



REGULATIONS

For The

Herne Hill Bowls Club Inc.

6th August, 2021

HERNE HILL BOWLS CLUB INC

REGULATIONS

The Regulations are supplementary to and do not take precedence over the Club Constitution and may be amended or rescinded by the Board.

Changes to or additions to the Regulations are to be posted on the Notice Board within seven (7) days of completion of the Board of Management Meeting at which the changes are approved, and remain on the Notice Board for fourteen (14) days.

1. BOARD OF MANAGEMENT

The affairs of Herne Hill Bowls Club shall be administered by a Board of up to (11) eleven persons. Nine elected and two appointed. (See Rule 17.2)

Four (4) Executive positions, President, Vice President, Secretary, Finance Officer will be filled by specific nomination and member vote, plus a pool of Five (5) Non-Executive Members, elected by member vote.

The Board is responsible for the allocation of portfolios to each member of the new Board of Management, as it is agreed that individual skills may vary with each director.

2. BOWLS EVENTS

All tournament and non-affiliated bowls events shall be run on the basis that of the entry fees at least 40% are allocated to operating costs and 20% to greens management. The remainder may be allocated to prize money.

3. PROXY VOTING AT GENERAL MEETINGS

The Proxy Form (Appendix I) must be completed and delivered to the Secretary seven (7) days prior to the Meeting. A Form sent by post or electronically is of no effect unless it is received by the Secretary no later than 7 days prior to the Meeting. (Constitution Rule 15.5)

4. MEMBERSHIP

Membership Fees will be set at the Annual General Meeting and will be payable by 31st August yearly or such time as the Board may agree.

Application for membership shall be by way of a nomination form to the Board of Directors. Only full members may nominate or second applications for Membership in any category of the Club. After receipt of the nomination the Secretary shall post the nomination on the Club Notice Board for a minimum of fourteen (14) Days, prior to acceptance by the Board.

(a) **Full Members (Affiliated Member) – Constitution 6.2 (a)**

On payment of the membership fees of the club, shall be entitled to all the privileges of the Club. Full members are entitled to vote and hold office at the Club and have voting rights.

(b) **Full Members (Non-Affiliated) - Constitution 6.2 (b)**

On payment of the membership fees of the Club, Full Members are entitled to vote and hold office at the Club and have voting rights and can participate in Social Bowling events only.

(c) Life Members – Constitution 6.2 (c)

- (i) The Board of Management shall have the power to recommend a member for Life Membership of the Club. Such Membership to be awarded to members of not less than fifteen (15) years and, over that time rendered exceptional service to the Club, and be recognized as a person who has consistently worked for the ultimate good of the Club and bowls in general, as a first priority above any personal goals. Life Members may be elected only by secret ballot at a General Meeting, receiving the votes of at least seventy five (75%) of the Life Members and full members present.
- (ii) Nominations for Life Membership of the Club shall be in writing, nominated and seconded by two (2) full members of the Club. The nomination shall contain details of the qualifications which support the nomination according to the criteria set down in these Regulations. Nominations shall be delivered directly to the B.O.M. Secretary twenty eight (28) days prior to the Annual General Meeting.
- (iii) On the recommendation of a simple majority of a Board of Management Committee meeting, the nomination shall be presented to members at the next Annual General Meeting. If the Board of Management has already approved proposals equal in number to the existing vacancies, it may withhold a decision until the previous cases have been dealt with at the Annual General Meeting.
Nominations shall be determined in order of Receipt.
- (iv) The number of Life Members is limited. There is to be no more than 10 current club members approved.
- (v) A Life Member shall not be relieved of any financial obligation other than the Annual Membership Fee.

(d) Junior Members – Constitution 6. 2 (d)

- (i) Any person of good character and no more than eighteen (18) years who is nominated and approved in accordance with these Rules is eligible to be a Junior Member.
- (ii) Junior members shall not be entitled to purchase or consume liquor on Premises of the Club, nor shall they be eligible to hold office or vote at any meeting of the Club, but shall be entitled to participate in such Bowls activities on the greens as the Board shall determine.

(e) Student Members – Constitution 6. 2 (e)

Any person over the age of eighteen (18) years who is engaged in full time studies may on application to the Board be granted Student Membership and shall have the same rights as a Full Member.

