

**By Laws**

**of The**

**Rockingham Bowling Club**  
**(Inc)**

**Est. 1947**

**Schedule of Approved Amendments.**

**Contents**

By Laws.....5

1. Duties of Standing Committees.....5

2. Club Colours .....	5
3. Club Competitions.....	5
3.1 Extreme Weather Policy.....	6
4. Social Bowls.....	6
5. Bowls Practice.....	6
6. Dress Code and Attire.....	6
7. Conduct.....	7
8. Veterans and Novices.....	7
9. Sale and Consumption of Liquor.....	7
10. Smoking.....	8
11. Children.....	8
12. Life Members.....	8
13. Private Functions.....	9
14. Kitchen.....	9
15. Parking.....	9
16. Welfare Officer.....	9
17. Amendments to By Laws.....	9
APPENDIX “A” - COMMITTEES.....	10
1. STANDING COMMITTEES.....	10
1.1 Finance Committee.....	10
1.2 Bar Committee.....	10
1.3 Greens and Grounds Committee.....	10
1.4 House Committee.....	11
1.5 Social Committee.....	11
2. OPERATIONAL COMMITTEES.....	11
2.1 Bowls Management.....	11
2.2 Men’s and Ladies Match Committees.....	12
2.3 Coaching Committee.....	13
2.4 Umpires Committee.....	13
2.5 Men's and Ladies' Bowls Selection Committees.....	13
APPENDIX “B” - RESPONSIBILITIES AND DUTIES OF OFFICIALS.....	14
1. President.....	14
2 Vice President.....	14
3. Secretary.....	14
4. Treasurer.....	15
5. Secretary- Manager .....	16
6. Bowls Captains.....	16

7. Greens and Grounds Chairperson.....	17
8. Bar Chairperson.....	17
9. House Chairperson.....	18
10. Social Chairperson.....	18
11. Umpire’s Co-Ordinator.....	18
12. Coaches Co-Ordinator.....	19
APPENDIX “C” – PRESERVATION OF GREENS POLICY.....	20
1.ELIMINATION OF BOWLS DUMPING – DROPPING BOWLS.....	20
1.1 Policy Rational.....	20
1.2 Definition of a Dumped or Dropped Bowl.....	20
1.3 Identification and Support for Rockingham Bowlers Who Are Having Difficulty Complying with this Definition .....	20
1.4 Managing Policy Compliance.....	21
1.5 Bowls WA Field of Play Pennant Rules -Player Damaging the Green.....	21
1.6 Policy Implementation Steps .....	22
APPENDIX "D" – FINANCIAL POLICY.....	23
1. FINANCIAL POLICY.....	23
APPENDIX "E" – CODE OF CONDUCT.....	24
1. On the Green.....	24
2. Within the Clubhouse.....	24
3. Dress Code.....	24
4. Smoking and Alcohol.....	24

# **ROCKINGHAM BOWLING CLUB (INC.)**

## **By Laws**

### **1. Duties of Standing Committees**

The duties of the various Standing Committees and office bearers shall be as set out in duty statements in Appendix A and B. Changes to duty statements must be approved by The Executive Committee. The Secretary shall be responsible for maintaining duty statements and providing copies where required ensuring these are correct and up to date and that copies are provided to new incumbents.

### **2. Club Colours**

The Club colours shall be Royal Blue, Sky Blue and White.

### **3. Club Competitions**

- The Bowls Australia Policies and Laws of the Sport of Bowls and, unless otherwise specified, Bowls WA Policies and Field of Play Rules shall govern all games of bowls. The Bowls Committees are authorised to interpret and administer the playing rules for club competitions and are authorised to amend the aforementioned rules to suit local conditions.
- Competitions and events relating to associated sports such as Scrabble are determined by their respective associations and their game committees.
- All members wishing to compete in Club competitions must be financial Full or Life Members of the Club and entry fees must be paid in advance of the competition.
- Notices inviting entries for competitions shall wherever possible be posted on the Club Notice Board at least fourteen (14) days prior to the date the competition is scheduled to be played and shall specify a date or dates of play, anticipated commencement time, conditions of play i.e. knockout/round robin etc, and required attire.
- After the draw has been made, any competitor failing to attend at the appointed time shall forfeit that match to the opponent, unless other arrangements have been made by and with the appropriate Match Committee.
- It shall be the responsibility of the Match Committee to ensure an Umpire and, where necessary, Markers and/or Scorers are allocated for all competitions.
- In a singles competition, a defeated player must, if requested by the Match Committee, mark in the following round.

