for any member.

25 Damage to Club property

A member or any guest of a member who breaks or damages any article the property of the Club shall pay for such damage on demand.

26 Hire or Loan of Assets

No assets of the Club are to be hired or loaned at any time to any organisation or person unless with the prior approval of the Management Committee. However, if the need is urgent the Executive Committee may deal with the matter, subject to a report to the Management Committee at its next meeting. All such hire or loans must be arranged in writing.

27 Deceased Members

No arrangements shall be made for scattering of deceased members ashes or for the erection of any memorial of any kind to a deceased member except as approved by a unanimous vote of the Management Committee at a meeting attended by all members.

28 Governance

The Club shall comply with all lawful requirements of the Commonwealth, State and Local Government and other Statutory Authorities having jurisdiction over any activity of the Club.

29 Player Commitments

When a member of the Club has been called to fulfil a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment in a match or on official business, on any day on which they have been drawn to play in a Bowls Australia, Bowls Queensland, District Bowls Association or Club commitment, the onus shall be on the player to notify Bowls Queensland, the District Bowls Association or Club, as the case maybe.

The Controlling body may define circumstances which it will not accept as a valid reason for a player's unavailability. However, a substitute is not to be

permitted if an intended player enters another competition scheduled to be played at the same time. If a substitute is refused on these grounds the Controlling Body shall declare the position of the absent player vacant and the provisions of the Bowls Australia Policy shall apply.

30 Visitors

(1) Members shall have the privilege of introducing a friend or friends to the Club.

(2) No visitor shall be supplied with refreshments unless on the invitation and in the company of a member of the Club.

(3) Visitors who are members of any Club affiliated with WB, Bowls Australia, or Bowls Queensland, shall be deemed to be visiting members of the Club whilst on the Club premises. Such visitors may be accorded the social privileges of members of the Club but shall not take part in any meeting of the Club or vote thereat.

(4) Any person admitted as a day visitor shall only enjoy the Social amenities of the Club for the duration of each valid visit without any other rights whatsoever.

(5) All visitors including those with Bona Fide Reciprocal Rights must sign the Visitor's Register. All visitors shall whilst in the Club be subject to the Rules and By-Laws of the Club.

(7) The Club reserves the right to refuse or to terminate admission to the Club premises of any visitor without assigning any reason for such refusal or termination and to regulate attendance of visitors at the Club for any such period deemed advisable.

(8) The Club's right and powers under this Rule may be exercised by the President or in his absence by a member of the Management Committee or a Past President.

(9) If a visitor refuses a lawful request to leave the premises he or she immediately becomes a trespasser and may be dealt with according to law.

31 Gambling Disputes Etc

No political or religious subjects shall be discussed on the Club premises, nor shall illegal gambling, betting on games, obscene or abusive language or unseemly conduct be allowed. Any alleged infringement of this Rule, or report of any members, shall be investigated by the Management Committee which has the power to demand and direct apologies and if necessary, if the offending party be a member, to deal with him or her under Rule 22, or if he or she be a member of another Club, to report his or her conduct to such Club and to Bowls Queensland. If he or she is not a member of a Bowls Club, the senior Management Committee member present at the time shall have the authority to have him or her removed from the Club's premises.

32 Ladies Bowling Club

Provision is made for the existence of the Buderim Ladies Bowling Club Inc. and such Club shall be charged with the administration of its own affairs in accordance with the Rules of that Club, and this Club shall not be responsible for the affairs or liabilities of that Club. The Buderim Ladies Bowling Club shall have the use of the greens and Club premises on any day or days approved by the Management Committee of this Club. The basis of compensation for any such privileges shall be determined by the

Management Committee. Every financial member of the Buderim Ladies Bowling Club shall be a Lady Associate Member of this Club (refer Rule 8(3)) . She shall be entitled to all social privileges of members of this Club.

33 Leave of Absence

All applications for leave of absence by Club members shall be in writing. When leave of absence is granted, the member/s may if they request it, be exempted from the payment of the subscription for the period granted. Members on leave shall not vote, nor take part in any meeting of the Club.

34 Smoking

Smoking whilst on the Club facilities is governed by the 'Smoking and Other Tobacco Related Products Act and Regulations' under which:

1. No smoking within the clubhouse other than the specifically designated outdoor areas is allowed.
2. No smoking is permitted on the greens or surrounds or other areas of the grounds.

35 Alcohol and Gaming

All indoor and outdoor areas of the Club are an integral part of the Club and as such are governed by the Liquor and Gaming Acts and accordingly the following restrictions apply: Only liquor purchased from the Club, or donated by the Club, may be consumed, or used for Raffle prizes, anywhere on the property including the clubhouse, greens and surrounds.

36 Incidents and Injuries

1. All incidents and injuries occurring during Club activities, or during events in which the Club is involved, must be reported in writing to the President or the next most senior Committee Member.
2. All documented incident and injury reports must be kept on file by the Club Secretary for at least a period of 7 years.

37 Conduct

Members, visitors and guests whilst on the Club property must at all times observe and follow the following:

1. The Rules and By-Laws of the Club and all regulations and notices regarding play and conduct posted in and around the Club facilities, including any Program Handbook and game scorecards.
2. The Rules and etiquette of the game as approved by the governing bodies and the local Rules of the Club.
3. All complaints, information, disputes or notifications on any matter or against conduct of persons or against the Club employees or contractors, must be made in writing and handed to the President, who, if shall be unable to deal with them, shall submit them to the

Management Committee, whose decision shall be final. In the event of the President dealing with the complaint, the President shall set out a report in writing stating the full facts, for the ratification or otherwise of the Management Committee.

4. Under no circumstances directly admonish any employee or contractor of the Club.
5. Conduct themselves in such a manner as will not be prejudicial to the harmony, welfare and prestige of the Club.

38 Dress Standards

Members visitors and guests using or intending to use the Club facilities, must be clean, neat and tidy in their appearance and clothing, and at all times observe the dress standards displayed in the Clubhouse foyer.

CLUB BY-LAWS INDEX

Alterations to By-Laws	8
Appointment of Delegates	5
Days of Play	9
Sinking Fund	5
Solicitors and Auditors	5
Alcohol and Gaming	12
Attendances	9
Club Colours	1
Club Committees	5
Competitions	7
Conduct	12
Damage to Club property	9
Deceased Members	10
Dress Standards	12
Duties of Office Bearers	2
Expenditure Limitations Management Committee	4
Gambling Disputes Etc	11
Governance	10
Hire or Loan of Assets	9
Incidents and Injuries	12
Ladies Bowling Club	11
Laws of the Game	7
Leave of Absence	11
Life Memberships	2
Management Committee	2
Member's Property	9
Meritorious Service Award	2
Name Tags	8
Notice Boards	8
Patron	1
Player Commitments	10
Practice	8
Smoking	11
Trophies	9
Uniforms	1
Visitors	10