(f) Social Members – Constitution 6. 2 (f)

- (i) Any person over the age of eighteen (18) years may apply for Social Membership of the Club.
- (ii) An Affiliated Member from another Club who may practice on the Green, if the Green is open and not in use.
- (iii) Social Members shall pay an Annual Subscription, as determined by the Board.

(g) Honorary Members – Constitution 6 (h)

- (i) Honorary Members have no voting rights and cannot hold office.
- (ii) Visiting bowlers, dignitaries and social groups at organized functions, Geelong Bowls Region (GBR) executives and attendees at all meetings organized by GBR are deemed Honorary Members whilst attending the Premises.

(h) Dual Members – Constitution 6.2.(g)

- (i) Dual Members (Full Membership), shall be entitled to all the privileges of the Club other than holding office or voting.
- (ii) Dual members (Social) – Bowlers who are affiliated with another Club but wish to use our facilities on a regular basis

(i) Associate Members – Constitution 6.2.(h)

Shall include any member under the Age of eighteen (18) and other as determined by the Board.

EXECUTIVE DIRECTORS (4)
Refer Constitution 17.2 (a) (i) (ii) (iii) (iv)
Board Members

5. PRESIDENT

Responsibilities and Duties

- ❖ Preside at the Board of Management Meetings, the Annual General Meeting and all Special General Meetings.
- ❖ Preside at all non-bowling functions.
- ❖ Represent the Club at non-bowling functions where it is considered desirable.
- ❖ Periodically consult with Committee members on their roles, to see how they are going and help them to optimize their contributions.
- ❖ Shall prepare for submission to the Annual General Meeting the report of the Board on the activities of the Club during the past year.
- ❖ Shall be responsible for security of premises and grounds.
- ❖ Ensure that Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- ❖ Represent the club by attending funerals of deceased members.
- ❖ Support fellow Board Directors when required.
- ❖ Oversee all bowls affiliated sub committees (attendance not required).

6. VICE PRESIDENT

Responsibilities and Duties

- ❖ The Vice President shall, in the absence of the President, preside at the meetings or functions designated to the Director.
- ❖ The Vice President shall, in the absence of the Finance Officer or the Secretary of the Board assume the duties of either Officer for the meeting at hand, and pass all relevant information to that Officer as soon as possible after that meeting.
- ❖ Collate and keep up to date a Club Key Register.
- ❖ Other duties as nominated by the President or Board.

7. SECRETARY

Responsibilities and Duties

- ❖ Notify Consumer Affairs of the Secretary Appointment or change of Secretary's detail.
- ❖ Notify Consumer Affairs of a change of the association's registered address by lodging a Change of Association Details form.
- ❖ Within one (1) month after the Annual General Meeting, lodge an Annual Statement and other required financial documents with the prescribed fee.
- ❖ When required, apply to Consumer Affairs for approval to alter Constitution Rules within 28 days of the alteration was passed by a Special Resolution. An application for Alteration of Rules or Purpose must be lodged with the prescribed fee.
- ❖ Set Date for Annual General Meeting, advertise positions, notify all eligible members via means as set out in Clubs Constitution within specified time frames.
- ❖ Notify the Consumer Affairs of a Special Resolution in relation to wind up and distribution of the assets of an association.
- ❖ Act as Club Bookings Officer – or delegate to a Club Bookings Officer.
- ❖ Email news to Club Members as required.

Administrative Roles

- ❖ Shall develop Agenda, keep minutes of the resolutions and proceedings of each General Meeting and each Board Meeting.
- ❖ Shall conduct all correspondence in connection with the general business of the Club.
- ❖ Shall keep in custody or under control all books, documents and securities of the club, except as otherwise provided in these Regulations.
- ❖ Shall make available all accounts, books, securities and any other relevant documents of the club for inspection free of charge by any member upon request.
- ❖ Shall maintain control of all employees of the Club.
- ❖ Shall attend to all matters relating to the implementation of the requirements of the Liquor Control Act 1987.
- ❖ Shall, although elected to the conclusion of the next Annual General Meeting be responsible for the production and distribution of minutes for that Meeting.
- ❖ Provide up to date copies of the Constitution and Regulations.
- ❖ Provide a summary of Committee Minutes for distribution to all Club Members via website and/or website.
- ❖ Help and lead the Committee in providing systematic communication from the Committee to Club Members and other relevant stake holders.