### **3.1 Extreme Weather Policy**

- In the event of extreme weather conditions the Club Captains may postpone or cancel any Club event on the day. Extreme heat for Club events will be regarded as thirty seven (37) degrees for both male and female events.

## **4. Social Bowls**

- Social bowls will normally be arranged by the Match Committee. Privately arranged games are permitted on condition a spare green is available.
- Vacant rinks on greens that are being used for State Competitions or Club Championships will not be used for roll ups or social bowls.
- During the Pennant season bowling members who are not selected (known as “bankers”) may play a social game on a spare green. If a spare green is not available a spare rink may be used but, in this case, the bankers are required to wear the current club uniform.

## **5. Bowls Practice**

An objective of The Club is to encourage practice. Therefore roll-ups should be accommodated wherever possible subject to the following:

- Roll-ups are permitted, on any day of the week when there is a spare green available and open for use.
- Vacant rinks on greens that are being used for State Events, Pennants or Club Championships may not be used for roll-ups.
- Roll-ups are permitted prior to a social game.
- Roll-ups on a green that is to be used later for a Club competition or a pennant game are permitted but must be completed ninety (90) minutes prior to the commencement of the game.

## **6. Dress Code and Attire**

Dress standards are important for the Club and a requirement for all bowls competitions. Members and their guests shall be clean and neatly dressed in keeping with the activities of the Club. However, it is appreciated that members using the Club in the afternoons after leaving work may not have the opportunity to change. In this case they may wear work clothes but are expected to present themselves as neatly as possible.

The following minimum standards apply:

- From the Club Opening Day each year all players will wear Club colours or whites for any organised Club event and Association games, including Bankers, until completion of all Club Championship events and Association Pennant games for the season at our Club.

- Competitors and officials participating in Bowls WA events, Club Championships, specified sponsored events and Gala days shall wear Bowls Australia logoed attire or Club Colours in accordance with the rules of attire as described in the Bowls WA Attire Policy.
- The Match Committee will determine dress codes that apply to specified sponsored events.
- It is a requirement that any member utilising the greens shall wear neat, tidy attire and the appropriate footwear (i.e. no ripple soles or thongs). Bare feet are permitted during Community Bowls events.
- Singlets are not permitted to be worn in the clubhouse or on the greens.

## **7. Conduct**

- Members are required to conduct themselves in a manner that reflects the good standing of the Rockingham Bowling Club, including when attending other bowling clubs.
- A member of The Executive Committee or Team Manager has the power to approach a member whose conduct or behaviour is unsatisfactory and to take whatever action they may feel is appropriate. A full written report of the incident must be submitted to the President and/or Secretary within 24 hours of the event.
- Members are also required to conform to The Code of Conduct detailed in Appendix "C" and displayed on the Club notice board.

## **8. Veterans and Novices**

- A veteran is any member who has reached the age of seventy (70) years at the date of the commencement of the championship event.
- A Novice is a first or second year player at the date of commencement of the Novices event.
- Veteran and Novice Championships shall be deemed to be Club Championships but, since they are not open to all club members, will not count towards the allocation of points for the annual "Bowler of the Year" competition.

## **9. Sale and Consumption of Liquor**

- The Bar trading hours shall be as declared from time to time by the Bar Committee and at all times within the provisions of relevant liquor and gaming regulations.
- Liquor shall not be consumed by members outside of approved trading hours, nor shall liquor be brought onto club property.
- At no time shall it be permissible to consume or carry drinks of any kind whatsoever onto the greens, except in the case of a medical emergency.

## **10. Smoking**

- Smoking is only permitted in designated areas.
- Smoking is not permitted on the greens at any time.
- Smoking includes the use of electronic cigarettes and other personal vaporisers for the delivery of nicotine or other substances.

## **11. Children**

- Children must at all times be under the control of a parent, guardian or responsible adult member of the club and conduct themselves in a manner so as not to interfere with the proper functioning of the Club.
- Children are not allowed on the greens unless accompanied by an adult.
- A Committee member may request parents of misbehaving children to remove their children from the premises.

## **12. Life Members**

When assessing the worthiness of a member for Life Membership of The Club, The Executive Committee should take the following guidelines into consideration:

- Must have been a Full Member for a period exceeding ten (10) years and rendered especially meritorious direct and continuous services to The Club over that period.
- Must have served on one or more Club Committees for a period of three (3) or more years in an honorary capacity.
- Must have consistently performed their duties and functions at a level greater than generally expected, without seeking recognition or reward for same.
- Will have an unblemished record, and serve as a role model for others, putting the welfare of the Club above personal ambition, disappointments, likes and dislikes.

