

**ROCKINGHAM BOWLING CLUB INC.
BY-LAWS**

Amended 27-07-07
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BY-LAWS

1. DUTIES AND RESPONSIBILITIES

1.1 Bar Committee

The role of the Bar Committee is to support the paid staff in providing a satisfactory level of service to Club members. At peak periods of demand to assist where necessary to optimise the cost of providing that service and at all times justify the use of paid staff.

Particular responsibilities of the Chairperson are:

1. To work in harmony with the Bar Manager on behalf of the Executive Committee.
2. To ensure the economical use of the services of paid casual staff.
3. To ensure that procedures are maintained to secure cash, stock and bar premises.
4. To maintain Executive policy in bar pricing procedures and co-operate with the Bar Manager in implementing changes.
5. To be satisfied that the Bar Manager's ordering methods are satisfactory and low turnover stock is minimized.
6. To carry-out a monthly stock take of all bar sales commodities.
7. To ensure that proper health and cleanliness standards are maintained in the bar area.
8. to ensure that all paid staff and volunteer staff adhere to Club policy on dress standards when working in the bar;
9. To ensure that bar staff, paid or voluntary, do not smoke or consume alcoholic beverages behind the bar.

1.2. Grounds Committee

The role of the 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.

Specific duties of the Chairperson will be:

1. To be the liaison officer in meeting the requirements of the Executive Committee for all match and practice requirements.

2. To ensure that all greens and grounds equipment is maintained in good order.
3. To ensure that all voluntary staff adhere to safe working practices.
4. To liaise with all Selection and Match Committee Chairpersons to determine their greens requirements and to allocate greens accordingly.
5. To ensure all required rinks are marked.
6. To arrange on pennant and match days for the flags and corner flags to be erected, mats and jacks to be set out, scoreboards to be cleaned and adjusted.
7. At the beginning and end of the bowling season ensure that all sarlon shades are erected / removed for storage as the weather dictates.
8. To ensure that all invoices/dockets for items purchased are verified and handed to the Treasurer.
9. At the March meeting of the Executive Committee to present a written outline of proposed budget expenditure exceeding three times the current value of a Full Membership subscription on any item during the next club year.
10. To ensure that the Risk Management program is adhered to.

1.3. House Committee

The role of the House Committee is to ensure all Club buildings and car park is maintained in a good state of repair.

The specific duties of the Chairperson:

1. To ensure that the necessary attention is given to the cooling system as required in the operations instructions.
2. To encourage Committee members and Club members generally to effect such repairs and maintenance of the Club as fall within their capabilities.
3. at the March meeting of the Executive Committee to present a written outline of proposed budget expenditure exceeding three times the current value of a Full membership subscription on any item during the next Club year.
4. To refer items of unexpected expenditure to the Finance Committee for approval unless such expenditure is necessary as a matter of safety or security or is as a result of an Insurance Claim.

5. To ensure that all invoices/dockets for items purchased are verified and handed to the Treasurer.
6. To ensure that the Risk Management program is adhered to.

1.4 Entertainment Committees

The role of the Social Committee is to organise and arrange all social functions and fund-raising, other than a specific project, within the Club to meet the social needs of members. To liaise with the Club Caterer for all Club functions and to ensure that the caterer is providing a good service to members as required by the Executive Committee.

The Chairperson shall have the specific duty to:

1. Program at least two months in advance at all times an array of entertainment and functions of a social nature.
2. Arrange catering, engage entertainers or any other service permitted under "The Act".
3. Conduct, arrange or supervise normal fund-raising activities, raffles, quiz nights, etc.
4. Ensure that all monies received and expended are promptly brought to account on statements as required by the Executive Committee, together with all dockets and receipts.
5. Ensure that the kitchen has sufficient utensils, cookware etc. to provide catering as required.
6. Ensure that the kitchen is kept in a clean and tidy condition.

1.5. VICE PRESIDENT

The role of the Vice President is to assist the President in his duties, fulfil the President's duties in the absence of the President and to ensure that the publicity, recruiting, promotion and sponsorship roles are carried out efficiently.

1.6 CAPTAIN MENS BOWLS

The Captain Men's Bowls shall be responsible for the administration of Men's Bowls events within the Club and maintain a close liaison with the Captain Ladies Bowls for mixed events, the Grounds Chairman for greens availability and the Entertainment Chairperson for supporting social needs. Generally, he shall fulfil the Bowls Social role of trophy presentation, guest introduction and such like.