8. FINANCE OFFICER

Responsibilities and Duties

- ❖ The Total Club Funds are under the control of the Finance Officer and no bank accounts are to be opened or funds disbursed without the Finance Officer's express authority.
- ❖ While the Finance Officer has overall responsibility for the Club's finances, the Finance Officer may authorize the Treasurer, Assistant Treasurer and Bar Treasurer to receive, Bank and disburse funds on behalf of the Club. If authority is delegated the Finance Officer shall direct the financial system used and the format of the records which are to be kept.
- ❖ At each Meeting of the Board of Management present a financial statement and a statement of accounts payable for the previous period for approval by the Board of Management.
- ❖ In agreement with the Board of Management determine the yearly Membership Fees.
- ❖ Apply for Grants.
- ❖ Advise Members when Membership Fees are due.
- ❖ Prepare the Annual Balance and Profit and Loss Statements for the Annual General Meeting.
- ❖ Table an Auditor report at the Annual General Meeting, signed by the President and Finance Officer.

NON EXECUTIVE DIRECTORS (5)
Refer Constitution 17.2 (a) (v)
Board Members

9. TREASURER

Responsibilities and Duties

- ❖ Attend all Board of Management Meetings.
- ❖ Receive all monies due to and pay all monies owing by the Club and shall, within a reasonable time, deposit or arrange for Deposit with the Club's Bank all funds received by the Club.
- ❖ Keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in books of account of a like nature.
- ❖ Prepare spread sheets recording Financial Members, and forward to the Bowls Director on a regular basis.
- ❖ Prepare monthly Receipt, Expense and Balance Sheet and forward to the Finance Officer within seven (7) days of the end of the month.

10. BOWLS DIRECTOR

The bowls activities of the club shall be conducted and organized by a Bowls Director supported by an Assistant Bowls Director.

Responsibilities and Duties

- ❖ Attend all Board of Management Meetings.
- ❖ Forward (or delegate) Pennant results to (and as directed) by the Geelong Bowls Region.
- ❖ Prepare and update the Bowls Victoria Membership List.
- ❖ Arrange the fixture for Social Bowls and Tournaments.
- ❖ Liaise with Greens Director regarding number of/allocating of rinks required for Club and Pennant games.
- ❖ Liaise with Tournament Director, Saturday Selection Committee and Midweek Selection Committee.
- ❖ Oversee all activities related to the playing of bowls at the Club.
- ❖ Administration and Management of the Club's Teams.
- ❖ Manage Uniform, be responsible for the purchasing and managing of Uniform Stock.
- ❖ Liaise and utilize the strengths of the Assistant Bowls Director.
- ❖ Seek assistance from other Board Members when required.
- ❖ Author a monthly report to the Board of Directors and table the report.
- ❖ Liaise with all team members, coaches and officials to ensure the needs of bowlers are met.
- ❖ Adjudicating any problems that may arise amongst bowlers, coaches, officials and supporters. Problems that cannot be resolved may be referred to the Board of Management and then, if necessary, may be adjudicated under Constitution Rule 10 or Constitution Rule 26 if required.
- ❖ Liaise with Website and Media Officers with Posting of Events, etc.
- ❖ Liaise with an appropriate person regarding any bowler's inappropriate behaviour, misconduct, injuries or illness.

11. ASSISTANT BOWLS DIRECTOR

Responsibilities and Duties

- ❖ Attend all Board of Management Meetings.
- ❖ Assist the Bowls Director in their duties.
- ❖ Prepare bowls curriculum for inclusion in club fixture book.
- ❖ Maintain adequate equipment.
- ❖ Maintain and update Medical supplies yearly, to ensure Health and Safety requirements are up to date.
- ❖ Co-ordinate any Team photographs.
- ❖ Compile and organize the information required for the presentation of the 20 Year Club Service Award.
- ❖ Attend and assist with the organization of Opening Day and Presentation Day.
- ❖ Represent the Bowls Director at meetings and forums as agreed with by the Bowls Director.
- ❖ Shall maintain the register of Club Members, including date of entry.

