



Rutherglen Bowling Club Incorporated

Regulations

May 2015

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Regulations

PART I – STATUS OF REGULATIONS

REGULATIONS BINDING

These Regulations are made under **rule 65** of the Constitution. Without limiting the Committee's power under the Constitution, these Regulations or otherwise, the Committee may review, amend and enforce these Regulations as it deems necessary or appropriate.

These Regulations are binding on all Members.

INTERPRETATION

Interpretation

These Regulations shall be interpreted in a manner consistent with the Constitution. Any word or phrase which is defined in the Constitution will have the corresponding meaning in these Regulations unless otherwise set out.

Definitions

Words which are defined in the Constitution have not been redefined here.

Act means the *Associations Incorporation Act 1981 (Vic)* as amended or replaced from time to time.

Affiliated Member means a natural person recognised by Bowls Victoria and a Club as a member under their respective constitutions from time to time.

Annual General Meeting means a meeting of Members convened in accordance with **rule 33** of the Constitution

Committee means the body consisting of the Committee Members under **rule 47** of the Constitution.

Bowler means a financial, bowling member of Rutherglen Bowling Club Incorporated who has paid their capitation fee to Bowls Victoria, or is otherwise accepted to play in any game. For the avoidance of doubt this includes Affiliated Members

Bowls means the sport and game of bowls as determined by World Bowls with such variations as may be recognised by Bowls Australia or Bowls Victoria from time to time.

Bowls Australia means Bowls Australia Incorporated, the governing body for Bowls in Australia, or its successors.

Bowls Victoria means Bowls Victoria Incorporated, the governing body for Bowls in Victoria, or its successors.

Bowls Victoria Regional Representative (BVRR) means representatives elected in accordance with Clause 21.3(b) of the Bowls Victoria Constitution.

BV means Bowls Victoria Incorporated.

Clearance means the approval process undertaken in accordance with **BV Regulation 16** to allow a Bowler to transfer between Clubs.

Club means a Bowls club recognised by Bowls Victoria as a member of it from time to time and who Bowls Victoria has nominated for membership of the Region.

Club Communications Officer means one member of each Club appointed by the Club to receive email and other communications from Bowls Victoria and O&M Region.

Committee means any member of the Committee created under **rule 56 and 57** of the Constitution, from time to time.

Constitution means the constitution of the Rutherglen Bowling Club Incorporated as amended from time to time.

Controlling Body means the body having the immediate control of the conditions under which a Game is played, in the order of precedence set out in the Laws of the Sport of Bowls.

Delegate means a person appointed to represent a Club at the General Meetings of the Region or other meetings.

Committee Member means a member of the Committee elected or appointed under **rules 56 and 57** of the Constitution.

Event means any Club, Region, Division or State competition or tournament in the sport of bowls or such other competition or tournament as is governed by O&M Bowls Region.

Financial Year means the year ending on 31st March.

Game means a game of Bowls played at or part of an Event.

General Meeting means an Annual General Meeting together with any meeting of Members convened in accordance with **rule 33** of the Constitution.

Member means any person recognized as a member of the Club by the Committee under **rule 9** of the Constitution, from time to time.

Official means any Director, Region or Division Board or Committee Member, Coach, Umpire, Team or Squad Manager, Bowls Tester, Authorised Bowls Inspector, Promoter, Match Sub-Committee member or Representative, Medical officer, or any other person directly associated with the conduct of a Game.

Player means a member of a Club affiliated with Bowls Victoria (provided that in each case such person has paid their subscription or affiliation fees to such Club, the Region and Bowls Victoria).

President means the president of the Club elected in accordance with **rule 56** of the Constitution, from time to time.

Region means Ovens and Murray Bowls Region Incorporated.

Region Delegates means a person appointed by the Committee to represent the Region at meetings and events on its behalf from time to time.

Register means the register of Members kept in accordance with **rule 21** of the Constitution.

Regulations mean any regulations made by the Committee from time to time.

Sections mean Men's and Ladies Bowling Sections.

Special Resolution has the same meaning as in the Act.

Terms of Reference means the terms of reference for Sub-Committees approved by the Committee as amended from time to time. Such terms of reference will set out the authority of such Sub-Committees as delegated by the Committee.

World Bowls means World Bowls Limited, the international governing body for Bowls, or its successors.