Any eligible Club Member putting forward the name of another Club Member for life membership should present their nomination in writing and delivered to the Secretary not less than eight (8) weeks before the Annual General Meeting, together with a “history” of the nominated person, and preferably with details of this person’s membership on committees, achievements and activities performed over the years. Such nomination is to go before The Executive Committee for their consideration in terms of clause 3.5.2 of the Club Constitution.



### **13. Private Functions**

Members may, with the approval of the Chairpersons of the Bar, House and Social Committees, apply to hold private family or business functions. Approval for such functions will be accordance with Club pricing and other policies and relevant liquor, gaming and health regulations.

Members obtaining the use of the Club premises under this By-law shall be responsible for their guests.

### **14. Kitchen**

The objective of The Club is to maximize the utilisation of the kitchen but also to ensure that its users respect the privilege of using Club resources. Therefore:

- With the prior approval of the Chairpersons of the House and Social Committees, any section or member of the Club may use the kitchen facilities.
- Any section or member using these facilities shall clean all utensils and return all items used to the appropriate place, leaving the area in a clean and tidy state.
- Any failure to comply with these standards may result in a penalty being applied by The Executive Committee.

### **15. Parking**

The Executive Committee may at their discretion allocate reserved parking bays to certain office bearers, workers, visiting dignitaries and sponsors.

### **16. Welfare Officer**

A Welfare Officer may be appointed by The Executive Committee.

### **17. Amendments to By Laws**

The Executive Committee shall have the authority to repeal, amend or add to these By-laws. Such actions shall be notified to members by notice on the Club Notice Board.

## **APPENDIX “A” - COMMITTEES**

### **1. STANDING COMMITTEES**

#### **1.1 Finance Committee**

The Finance Committee shall be comprised of the President, Vice President, Secretary and Treasurer. The Committee shall;

- Be responsible for financial management and protocols of The Club development and implement financial processes including infrastructure and capital investment strategies and operating budgets for the Club as an entity.
- Review the Club's annual fees, green fees, competition fees and any other fees charged by The Club and recommend any alterations or changes to The Executive Committee.
- Monitor and review income and expenditure as reported by the Treasurer.
- Oversee the audit process.

#### **1.2 Bar Committee**

The role of the Bar Committee is to support the paid staff in providing a satisfactory level of service to Club members. The Committee shall;

- At peak periods of demand assist where necessary to optimize the cost of providing that service and at all times justify the use of paid staff.
- Consist of up to six (6) members including the Chairperson plus the Bar Manager. The Chairperson shall be responsible to The Executive Committee.
- At all times comply with the provisions of the Liquor Control Act 1988.
- Meet as necessary, but no less than six (6) times a year.
- Must have acquired or must be prepared to acquire a Responsible Service of Alcohol certification.
- Function in conjunction with the Men's and Ladies Bowls Committees.

A quorum shall be a majority of the Committee's membership.

#### **1.3 Greens and Grounds Committee**

The role of the Greens and Grounds Committee is to maintain the greens, grounds, lights, fences and any other structures of the Club in a well-cared for condition, to maintain the greens furniture in sound and well painted condition and preservation when not in use. The Committee shall;

- Consist of up to six (6) members including the Chairperson. The Chairperson shall be responsible to The Executive Committee.
- Be responsible for the upkeep of and improvements to the greens and surrounds and shall have full control over the grounds.
- Have the power to close any portion of the greens/grounds at any time, by posting a notice to that effect on the Club notice board or by placing an indicating notice on the portion so closed.

- Function in conjunction with the Men's and Ladies' Bowls Committees.
- Meet as necessary, but no less than six (6) times a year.

A quorum shall be a majority of the Committee's membership.

#### **1.4 House Committee**

The role of the House Committee is to ensure all Club buildings, fixtures and fittings, and carpark are maintained in a good state of repair. The Committee shall;

- Consist of up to six (6) members including the Chairperson. The Chairperson shall be responsible to The Executive Committee.
- Be responsible for the overall appearance of the clubhouse and for recommending improvements and upgrades.
- Function in conjunction with the Social Committee and the Men's and Ladies' Bowls Committees.
- Meet as necessary, but no less than six (6) times a year.

A quorum shall be a majority of the Committee's membership.

#### **1.5 Social Committee**

The role of the Social Committee is to organize and arrange all social functions, entertainment and fundraising events for members. The Committee shall;

- Consist of up to six (6) members including the Chairperson. The Chairperson shall be responsible to The Executive Committee.
- In conjunction with the Chairperson of the Bar Committee arrange social functions and make provision for the ordering of such food and beverages as may be required.
- Function in conjunction with the House Committee and the Men's and Ladies' Bowls Committees.
- Meet as necessary, but no less than six (6) times a year.
- Ensure that all events, catering and entertainment, or any other services provided are permitted under The Act.