12. FACILITY DIRECTOR

The Facility Director shall report to the Board of Management. The Role of the Facility Director is to coordinate the business of the Maintenance, (including Club Rooms inside and out), Greens and Gardens.

Responsibilities and Duties

- ❖ Attend all Board of Management Meetings.
- ❖ Work closely with the Gardens Manager and the Maintenance Manager.
- ❖ Provide to the Board on a monthly basis a listing of items of a maintenance nature for prioritizing and approval.
- ❖ Organise an effective communication process whereby club members report items necessitating maintenance attention.
- ❖ Organise the upkeep and cleaning of club buildings, windows, structures, (both internal and external) paving, gates, seats and fences.
- ❖ Develop and maintain a prioritized list of facility maintenance tasks needing to be done.
- ❖ Maintain a list of member skills/qualifications in areas where they will lend a helping hand.
- ❖ Where possible arrange for the Voluntary Services and expertise of club members to be utilized in performing projects within their scope and capabilities which will enhance their ownership and belonging to the Club.
- ❖ Items greater than \$2,000 quotations must have two quotes from external sources to ensure that no Conflict of Interest could be interpreted from work granted to individuals or organisations related to club members.
(Awarding of monies is the responsibility of the Board of Management and the lowest bidder may not always be awarded the Project. In such cases the reasons for such action must be clearly stated and withstand scrutiny from Club Members).
- ❖ Develop a schedule of regular maintenance items with the Board of Management Committee. List all items on an annual calendar and include in the to do list when required.
- ❖ Develop and delegate a list of set duties to any individual club member, who may be able to offer volunteer services in their own time frame, ie Car Park Maintenance, BBQ area, etc.
- ❖ To alert the Board of Management of any major works or repairs required for consideration.
- ❖ To organize working bees if considered necessary.
- ❖ The Facility Manager will report, in writing to the Board of Management on a monthly basis.

13. TOURNAMENT DIRECTOR

Responsibilities and Duties

- ❖ Attend all Board of Management Meetings.
- ❖ Organize the yearly Club Championship Fixture.
- ❖ Obtain teams to fill the event either by email/Club Notice Board.
- ❖ Prepare rules of play and score cards for the day.
- ❖ Advise the Greenkeeper and Greens Director of rinks needed.
- ❖ Determine handicaps, make the draw, and organize and conduct the events.
- ❖ Advise Greenkeeper, Greens Director and Press Correspondent of any changes.
- ❖ Confirm the President, Bowls Director (or substitute) will be present to Mark Finals and at the Club Championship Finals Lunch/Afternoon Tea to present the Badges.
- ❖ Record results in record book, ring results through to the Press Correspondent.
- ❖ Prepare the Receipt and place in bag with entry fees. Deposit bag as arranged.
- ❖ Arrange Prize money as authorized by the Finance Officer and the Bowls Director.
- ❖ With the assistance of Match Committee Members organize and manage all Club major bowling events.
- ❖ Advise Catering Manager and Bar Manager of all major events and discuss requirements.
- ❖ Consult with Match Committee and seek assistance in organizing monthly Pairs/Triples events.
- ❖ Liaise with Website and Media Officers with posting of events, etc.

OFFICERS AND COMMITTEES

ELECTED AT THE BOARD OF MANAGEMENT ANNUAL GENERAL MEETING

14. SATURDAY AND MIDWEEK PENNANT SELECTION COMMITTEES

A Selection Committee for Saturday Pennant and a Selection Committee for Midweek Pennant shall be elected at the Annual General Meeting. Each Committee shall comprise of five (5) eligible members.

Note: Should any pennant side not be represented by a member

- (a) A representative for any side so unrepresented plus a deputy shall be elected from among and by the members of that side on the first day of competition; and
- (b) if for any reason a side representative cannot act, that place will be taken by a Deputy, or other nominated representative.