PART II – RUTHERGLEN BOWLING CLUB INCORPORATED COMMITTEES

1.1 Establishment of Rutherglen Bowling Club Incorporated Sub-Committees

Under **Rule 45** of the Constitution, the Committee is entitled to establish Sub-Committees and to delegate functions, power and duties to such Sub-Committees. All Sub-Committees must act in accordance with their Terms of Reference, the Constitution and these Regulations, in particular this regulation.

1.2 The Committee will establish the following Sub-Committees:

The Committee of Rutherglen Bowling Club Incorporated will establish such Sub-Committees as they deem necessary and appropriate. Such Sub-Committees may include, but are not limited to:

- i. Weekend Selection Sub- Committee
- ii. Mid- Week Selection Sub-Committee
- iii. Match Sub-Committee
- iv. Tournament Sub-Committee
- v. Greens Sub-Committee
- vi. Sponsorship, Marketing and Media Sub-Committee
- vii. Catering Sub-Committee
- viii. Bar Manager
- ix. Tournament Director
- x. Communications Officer

It is understood that it will not always be possible to have equal gender representation on each Sub-Committee, however it is expected that each gender will be represented on each Sub-Committee.

The Sub-Committees covered under Annexure A will be nominated and elected at the Annual General Meeting of the Rutherglen Bowling Club Incorporated.

The Committee reserves the right to establish additional Sub-Committees at any time in accordance with the Constitution. Further, other than for any Sub-Committee which the Constitution requires it to maintain, the Committee reserves the right to wind up any Sub-Committee or revoke the delegation to such Sub-Committee.

Each Sub-Committee will be empowered by the Committee, who shall determine in writing the duties and powers afforded to any Sub-Committee and the Sub-Committee shall, in the exercise of such delegated powers, conform to any directions or Regulations that may be prescribed by the Committee.

1.3 Delegation to Rutherglen Bowling Club Incorporated Sub-Committees

The Committee will establish Terms of Reference for all Sub-Committees, including but not limited to those listed in Annexure A.

The Committee delegates to each of the Sub-Committees listed in Part2. 1.1 and1.2 and Annexure A (and any others established by the Committee from time to time) the functions, powers and duties which are set out in the particular Sub-Committee's Terms of Reference.

1.4 Organisation of Sub-Committees

Subject to anything in the Constitution, this Regulation or in the Terms of Reference, Sub-Committees:

- (i) Will have as ex-officio members, the Committee Members who will be entitled to attend any Sub-Committee meeting but not vote;
- (ii) Must conduct their meetings in the same manner as the Committee would according to the procedures set out in the Constitution, subject to any necessary or incidental amendment;
- (iii) Must have a majority of the members of the Sub-Committee at a meeting for there to be a quorum for the transaction of the business;
- (iv) Must, within seven days of any meeting, send a copy of the minutes and any supporting documents to the Secretary (or their nominee); and
- (v) Are not authorised, entitled or empowered to legally bind Rutherglen Bowling Club Incorporated or to incur liabilities on Rutherglen Bowling Club Incorporated's behalf, unless specifically authorised in its Terms of Reference.
- (vi) Should vacancies on the Sub-Committee occur after the Annual General Meeting of the Rutherglen Bowling Club Incorporated due to insufficient nominations or members resigning, they will be filled by the Committee nominating a replacement.

PART IV - DUTIES

OFFICE BEARERS

1.5 Roles

The roles of the Rutherglen Bowling Club incorporated Sub-Committees are contained in Annexure A.

PART V – CODE OF CONDUCT

1.6 CODE OF CONDUCT AND CODE OF ETHICS FOR SPORT

Bowlers shall at all times (both on and off the green) conduct themselves in a manner that reflects favourably on Rutherglen Bowling Club Incorporated, fellow Bowlers and Bowls Victoria. Failure to do so will render the Bowler liable to disciplinary action under these Regulations.