A quorum shall be a majority of the Committee's membership.

## **2. OPERATIONAL COMMITTEES**

### **2.1 Bowls Management**

- The management and running of bowls for members of The Club shall be vested in the Men's and Ladies' Bowls Management Committees.
- Each Bowls Management Committee shall consist of a Captain, Chairperson of the Selection Committee, Chairperson of the Coaching Committee, Chairperson of the Umpires Committee and the Bowls WA Delegate.

- In terms of section 2.3 paragraph 2 and section 2.4 paragraph 2 of these by-laws the Chairpersons of the Umpires Committee and the Coaching Committee may be of either gender and be part of either Bowls management Committee.
- All positions on the Bowls Management Committees or other Operational Committees shall be for a minimum of one (1) year commencing from the original date of election to the committee or if appointed until the next Annual General Meeting. All members of the Bowls Committees shall be eligible for re-election subject to continuing membership of the Club, provided however that any member who has resigned from any Standing or Operational Committee shall not be eligible for re-appointment to any committee until the next Annual General Meeting.
- The relevant Captains shall preside at their respective meetings. In the Captain's absence the meeting shall elect a Chairperson from the members present, who shall have a casting vote only.
- The Bowls WA Delegate shall be appointed by the Executive Committee and may hold any other position in the Club. The term of office for the Delegate shall be for a period up to the next Annual general meeting.

A quorum shall be a majority of the Committee's membership.

## **2.2 Men's and Ladies Match Committees**

The role of the Men's and Ladies Match Committees is to organise and implement the bowls programme for the calendar year. Each Committee shall;

- Consist of up to six (6) members. The Chairperson of each committee will be the relevant gender Captain.
- Ensure the early formation of a Bowls programme for the coming year.
- Liaise with the Green and Grounds Chairperson on the availability of greens for the proposed programme.
- Enter green requirements on to the computerised system if in place or enter into the Club diary and update these when changes become known.
- Oversee the collection and disbursement of match fees, ensuring that all monies collected are promptly distributed by way of prizes, expenses or to the club as revenue as required and in the appropriate manner.
- On abandoned games, adjudicate on prizes and fees distribution or return to players
- Liaise with Umpire's Convenor to have umpires appointed for all open events and club championships
- Encourage bowlers to undertake umpire accreditation courses.
- Arrange for umpiring equipment, water barrels, mats and jacks, to be put into position and the flags raised.
- At end of each day ensure that all equipment, mentioned above is returned to its storage place.

- Ensure results of events are notified to the appropriate bodies e.g. newspapers, Bowls WA etc.
- Ensure a Corporate Bowls programme is organised.

A quorum shall be a majority of the Committee's membership.

### **2.3 Coaching Committee**

The Bowls Coaching Committee shall consist of all accredited bowls coaches in the Club.

The committee shall elect a Chairperson from within the group who will be a member of both the Men's and Ladies' Bowls Management Committees.

### **2.4 Umpires Committee**

The Umpires Committee shall consist of all accredited umpires in the Club.

The committee shall elect a Chairperson from within the group who will be a member of both the Men's and Ladies' Bowls Management Committees.

The Committee shall liaise with the Club Captains to provide an umpire for all Club Championships and the Selection Committees to provide an umpire for all pennant games held at the Club.

### **2.5 Men's and Ladies' Bowls Selection Committees**

There shall be two Selection Committees, one for Men and one for Women. Each committee will comprise up to five (5) selectors. Each committee shall appoint their own Chairperson of Selection who shall be a member of the relevant Bowls Management Committee.

The Selectors shall:

- Consult weekly with Team Managers during the pennant season.
- Be responsible for the selection and placement of players in Pennant Teams.
- Liaise with Greens and Grounds Committee for green requirements and ensure that such requirements are entered into the Club Diary.
- Ensure results of all pennant matches are entered into the Bowls WA website.
- Liaise with the Bar and Social Committees and/or Bar Manager advising numbers for home games to avoid clashes with organised social functions.
- Arrange a bus for any team participating in a pennant promotion game and/or flag final.

All members of this committee shall be elected for a minimum of one (1) year commencing from the original date of election to the committee or, if appointed, until the next Annual General Meeting.

A quorum shall be a majority of the Committee's membership.