Specific responsibilities shall be:

1. Hold meetings of the Men's Bowls Section of the Club at least monthly.
2. Chair all such meetings or, in his absence the Committee shall elect a Chairman.
3. Ensure the early formation of a bowls program for the year; liaise with the Chairman of Grounds on greens availability for the program and the Captain of Ladies Bowls for inclusion of mixed bowls events.
4. Submit the program to the Executive Committee for endorsement.
5. Oversee the roles of match organisation and conduct in conformity with the general policy and practice of the Club.
6. Liaise with the Ladies Bowls Captain to recommend all game entry fees for ratification by the Executive Committee.
7. liaise with the Ladies Bowls Captain to ensure that Corporate Bowls are conducted.
8. liaise with the Chairperson Entertainment on requirements for social needs associated with matches.
9. oversee the collection and dispersion of match fees, ensuring that all monies collected are promptly distributed by way of prizes, expenses or to Club revenue, as per required distribution form.
10. on abandoned games adjudicate on prize and fees distribution or return to players.
11. have umpires appointed for all pennant games, open events and Club Championships, and encourage younger bowlers to undertake Umpire Accreditation Courses.
12. At the end of each days play ensure that all equipment is returned to its storage place.
13. Encourage recruiting of new members and foster their introduction to the Club and competitions.
14. Receive and deal with complaints from members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Executive Committee.

15. Ensure that the Men's Delegate is instructed to vote in accordance with the wishes and direction of the Bowls Committee.

1.7. CAPTAIN LADIES BOWLS

The Captain Ladies Bowls shall be responsible for the administration of Ladies Bowls events within the Club and maintain a close liaison with the Captain Men's Bowls for mixed events, the Grounds Chairman for greens availability and the Entertainment Chairperson for supporting social needs.

Generally, she shall fulfil the Bowls Social role of trophy presentation, guest introduction and such like.

Specific responsibilities shall be:

1. Hold meetings of the Ladies Bowls Section of the Club at least monthly.
2. Chair all such meetings or, in her absence the Committee shall elect a Chairman.
3. Ensure the early formation of a bowls program for the year; liaise with the Chairman of Grounds on greens availability for the program and the Captain of Men's Bowls for inclusion of mixed bowls events.
4. submit the program to the Executive Committee for endorsement.
5. Oversee the roles of match organisation and conduct in conformity with the general policy and practice of the Club.
6. Liaise with the Men's Bowls Captain to recommend all game entry fees for ratification by Executive Committee.
7. Liaise with the Men's Bowls Captain to ensure that Corporate Bowls are conducted.
8. Liaise with the Chairperson Entertainment on requirements for social needs associated with matches.
9. Oversee the collection and dispersion of match fees, ensuring that all monies collected are promptly distributed by way of prizes, expenses or to Club revenue, as per required distribution form.
10. On abandoned games adjudicate on prize and fees distribution or return to players.
11. Have umpires appointed for all pennant, open events and Club Championships, and encourage younger bowlers to undertake Umpire

Accreditation Courses.

12. At the end of each days play to ensure that all equipment is returned to its storage place.
13. Encourage recruiting of new members and foster their introduction to the Club and competitions.
14. Receive and deal with complaints from members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Executive Committee.
15. Ensure that the Lady Delegate is instructed to vote in accordance with the wishes and direction of the Bowls Committee.

2. SELECTION COMMITTEES

2.1 Election of Selections

A secret ballot shall be held amongst all eligible members in accordance with the Constitution and By-Laws to elect the Selection Committee's for the following season. The date of such election shall be determined by the Executive Committee, provided that it shall not fall before the conclusion of all Association Pennant fixtures and finals.

Unless Selection Committees have been determined by a prior ballot, a ballot shall be held in conjunction with the general election.

A person elected or seeking election as a Selector shall be eligible to hold any other Executive or Committee position in the Club.

2.2 Men's Selection Committee

The Men's Selection Committee consisting of five (5) members shall be elected by a secret ballot of male full and life members.

The Selection Committees shall select teams for both Saturday and Midweek Pennants and for all Associations Trophy events.