All Members shall abide by the Victorian "Code of Conduct for Community Sport". This code requires all to have a responsibility to ensure participation in any community sport event is free from any anti-social behaviour both on and off the Green which prevents others from taking part and getting active. Bowls Victoria strongly endorses the principle that every person (be they a spectator, player, club member, official, participant, administrator, coach, parent or member of the community) involved with Bowls should work to ensure:

- i. Inclusion of every person regardless of their age, gender or sexual orientation or handicap;
- ii. Inclusion of every person regardless of their race, culture or religion;
- iii. Opportunities for people of all abilities to participate in the sport develop to their full potential;
- iv. Respect is shown towards others, the Club and the broader community;
- v. A safe and inclusive environment for all;
- vi. Elimination of violent and abusive behaviour; and
- vii. Protection from sexual harassment or intimidation.
- viii. It is a requirement for members of the Rutherglen Bowling Club Incorporated to complete and sign a code of conduct form agreeing to the terms and conditions therein. The Code of Conduct is to be enclosed in all applications for membership at Rutherglen Bowling Club Incorporated. In the instance where a Code of Conduct is not received or signed with a membership application the applicant cannot participate in any activities at the club.

People that fail to meet these standards may be subject to action by Rutherglen Bowling Club Incorporated disciplinary Procedure.

PART VI – PENNANT

PENNANT COMPETITION

Format

Pennant involving the Rutherglen Bowling Club Incorporated will be played at in the Ovens and Murray Region for both mid- week and weekend pennant in accordance with their rules of competition.

Pennant competitions will be set to the number of player's available year on year.

RULES GOVERNING THE CONSUMPTION OF ALCOHOL ON THE CLUB PREMISES

Rutherglen Bowling Club Incorporated Liquor license does not allow BYO or take away alcohol on the premises.

RULES GOVERNING SMOKING AT THE RUTHERGLEN BOWLING CLUB

Smoking on the greens or in the Club is prohibited at **ALL** times.

Failure to adhere will be subject to action under the Club Disciplinary Procedure.

INCLEMENT WEATHER

THE CLUB HAS A DUTY OF CARE TO ENSURE PLAYER SAFETY AND PROTECTION OF CLUB ASSETS AND THE FOLLOWING CONDITIONS WILL APPLY;

- i. For Mixed and Competitions involving Ladies play will cease when temperature reaches **38 degrees**.
- ii. For Men's Events play will cease when temperature reaches **40 degrees**.
- iii. The monitoring of the temperature will be conducted by and the responsibility of the ***Umpire of the day***.
- iv. In the case of adverse weather conditions due to rain the controlling body, after consultation with The Greens Committee or The Greens Director, shall make the decision as to the fitness of the Green for play whether prior to commencement or interruption during play.

ANNEXURE A

RUTHERGLEN BOWLING CLUB SUB-COMMITTEES

All Rutherglen Bowling Club Sub-Committees will be elected at the Rutherglen Bowling Club Incorporated Annual General Meeting (AGM).

WEEKEND SELECTION

The Weekend Selection Sub-Committee will consist of five (5) members.

- i. Members of this Sub-Committee will be nominated and elected at the Annual General Meeting of the Rutherglen Bowling Club Incorporated
- ii. Select all players in all pennant sides on merit
- iii. Maintain a register of games played in each Division to determine eligibility for finals
- iv. Deal with any dispute or matter concerning their games and their management should they fail to resolve any matter the Committee will revert to rules 22 or 28 of the constitution.

MID WEEK SELECTION

A separate Mid-Week Selection Sub-Committee will consist of five (5) Members.

- i. Members of this Sub-Committee will be nominated and elected at the Annual General Meeting of the Rutherglen Bowling Club Incorporated
- ii. Select all players in all pennant sides on merit.
- iii. Maintain a register of games played in each Division to determine eligibility for finals
- iv. Deal with any dispute or matter concerning their games and their management should they fail to resolve any matter the Committee will revert to rules 22 or 28 of the constitution.

MATCH SUB-COMMITTEE

This Sub-Committee will consist of a chairperson (1) and three (3) lady and three (3) men members.

The members of this sub-committee will be selected by the Members following nominations at the Annual General Meeting of the Rutherglen Bowling Club Incorporated.

The Match Sub-Committee will report directly to the Executive Committee.

It shall meet on the first Monday of each month to undertake the following:

1. Prepare, display and post out to visiting Clubs entry forms for the ensuing month.
2. Appoint two (2) organisers for each of those events and social bowls.
3. Organise dates/ times for draws to be done for club events and ensure that the draws are completed prior to that day.
4. Appoint the appropriate numbers of umpires for events under their control.
5. Appointed Organisers of the event will settle questions of eligibility, deal with disputed matters and games under their management.