## **APPENDIX “B” - RESPONSIBILITIES AND DUTIES OF OFFICIALS**

### **1. President**

The President's primary responsibilities are to:

- Provide overall leadership, stewardship, motivation and innovation
  - Work constructively with committees and sub-committees
  - Stakeholders and external relations
  - Member relations
- 
- The President shall lead by example, preside over The Executive Committee and General Meetings of the Club with impartiality and promote the public image of the Club.
  - The President together with the Secretary shall determine the dates and times of meetings of The Executive Committee.
  - At all General Meetings of the Club and all meetings of The Executive Committee the President shall exercise a casting vote only, which shall be exercised to maintain the status quo.
  - The President shall be an ex-officio member of all Committees and Sub-Committees and act as the Club Delegate to Bowls WA.

### **2 Vice President**

The Vice President is accountable to The Executive Committee and shall:

- Support the President in all activities of the Club and shall assume the responsibilities of the President in his/her absence.
- Provide leadership to Standing Committees and ensure that they maintain a close working relationship and share information.
- Chair or participate, where appropriate in committees and sub-committees.
- Manage and be responsible for the Club sponsors and the overall sponsorship programme.

### **3. Secretary**

The Secretary is responsible to The Executive Committee through the President and shall do such clerical work as may be necessary for the observance of the Rules and By Laws of the Club. The Secretary will:

- Provide administrative services for the Club.
- Provide member support and respond to member and general enquiries
- Ensure compliance with OH&S and other regulatory requirements
- Organise Annual General, Half Yearly and other special meetings of the Club and monitor follow up actions.
- Organise Executive Committee meetings, compile meeting agendas and forward such agendas to members of the Executive Committee five (5) days prior to the meeting, record minutes and monitor follow up actions.

- Maintain a close working relationship with other Club committees and assist where required.
- Process communications for the Club and monitor follow up actions.
- Maintain the Club's Constitution and By Laws.
- Maintain the records system.
- Liaise with and maintain, in association with the Club Captains, a close working relationship with Bowls WA and other associated sporting organisations.
- Manage membership and other related reports and information.
- Maintain honour boards, trophies etc. in association with the Club Captains.
- Receive and process membership applications.
- Ensure maintenance of membership records and systems.
- Issue membership invoices and other related correspondence and manage debtors.

The Secretary shall, unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Club other than those required to be kept and maintained by the Treasurer.

#### **4. Treasurer**

The Treasurer is responsible to The Executive Committee through the President and shall be responsible for the receipt of all monies paid to or received by him or her on behalf of the Club and must issue receipts for those moneys in the name of the Club. The Treasurer will:

- Ensure all moneys received are paid into an account or accounts of the Club as The Executive Committee may from time to time direct.
- Make payments from the funds of the Club with the authority of a General Meeting or of The Executive Committee and in doing so ensure that all cheques are signed by any two authorised persons as are authorised by The Executive Committee.
- Keep such accounting records as required and explain the financial transactions and financial position of the Club and will enable true and fair accounts of the Club to be prepared from time to time.
- Keep accounting records in such a manner as will enable true and fair accounts of the Club to be conveniently and properly audited.
- Submit to members at each Annual General Meeting of The Club accounts of The Club showing the financial position of The Club at the end of the immediately preceding year and detailing income and expenditure for the year.
- Submit at each meeting of The Executive Committee a financial report explaining the Club's current and projected financial position including, a balance sheet and profit and loss statement.
- Shall arrange payment of salaries to Club employees and honoraria to club volunteers.
- Maintain and keep current all insurance policies.
- Maintain an inventory of Club property



The Treasurer shall, unless the members resolve otherwise at a General Meeting, have custody of all securities, books and documents of a financial nature and all accounting records of the Club.

The Assistant Treasurer shall assist the Treasurer as occasion demands.

## **5. Secretary- Manager**

A Secretary- Manager, if employed, shall be a permanent employee of the Club and shall be appointed by and be accountable to The Executive Committee, through the President and shall:

- Carry out administrative duties as defined by these rules.
- Keep accounts of petty expenses and be reimbursed by the Treasurer.
- Keep an inventory of club property.
- Attend to all such matters as may be necessary for the observance of the Constitution and By Laws of the Club and compliance with The Act.
- Act as Bar Manager and shall be an ex-officio member of The Executive Committee and the Bar and Social Committees but without power to vote.
- Regularly report to the President upon attendance, diligence and efficiency or otherwise of all paid employees of the Club.

The remuneration payable to the Secretary- Manager for services and conditions of employment, shall be such as are determined from time to time by the Executive Committee, subject always to the initial contract of employment, in respect to the person presently occupying the position.