2.3 Ladies Selection Committee

The Ladies Selection Committee consisting of five (5) members shall be elected by a secret ballot of female full and life members.

2.4 General

Each Selection Committee shall elect its own Chairperson but in the event that this is not readily achieved, the appointment of a Chairperson will be made by the appropriate Bowls Committee.

All Selection Committees shall report to their respective Bowls Committees monthly and be responsible to the Executive Committee to act at all time to further the objects of the Club.

2.5 Co-opting Additional Selectors

The elected selectors may nominate to their respective Bowls Committee, the names of eligible members to assist in the selection of teams not represented by elected selectors. The Bowls Committee shall select a maximum of two of those members who shall assist the elected selectors for the forthcoming season. Co-opted selectors will be appointed on the endorsement of the Executive Committee.

3 EXTREME HEAT RULE

In the event that the temperature is predicted to be 37 degrees for any Club day, including championships, the Match Committee may do any of the following:

1. Postpone the day's event
2. Play a game at 8.00 am
3. Play a game at 4.00 pm or later

4 SALE OF LIQUOR

4.1 Bar Trading Hours

As resolved by the Executive Committee and within the provisions of "The Act";

4.2 Consumption of Liquor

Liquor shall not be stored by members for consumption outside the times when the bar is open for trading.

IN TERMS OF THE LIQUOR Act 1988.

LIQUOR

-Shall not be consumed on the club premises later than fifteen minutes after closing time of the bar.

-Can be consumed within the grounds surrounding A, B and D greens as approved by the Director of Liquor Licensing Office of Racing and Gaming. Liquor Licensing Division 3-11-95.

5. BEHAVIOUR

Members and their guests must at all times conduct themselves in a gentlemanly / ladylike manner.

Offensive language, offensive behaviour an unruly conduct will not be tolerated.

6. CHILDREN

Children must at all times:

Be under the control of a parent, guardian or responsible adult member of the club.

Conduct themselves in a manner so as not to interfere with the proper functioning

of the Club.

Refrain from entry onto the greens unless under instruction by a member of the Club.

Parents, guardians or adult members bringing children onto Club premises will be held responsible for their behaviour and may be directed to leave the premises by a member of the Executive or House Committee or the Bar Manager if any child is contravening the By-Laws

7. DRESS

Members and visitors shall wear clean neat and tidy attire at all times. No clothing shall have obscene signs or comments to cause offence. Thongs are not acceptable after 6pm.

1. MALES: Reasonable dress for males being, shirt with sleeves, dress shorts or trousers and footwear. No singlets or tank tops permitted at any time. Hats and caps shall not be worn in the Clubhouse.

2. FEMALES: Reasonable attire for females being, dresses, shirts and tops with skirt, slacks, peddle pushers, dress shorts and footwear.

3. Dress for Members who have been attending a club working bee shall be at the discretion of the Bar Manager.

4. The Management reserves the right to refuse entry to any person considered to be unsuitably attired.

5. Bowling attire shall be as laid down by Bowls WA for Pennants, Championships and all major Carnivals. Dress for Club competitions will be advised by the Match Committee.

8. PROPERTY AND FACILITIES

8.1 Property

No member or visitor shall without authority, interfere with any appliance, fixture or fitting on the clubs premises.

If at any time members wish to borrow club property, permission must be obtained from the President, Secretary or Bar Manager. A monetary deposit and/or hire charge may be made for mechanical appliances borrowed by members or other organizations. The borrower will be held responsible for the cost of breakages or repairs to any property not returned in good condition.

8.2 Kitchen

That the kitchen only be used by the approved Club Caterer.

8.3 Toilets and Locker Rooms

Members are requested to give all possible assistance in maintaining the cleanliness of these facilities.

9. BOWLING GREENS

9.1 Drinks on Greens

At no time is it permissible to take drinks of any kind whatsoever onto the Greens, except in the case of medical emergency.

9.2 General

1. The respective sections shall have exclusive use of sufficient greens to conduct Association, Pennant and Club competitions and official practice. Such times to be approved by the Bowls Committee and advertised on the Notice board and in any case will not take precedence over Association, Pennant or Club competition

2. The respective section shall have the use of sufficient Club facilities, i.e. kitchen, hall or bar to service the needs appropriate to any competition.