Responsibilities and Duties

- ❖ To elect one of their members to act as Chairperson.
- ❖ To select teams and sides to represent the section in the pennant fixture
- ❖ Select on Merit.
- ❖ Post names of pennant players selected on the notice board where teams are playing and post on the internet as soon as possible after selection.
- ❖ Prepare score cards, entry fee envelopes and team report sheets.
- ❖ Appoint Umpires
- ❖ Appoint Team Managers and instruct same on their duties.
- ❖ Appoint a Greens Director for Home Pennant Matches in the absence of the Greens Director.
- ❖ When a Pennant Player withdraws after selection, (without just cause), to play when and where selected, have the discretion to suspend the player for no more than the following two (2) matches.

15. MATCH COMMITTEE

A Match Committee comprising a minimum of six (6) financial members shall be elected by the members at the Annual General Meeting. The Match Committee shall elect one of their members to act as Chairperson.

If a Tournament Director is appointed, a meeting shall be held to clearly define the events to be organised and controlled by the Tournament Director, and the events to be organised by the Match Committee.

Responsibilities and Duties

- ❖ Arrange Prize money as authorized by the Finance Officer and the Bowls Director.
- ❖ Prepare Duty Rosters for all events.
- ❖ Prepare the rules of play and score cards for the day.
- ❖ Record results in record book, ring results through to the Press Correspondent.
- ❖ Prepare the Receipt and place in bag with entry fees. Deposit bag as arranged.
- ❖ Organise and manage Geelong Bowls region events.
- ❖ Organise major events, ie Classic, Open Days.
- ❖ Organise Social Bowling events, both nominated and assembled.
- ❖ Organise Bare Foot Bowls Events.
- ❖ Liaise with Website and Media Officers with posting of events, etc.
- ❖ Ensure Match Box is clean and tidy at all times.

16. BAR TREASURER

Responsibilities and Duties

- ❖ Shall receive all monies due to and pay all monies owing by the Bar and shall, within a reasonable time, deposit or arrange for Deposit with the Club's Bank all funds received by the Bar.
- ❖ Shall keep correct accounts and books showing the financial affairs of the Bar and the particulars usually shown in books of account of a like nature.
- ❖ Prepare monthly Receipt, Expense and Balance Sheet and forward to the Finance Officer within seven (7) days of the end of each month.

17. CATERING MANAGER

Responsibilities and Duties

- ❖ It will be the Catering Manager's duty to ensure that all Catering Committee Members are aware of the Food, Health and Safety Act.
- ❖ The Catering Manager shall report to the Board of Management as directed.
- ❖ The Caterer will control a Float in consultation with the Board of Management.
- ❖ To prepare Kitchen Rosters as required.
- ❖ To organize and control all catering.
- ❖ To prepare cleaning rosters and arrange working bees for the kitchen when required.
- ❖ To co-opt and organize members to assist with kitchen duties as required.
- ❖ Ensure the Kitchen is cleaned after use, and the Kitchen area is clean and tidy at all times.
- ❖ The Catering Manager will report in writing to the Board of Management, on a monthly basis.

18. CATERING COMMITTEE

A Catering Committee comprising five (5) financial members shall be elected by the members at the Annual General Meeting. The duties of the Catering Committee shall be as directed by the Catering Manager.

19. SPONSORSHIP COMMITTEE

A Sponsorship Committee comprising five (5) financial members shall be elected by the members at the Annual General Meeting. The Sponsorship Committee shall elect one of their members to act as Chairperson.

Responsibilities and Duties

- ❖ Create sponsorship proposals and packages
- ❖ Prepare Letters and Invoices for Distribution to Sponsors and arrange for Distribution to Sponsors.
- ❖ Prepare Receipts and Thank You letter for Sponsors.
- ❖ Prepare Sponsors List
- ❖ Approach businesses and other organisations to sponsor the club.
- ❖ Design and coordinate advertising materials and events to promote sponsors.
- ❖ Manage sponsors expectations.
- ❖ Ensure the sponsors database is maintained accurately.
- ❖ Ensure sponsors are included in all advertising material, ie tv screen, fixture book.
- ❖ Allocate all sponsorship to bowls events, raffles as deemed appropriate.
- ❖ Collect and distribute Vouchers to events that maximise their value.

20. EVENTS COMMITTEE

An Events Committee comprising five (5) financial members shall be elected by the members at the Annual General Meeting. The Events Committee shall elect one of their members to act as Chairperson.