## **6. Bowls Captains**

The Men's and Ladies Bowls Captains shall be accountable to The Executive Committee and be responsible for the administration of the bowls activities for their gender within the Club. In particular they will:

- Ensure a close liaison between Men's and Ladies Bowls Divisions is maintained.
- Call and chair meetings of their respective Bowls Committees on at least a monthly basis. At all such meetings, in the absence of the Captain, the meeting shall elect its own chairperson;
- At the first meeting after election allocate other duties that may be required to committee members.
- Submit the annual proposed Bowls programme to The Executive Committee for endorsement.
- Oversee the sub-committees relating to Bowls functions within the club, ensuring that their roles and conduct conform to the general policy of the club.
- Receive and deal with complaints from members relating to bowls disputes. Complaints relating to misconduct may, if necessary, be lodged with The Executive Committee.



- Ensure that the Bowls WA Delegate is instructed to vote in accordance with the wishes and direction of the Bowls Committee.
- Ensure a close liaison with the Greens and Grounds Chairperson for greens availability and maintaining a close liaison with the House and Social Committees Chairpersons for supporting social needs.

In the event that the President and Vice President are not available, the Captain of either Men's or Ladies Bowls shall fill their role at trophy presentation, guest introduction and the like as required.

The Bowls Captains shall be ex-officio members of all Bowls Operational Committees.

## **7. Greens and Grounds Chairperson**

The Greens and Grounds Chairperson will be accountable to The Executive Committee and shall;

- Produce a budget for the forthcoming year for consideration by The Executive Committee and to monitor and report to The Executive Committee on its' implementation.
- Maintain all greens and grounds and equipment in good order and ensure that members of the committee and volunteers assisting during work activities adhere to safe working practices.
- In conjunction with the Treasurer prepare and maintain an inventory of all greens and grounds related club property.
- Liaise with Selection and Match Chairpersons to determine green requirements and ensure these are recorded in the Club diary.
- Liaise with the Head Coach and relative chairpersons (re social bookings) to determine green requirements and subsequent allocations.
- Ensure the green status board shows the green(s) that may be used for roll ups.

## **8. Bar Chairperson**

The Bar Chairperson will be accountable to The Executive Committee and shall:

- Work in harmony with the Bar Manager, where one exists, whilst overseeing the operations of the bar.
- Ensure the economical use of the services of paid staff.
- Ensure that procedures are maintained to secure cash, stock and bar premises.
- Maintain Club policy in bar pricing procedures and co-operate with the Bar Manager in implementing changes.
- Ensure that ordering methods are satisfactory and low turnover stock is minimised.
- Carry out a regular stock take of all bar sales commodities as directed by The Executive Committee.
- Ensure that proper health and cleanliness standards are maintained in the bar area.

- Ensure that all paid staff and volunteer staff adhere to Club policy on dress standards working in the bar area.
- Ensure that employees and volunteers do not smoke or consume alcohol beverages behind the bar.
- Ensure that all the requirements of the “Liquor Act” are adhered to and there is no contravention thereof.

## **9. House Chairperson**

The House Chairperson will be accountable to The Executive Committee and will have the overall responsibility to:

- Ensure the buildings, furniture, fittings and appliances are maintained in accordance with any requirements including any lease requirements.
- Maintain a close relationship and continually liaise with the Rockingham City Council.
- Oversee the cleaning staff and to ensure the cleaning of the Club premises is in accordance with local government requirements.
- In conjunction with the Treasurer maintain an inventory of Club property

## **10. Social Chairperson**

The Chairperson will be accountable to The Executive Committee and will have the overall responsibility to:

- Oversee the kitchen staff and ensure that the kitchen equipment is sufficient to provide catering and is maintained in a clean and working condition as required under local government requirements.
- Arrange catering for all social events, engage entertainers or any other services permitted under The Act.
- Conduct, arrange or supervise normal fundraising activities, raffles, quiz nights, etc.
- Ensure all monies received and paid are properly brought to account as required under The Club Constitution.

## **11. Umpire’s Co-Ordinator**

The umpires will select a qualified umpire to be the Head Umpire who will be responsible for co-ordinating the activities of the umpires. The umpire’s co-ordinator shall:

- Review the status of all equipment on the boards, request replacement of broken, damaged or outdated equipment and recommend the purchase of more modern equipment to replace antiquated equipment.
- Allocate umpires for matches as requested by the Match and Selection Committees.

- Encourage members to undertake umpire accreditation courses/examinations so umpire numbers are maintained at a reasonable level.

## **12. Coaches Co-Ordinator**

The coaches will select a qualified coach to be the Head Coach who will be responsible for coordinating the activities of coaches. The coaches co-ordinator shall:

- Ensure all coaches assist new members with guidance on how to play the game, when requested.
- Assist existing bowlers who wish to improve their performance.
- Work with the Bowls Committees to implement various strategies to enhance The Club's bowls performance.