3. The delivery of bowls shall not damage the greens.

9.3 Smoking

May only take place on the Paved Area around the greens.

10. SMOKING

No smoking shall be allowed in the Club House or any other building.

11. CLUB COLOURS

The official colours of the Club shall be:

Royal blue, sky blue and white.

12. PRIVATE FUNCTIONS

Members may, with the approval of the Executive Committee, hold private family or business functions with or without a meal, with no limitation as to the number of guests providing that number shall not exceed the combined total of members and guests as stipulated under the Health Act.

Members wishing to avail themselves of this opportunity must obtain prior approval of the Executive Committee and abide by any conditions set by the Committee. Members obtaining approval shall be responsible for the conduct of their guests while on Club premises.

13. PARKING

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

Any member who parks within the Club grounds in contravention to this By-law shall be liable to pay a fine not less than 10 percent and not more than 20 percent of the full member subscription.

14. GUESTS.

All Members shall have the privilege of introducing guests at anytime. Such guests may take part in bowling games if they are affiliated player.

No guest shall be supplied with liquor in the club premises unless at the invitation of or in the company of a member.

Members may invite a maximum of three guests per day over a period not exceeding three successive months in any one financial year.

Members shall be responsible for their guest's behaviour and dress.

15. RAFFLES AND SWEEPS

Only those conducted for the benefit of the Club or Bowls WA shall be permitted in the Club House.

16. ADVERTISEMENTS AND NOTICES.

Shall **not** be displayed on club premises without permission of the President, Secretary or Bar Manager.

17. ITINERANT VENDORS.

Are not allowed to sell goods on club premises.

18. COMPETITIONS

18.1 All members competing in Club competitions must be financial and entrance fee's paid before competing. Club competitions shall be run in accordance with the rules of the Club.

18.2 Entrance fees for National, State and events conducted by other Clubs must be paid with the nomination. Team captains shall be responsible for the collection of entry fees.

19. NOVICE.

1. A novice is a first or second year capitated bowler.

20. VETERAN

An ordinary member who is 70 years of age or more on the date a competition is to be held, may enter the Club Veteran Competition.

21. COACHES

1. The Committee of Management must approve all application for accreditation.
2. In the event that the Club does not have accredited coaches the Management Committee shall have the power to appoint honorary club coaches who will be available, as convenient, to instruct intending bowlers, being members of the club, who have not had previous experience in playing bowls or to assist those members of the club who desire such assistance.

22. UMPIRES

1. The Committee of Management must approve all applications for accreditation.
2. In the event that the club does not have umpires available for any competition the Bowls Captain shall appoint an independent person to act in that capacity.

23. NEW MEMBERS.

New members who are intending to be bowling members and who have not been previously recognized as a bowls player should make themselves available for coaching so as to suit club bowls.

24. FINANCIAL POLICY

1. Rollup/green fees for uncapitated visitors be \$5.00 and capitated visitors \$3.00.
2. That Club Green fee's be \$3.00 plus \$3.00 to cover prize monies unless deemed otherwise by the Executive Committee.
3. That all raffles return at least a 50% profit.
4. That all events, competitions and carnivals be run at a profit, excluding green fees.
5. That Championships entry fee's pay for all prize money, trophies and engraving.
6. That there be one free drink per player and nibbles supplied after a Championship Final.
7. That Pennants be run at no cost to the club, except that the club will pay for 1 Bus if a division gets to the Grand Final.
8. That birthday drinks be limited to the value of 1 pint and that the member be in the club on their birthday.
9. That free drinks after a busy bee to be at the discretion of the President.
10. That free drinks for the volunteers be shown under the heading of refreshments and all receipts be signed.
11. That the hire of tables, kitchenware etc, be a charge against the function.
12. That no Club badges be given out except when a visitor donates a badge to the club.
13. That the Presidents account be limited to \$2000.00.
14. That all ex-gratia payments made to members for work done shall be approved by the Management Committee.
15. That all functions make a profit for the Club.
16. That the Club Room hire be as per schedule.

25. AMENDMENTS TO BY-LAWS

Any repeal or amendments to these laws shall be notified to the members by notice on Club notice board.

THE FOREGOING BY-LAWS WERE ADOPTED BY THE EXECUTIVE COMMITTEE
AT IT'S MEETING ON 26/06/2009.

C DOMNEY
PRESIDENT