The Events Committee is responsible for the planning for, and conducting of, a Club social calendar that incorporates the needs of all club members. This is a very important role within the club. Not only do social functions raise valuable funds for the club but more importantly creates an opportunity for people to get together and build friendships with a real sense of belonging to the Club.

Responsibilities and Duties

- ❖ Organise Bunnings BBQs
- ❖ Collect entry fees for Counter Teas, Opening Day, Presentation Day etc. when required.
- ❖ Organise Raffles
- ❖ Organise Christmas Raffle
- ❖ Organise for setting up of Hall for functions, including setting Tables.
- ❖ Organise Posters and Name Lists for Functions if required.
- ❖ Organise Cards and Envelopes for Bowls Events and end of year Championship Events winners and runners up
- ❖ Organise Christmas in July
- ❖ Organise other events, as approved by the Board of Management.

21. PRESS CORRESPONDENT

Responsibilities and Duties

- ❖ Place Report in the Geelong Advertiser of upcoming events for the week (obtained from the Fixture Book), plus any changes that are made to the Fixture.
- ❖ Place report in the Geelong Advertiser of winners and runners up of club competitions or District events when completed.
- ❖ Place the names of the winners of social events ie Mondays and Fridays in the Geelong Advertiser.
- ❖ Place in the Geelong Advertiser further information as supplied by Club Officers.

22. PROMOTIONS OFFICER

The Marketing and Promotions Officer is responsible for overseeing the implementation of the marketing plan and promoting the club. This can involve marketing existing products, developing new products to cater for supporter's demand, or developing markets for new products or services.

Responsibilities and Duties

- ❖ Understand and be proficient in written, electronic and spoken media.
- ❖ Identify the local media whom the club would like to publish stories.
- ❖ Create and maintain relationships with key reporters, producers, and editors.
- ❖ Submit stories to each of the key media outlets and set deadlines for publication.
- ❖ Organise media coverage for publicity for club milestones, events and activities.

23. WEB SITE OFFICER

- ❖ The Web Site Officer handles the web site issues on behalf of the Club and is the link person between the club and the outside world as far as information and communication is concerned.
- ❖ The Web Site Officer ensures that the club has a good name and reputation and liaises with representatives of the club to publicise the Club's events and activities.
- ❖ Cultivates a good working relationship with the stakeholders of the club.
- ❖ Handles the responsibility of supervising advertisements and their placement on behalf of the Club.
- ❖ Works closely with all members and is responsible for organizing all important data on the computer.
- ❖ Manage the security of all documents as well as its recovery on the database and make sure that the data encoded is consistent with the users.

❖ 24. MEDIA OFFICER

Responsibilities and Duties

- ❖ The Media Officer handles media issues on behalf of the Club.
- ❖ A Media Officer uses social media applications to promote the club. Prominent social media sites viewed publicly online include Facebook, My Space, Twitter and You Tube.
- ❖ Be the link person between the Club and the outside world as far as information and communication is concerned.
- ❖ Cultivate a good working relationship with the stakeholders of the Club.
- ❖ Collect and compile media contacts and also prepare media kits for the Club to give the media during events or specific occasions.
- ❖ Write and edit the Club's media material such as Newsletters and Websites.
- ❖ Organise media coverage for publicity of the club's events and activities.

OFFICERS APPOINTED BY THE BOARD OF MANAGEMENT

25. BAR MANAGER

The Bar Manager shall be appointed by the Board of Management and shall form a Committee of up to ten (10) club members, (who must be approved by the Board of Management), to form an efficient roster system to operate the Club Bar. They will be under the direct control of the Bar Manager.

Where possible, the Bar Manager to obtain a Responsible Serving of Alcohol Certificate.

The Board of Management Finance Director will direct the Bar Manager and Bar Treasurer in respect to bar income, expenditure and banking.

Responsibilities and Duties

- ❖ Ensure sufficient stock at all times
- ❖ Ensure sufficient stock for functions.
- ❖ No liquor will be supplied to club members or visitors free of charge, unless authorized by the Board.
- ❖ Ensure the Bar area is clean and tidy at all times.
- ❖ Ensure Bar is locked after use, and when not in use.
- ❖ The Bar Manager will report on bar activities to the Board in writing, on a monthly basis.
- ❖ The Bar Manager shall be responsible to the Board of Management for the operation of the Bar and must be conversant with the Liquor Control Act.