# **APPENDIX “C” – PRESERVATION OF GREENS POLICY**

## **1. ELIMINATION OF BOWLS DUMPING – DROPPING BOWLS**

### **1.1 Policy Rational**

The playing surfaces of our greens are a valuable club asset and as such need to be protected from short and longer term damage. Damage can be caused by the dumping of bowls and jacks, during delivery, from a height that results in the denting of the compacted material immediately below the green surface.

This Policy is not intended to be considered as penalising players but is a genuine attempt to minimise damage and prolong the useful life of our greens and reduce maintenance costs.

Dumping (excessive bowl release height) is much more a problem of the Club than the coach's problem and as such must be managed by the Bowls Management Committees. The coach's role in this Policy is one of attending to players needs when correction of their action to avoid dumping is required, allowing them to continue in the sport of bowls. Players would be referred to the coach by the Bowls Management Committees or their appointed representatives.

### **1.2 Definition of a Dumped or Dropped Bowl**

Bowls and jacks that are repeatedly dumped or dropped, in either the delivery or being placed on the green, from a height of more than thirty (30) centimetres are considered to have the potential to cause damage to the greens in a way that may reduce the green's full life expectancy, necessitate maintenance and potentially negate their warranty.

### **1.3 Identification and Support for Rockingham Bowlers Who Are Having Difficulty Complying with this Definition**

- Individual bowlers who are having difficulty delivering their bowl smoothly onto the playing surface, from a height of less than thirty (30) centimetres, are asked to seek assistance from one of the Club Coaches.
- The Club Executive Committee will appoint a panel consisting of three (3) or four (4) members made up from Umpires, Greens and Grounds Committee and Match Committee Members to identify bowlers who appear to be not complying with the requirements of the definition. These bowlers will be approached and requested to seek coaching support to correct their delivery in one of three ways.
  - Changing their stance, at the point of delivery, so that the release of the bowl is low enough;

- The use of a supporting stick, with a seventy five (75) millimetres rubber base, to assist with balance; or
- By using one of the three (3) brands of approved bowling arms; Bowls WA approval is required to use during competition.
- Bowlers' delivery techniques will need to be modified to comply with the requirements of this Policy to ensure that they have continuing access to the greens.

#### **1.4 Managing Policy Compliance**

All club members, visiting bowlers and social players utilising the greens are subject to the requirements of this Policy. Those managing this Policy are asked to utilise an empathetic, common sense approach when called upon to adjudicate. Seeking a solution to the issue is important. After all it is our intention to keep bowlers involved in our great game.

- During individual practice sessions, pennant practice games, social games and all other Rockingham Bowling Club events the Green's and Grounds, and Match Committees will be the Controlling Bodies as is appropriate.
- The Match Committees can delegate authority to a Bowls Australia accredited umpire during events and club championships under their control.
- The Bowls Australia Umpire of the Day appointed for a Club Event, Championship or Pennant fixture has the responsibility to act in accordance with the Pennant Field of Play Rules and the Laws of the Game.

#### **1.5 Bowls WA Field of Play Pennant Rules -Player Damaging the Green**

- The Controlling Body (Umpire of the Day) shall be at liberty to warn a player if in their opinion the player is causing damage to the green.
- Following the warning, if the player continues to cause damage to the green, the Controlling Body may request the player to retire from the green and take no further part in the match.
  - Substitute Player "The player leaving the green may be replaced by a substitute player.
  - No Substitute Player Available "The team may continue to play with one player short in accordance with Bowls WA Pennant Conditions of Play.
  - Player refusing to leave the green "If the player refuses to leave the green, the player will be considered to become a defaulting player and the game and/or match will be forfeited." The umpire's decision is final.

## 1.6 Policy Implementation Steps

Step 1: The Executive Committee to do the following;

- Endorse the Preservation of Greens – Elimination of Dumping – Dropping Bowls Policy.
- Appoint a panel consisting of three (3) or four (4) made up from Umpires, Greens and Grounds Committee and Match Committee Members to identify Rockingham bowlers who appear to be having difficulty delivering their bowl smoothly onto the playing surface, from a height of less than thirty (30) centimetres, and to request them to seek assistance from one of the Club Coaches.
- Inform the membership and visitors via posters and pre-game announcements about the Policy, its purpose and its implementation.
- Arrange to inform the Match, Greens and Grounds Committees and Umpires of the Policy and their roles in its implementation and management.

Step 2: The appointed panel to meet and to set a plan of action to identify and refer players to the coaches for corrective action.

Step 3: The Controlling Bodies, i.e. Match, Greens and Grounds Committees and Umpires of the Day (Pennants) to implement and administer the Policy.

Step 4: The appointed panel to routinely report back to The Executive Committee of its progress.

Step 5: The Executive Committee to oversee and monitor the implementation and success of the Policy.

## **APPENDIX "D" – FINANCIAL POLICY**

### **1. FINANCIAL POLICY**

- A meeting to be chaired by the Treasurer in November annually to review all Club membership fees for consideration by the executive Committee for implementation in the next Club financial year.
- Fees for request of copies of Club documents, Club Constitution and By-Laws to be set by the Finance Committee.
- The Club will operate a credit card policy and cards issued to Executive Committee Members and other authorised Club Members as approved each year at the first meeting of the Executive Committee following the Annual General Meeting. Credit Card account limits will also be set at that meeting.
- Club Championship entry fees must cover the cost of all prizes and green fees. Prizes include cash prizemoney, trophies and engraving thereon.
- Other competition entry fees, including Bankers, must cover the cost of all prize money awarded and green fees.
- In the case of sponsored events all sponsorship money must be expended on prizes unless otherwise directed by the sponsor. Entry fees must be sufficient to cover green fees, the balance of prize monies, meals and any entertainment/social costs.
- Cash prizemoney for Club Championships and Bankers are to be credited to members card account. In the case of visiting players cash will be paid to any visitor sharing in the prizes.
- One free drink may be provided to all Club Championship grand finalists.
- The President will use his discretion in providing complimentary refreshments to any visiting dignitary.
- If a member is present in the Club on the day of their birthday they may receive a free drink up to the equivalent in value to that of one schooner of full strength beer.
- Organisers or supervisors of any working bee within the Club may at their discretion offer one free drink to those working up to the equivalent of one middy of full strength beer. Attendance should be approximately two (2) hours to qualify under this policy.

- Any fines imposed by Bowls WA on an offending player will be that player's responsibility, unless that player is performing a duty on behalf of The Club and the action is deemed to be at the direction of The Club.

## **APPENDIX "E" – CODE OF CONDUCT**

As a Club operated primarily by volunteers for the benefit of its members, all members of the Rockingham Bowling Club have an individual and collective responsibility to contribute in a positive way to the operations of their Club.

This Rockingham Bowling Club Code of Conduct applies equally to members and their guests, including players from other clubs visiting the Rockingham Bowling Club for sporting competitions.

### **1. On the Green**

- 1.1 Bowlers must display respect to their team mates, and opponents, and play the game within Bowls WA Laws and/or Conditions of Play, to the highest degree of sportsmanship and honesty.
- 1.2 Players will not engage in offensive or abusive language, dissent, conduct unbecoming, or actions which would bring the game of bowls or the Club into disrepute.
- 1.3 Spectators on the banks will conduct themselves in a manner that ensures that players are not distracted.

### **2. Within the Clubhouse**

- 2.1 Members, family and guests are encouraged to enjoy the hospitality of the club without fear of acts of racial vilification or verbal abuse.
- 2.2 Members, family and guests will ensure that the comfort of other patrons is not unreasonably disturbed.
- 2.3 Members, family and guests will respect other patrons and will conduct themselves in a manner that will not cause offense.
- 2.4 Abusive or offensive language is not permitted within the clubhouse or its surrounds.
- 2.5 Members, family and guests, when consuming alcohol, will do so responsibly, and will accept any staff or licensee decision to amend behaviour or discontinue the serving of alcohol without complaint.

### **3. Dress Code**

Neat dress standards are important. Prior to 6pm, members visiting the Club from work in the trades may wear work clobber but should present themselves as neatly as possible. No singlets, tank tops are permitted. Closed footwear or dress sandals must be worn.

### **4. Smoking and Alcohol**

- 4.1 Smoking is not permitted by law in the clubhouse or within five (5) metres of any entrance. Smoking is not permitted on any green at any time. Electronic cigarettes (e-cigarettes) and other personal vaporisers for delivery of nicotine or other substances are not permitted to be used in any area where smoking is restricted.



- 4.2 Smokers must dispose of butts correctly and empty ashtrays regularly.
- 4.3 Members are to respect the rights of other members who wish to smoke in allowable areas.
- 4.4 The consumption of alcohol is not permitted at any time on the greens but is permitted on the banks (which are licensed areas within the grounds).

**The President and Committee of the Rockingham Bowling Club may take any action considered necessary on occasion of a reported breach of this Code of Conduct. Such action may include referral to Bowls WA, or related sporting association if the Committee deems this appropriate.**