26. PROVEDORE

The Provedore shall be appointed by the Board of Management and report to the Board of Management Secretary.

Responsibilities and Duties

- ❖ Coordinate with other assistants to ensure that the acquisition and supply of provision is always monitored and completed.
- ❖ Ensure that the club always has sufficient supplies of cup containers, tea bags, coffee, sugar, biscuits and milk, etc.
- ❖ Monitor the Catering Notice Board and order supplies as necessary.
- ❖ Be conscious of normal average usage and advise the Board of Management Secretary should there be unwarranted excess usage.
- ❖ Advise the Facilities Director if there are items in need of repair or replacement.
- ❖ Liaise with the Bowls Director for the provision of supplies for special events.

27. GREENS DIRECTOR

The Greens Director shall be appointed by the Board of Management and report to the Board of Management, and shall form a Greens Committee of sufficient members, one (1) of whom shall be named as Assistant Greens Director.

Responsibilities and Duties

- ❖ To supervise the care and maintenance of the Green of the Club, i.e line marking, ditches, rinks, water fountains.
- ❖ To take Greenkeeping instructions from the Greenkeeper.
- ❖ To organize a roster of Club Members to set up the green for events listed in the Club Fixture.
- ❖ To organize a Roster for watering of the Club Green when required
- ❖ The Greens Director shall have the power to prevent play at any time when it is considered that the Green may be damaged, or to close any rink or rinks if for any reason such action is considered necessary. In the absence of the Greens Director, any two members of the Greens Committee, or in their absence any two Members of the Board of Management shall have the power to prevent play at any time. However, if available, the Greenkeeper's prior advice must be sought by the two members.
- ❖ Urgent business can be forwarded to the Board of Management President at any time.
- ❖ Ensure that all players are wearing approved bowls footwear.
- ❖ The Greens Director may bring to the attention of the Board of Management any member whose delivery style is causing damage to the playing surface.
- ❖ The Greens Director may co-opt members to assist in working bees as required.
- ❖ The Greens Director to report in writing to the Board of Management on a monthly basis.

28. MAINTENANCE MANAGER

The Maintenance Manager shall be appointed by the Board of Management.

Responsibilities and Duties

- ❖ The Maintenance Manager is the Board of Management's immediate contact for all day to day maintenance requirements as they occur.
- ❖ The Maintenance Manager to be allocated a Float of \$200 for day to day operation repairs and expenses.

29. GARDEN MANAGER

The Garden Manager shall report to the Board of Management and form a Garden Committee of up to five (5) club members.

Responsibilities and Duties

- ❖ To maintain the lawn and garden surrounding the Bowling Green, and improve the visual image of the Club.
- ❖ Evaluate and provide a list of improvements that could be implemented to increase the attractiveness of the Club
- ❖ Arrange for the lawns to be mowed.
- ❖ Arrange for the Roses to be pruned.
- ❖ Arrange for weeding and maintaining garden beds.

30. WELFARE OFFICER**Responsibilities and Duties**

- ❖ The Welfare Officer is to inform members of the unwell and maintain the Sick List.
- ❖ Contacting members who may need assistance or care.
- ❖ Visiting Members in hospital or nursing homes etc.
- ❖ Be aware of Club Members who may be in need of assistance for Mental Health, and consult/discuss with the Executive Board Members if required.
- ❖ Point of contact for Members seeking assistance.

COACHES AND UMPIRES

31. UMPIRES AND MEASURERS

Qualified members prepared to act as umpires and measurers will form a committee to ensure all matches are covered and rosters prepared from those available.

- Maintain the Umpires and Measurers Kit
- Ensure all Apparatus required is available for use
- Encourage other members to become Umpires or Measurers
-

32. COACHES

- A Coaches main role is to help players grow and develop their skills
- Coaches also have a major influence over the players enjoyment of their sport
- It is essential that coaches provide children in particular with the best possible sporting experience
- Ensure that the Club has sound coaching practices and ethics to help create a safe and supportive environment for players
- Organise training and coaching sessions if requested
- Acquire a Working with Children's Card

GENERAL RULES

33. SUB COMMITTEES

Sub Committees are established by appointment in accordance with the Constitution Rule 22.1 and 22.4.

- (a) Committees to be filled by volunteers from the general membership.
- (b) Committee Members selected as deemed necessary by the Full Members.
- (c) Each Committee Member shall hold office until the Annual General Meeting next after the date of election but is eligible for re-election.
- (d) Should a vacancy occur, the Sub Committee may nominate to the Board for appointment a qualified member to serve until the next Annual General Meeting.
- (e) Each Committee shall meet as required and when necessary for the transaction of the Business and Activities of the Committees.

34. ELECTION OF OFFICERS

All positions vacant will be advertised for nomination and voted on (if required) at the Annual General Meeting.

- (a) Nominations shall be in writing, signed by two (2) members and accompanied by the written consent of the candidate.
- (b) Shall be delivered to the Secretary not less than seven (7) days before the date fixed for the holding of the Annual General Meeting.
- (c) If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (d) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- (e) The Ballot shall be conducted by two (2) scrutineers appointed by the members at such meeting.
- (f) The method of voting shall be determined by the Board of Management.
- (g) If two or more candidates receive an equal number of votes the Chairperson shall, in such case, have a second casting vote.
- (h) There shall be no restrictions on any member holding office on more than one Committee.
- (i) Each Committee shall appoint a Chairperson if required in the Regulations.
- (j) Within seven (7) days of a Sub Committee Meeting being held a copy of the Minutes and any supporting Documents are to be sent to the Club Secretary.

35. CLUB CHAMPIONSHIP EVENTS

Shall be played in accordance with Bowls Victoria Rules for Competition.

- (a) All Affiliated Members will be eligible to enter the Club Championships.
- (b) Only Players who have played the majority of their Pennant Games in the lower three sections of Pennant as fielded by the Club in the previous season, or a majority played in the first nine (9) Pennant rounds in the current season shall be eligible to play in the B and C Singles.
- (c) Minimum of eight (8) entries required to conduct Minor events.
- (d) Entry Fee and Trophies will be determined by the Board from time to time.
- (e) Events to be scheduled by the Tournament Director.
- (f) Club Uniform to be worn in all events.
- (g) Events to be scheduled:

Championship Events –

Mens Singles Championship – 4 Bowls, all rounds = 25 up

Ladies Singles Championship – 4 Bowls, all rounds = 25 up

Men's Veteran Singles Championship – 4 bowls, all rounds = 21 up

Ladies Veteran Singles Championship – 4 bowls, all rounds = 21 up

Men's Championship Pairs - 3 Bowls Lead, 3 Bowls Skip – KO rounds 15 ends, Final 18 ends.

Ladies Championship Pairs - 3 Bowls Lead, 3 Bowls Skip – KO 15 ends, Final 18 ends.

Mixed Championship Pairs - 3 Bowls Lead, 3 Bowls Skip – KO rounds 15 ends, Final 18 ends.

Minor Events –

Minor events are Open.

Minimum of eight (8) entries required to conduct Minor events.

B and C Singles – 4 Bowls, all rounds, 25 up

President's Handicap – 4 Bowls, all rounds 21 up

American Handicap – 4 Bowls, all rounds, = 100 up

NOTE:

Markers for Singles – Players name on top of draw to source the Marker, if two matches on the same day, losing player to Mark the second game.

The dates of competition will be published in the Fixture Book and are to be adhered to. If Players are unable to participate on all days allocated for the event, they should not enter such event. State events, BV Region Championship Events (organised by the GBR), take priority over club events.

36. Members Dress Rule

The dress and footwear for all persons attending the Club must at all times be clean and tidy.

37. Club Colours

Primary Colour to be Blue. Members are requested to wear Club Shirts in all Geelong Bowls Region, and District Events whilst representing the Club.

38. Heat Policy

The Club will adopt the heat policy of the Geelong Bowls Region as advised for Saturday Pennant Competition for all events at the Club.

39. 20 Year Service Award

The Board of Management may confer annually a Twenty (20) Year Service Award on any person who has been a member of the Club for twenty (20) years, regardless of membership

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