6. The sub-committee are to liaise with appointed Executive Committee Member for entry fees and prize money and raffles on the day. In the case of sponsored days, liaise with the sponsorship committee and the treasurer to ensure that prize money is available on the day. It is to be noted that in the case of raffles or prizes that any purchases are made locally.
7. The sub- committee will liaise with the Tournament Director and assist with the organisation and running of the Annual Tournaments.
8. A Report must be presented to the secretary for tabling at the Executive Committee meeting on the second Monday of the month.
9. An event costings report is to be provided to the Treasurer by the Event/ Tournament Organisers detailing the Following:
 - a. Name and date of Event and Organisers Names;
 - b. Number of players;
 - c. Entry/ Tournament Fee charge (Note: Entry Fee is to include \$5.00 Green Fee);
 - d. Sponsorship money received;
 - e. Raffle money received;
 - f. Cost of Raffle prizes;
 - g. Total value of Prize Money;
 - h. Cost of Catering; and
 - i. Indication of Profit/ Loss of Event.

Duties of Organisers:

1. Check the phone and website for entries.
2. Phone around to members and neighbouring Clubs if numbers are insufficient to fill Greens.
3. Ensure that Treasurer is advised of Event and relevant Prize Money is made available.
4. Ensure Catering Committee is aware of requirements.
5. Confirm that Bar Staff are aware of 'start' times.
6. Do the draw for the day's event, either manually or on the computer on the day, minimum one hour prior to start time for Club events. (On the day prior to the event for Tournaments – Entry 'cut-off' date and time to be included on flyers and web.).
7. Ensure that Greens Staff are aware of event and any specific requirements for the greens.
8. Welcome and acknowledge all visitors and thank Sponsors.
9. Announce the conditions of play and call the cards.
10. Announce the winners and present the trophy or prize money and recognising Sponsors for the event.
11. Record the number of players, visitors and new members in the diary.
12. Record the results of the day and any other relevant information on the 'Daily Financial Statement' (Available from Treasurer).

DAILY FINANCIAL STATEMENT FOR ALL TOURNAMENTS

Rutherglen Bowling Club Incorporated



**ALL TOURNAMENT/ CLUB EVENT
DAILY FINANCIAL STATEMENT**

Name Of Event:

Day: Date: / / Start Time:

FINANCIAL SUMMARY

Number of Players: at (Entry Fee – To Include \$5 Green Fee) \$ Each = \$

Money Received from Raffle: \$

Less

Money withheld for 'Prizes' if applicable: \$

TOTAL AMOUNT (Not to be less than Green Fees Total) \$

Organisers Name: Signed: Date: .../ ... /

(Please Print)

THIS SECTION TO BE COMPLETED BY TREASURER:

Bar Takings Amount: \$ \$

Amount Received from Raffles: \$

Less Raffle Prizes (If not donated): \$

Amount provided from Sponsorship (If applicable) NAME/s : \$

Cost of Catering Requirements (If Applicable): / Head \$ \$

Amount Rec'd from Organiser: \$ Less Cost of Prizes: \$ \$

Total For Event – PROFIT/ LOSS \$

Treasurer: Signed: Date: .../ .../

Name: (Please Print)

..... (Please Detach the Receipt below and give to Event Organiser).....

TREASURER'S RECEIPT

Name Of Event: Date://

Received from (Please Print): Amount \$

Signature Treasurer:

GREENS SUB- COMMITTEE

Will consist of three (3) members, one of which will be a member of the Rutherglen Bowling Club Incorporated Committee .Their duties will be to meet and liaise with the Greens Staff on a fortnightly basis, with power to add if required. This Sub-Committee shall be elected by the Rutherglen Bowling Club Incorporated Committee at their first meeting after the Annual General Meeting.

MARKETING, SPONSORSHIP AND MEDIA SUB-COMMITTEE

This Sub- committee will consist of three (3) members who will be elected by the Rutherglen Bowling Club Incorporated Committee at their first meeting after the Annual General Meeting.

The committee shall;

- i. Actively seek out Major sponsorship opportunities for the Club
- ii. Ensure all sponsors are recognised in the Rutherglen Bowling Club Syllabus.
- iii. Establish the portfolio of the marketing opportunities available
- iv. Ensure that existing arrangements with sponsors are adequately documented and that the requirements of the sponsorship arrangements are properly serviced.
- v. Actively promote and publicise the activities and achievements of the club through multimedia outlets.

CLUB COMMUNICATIONS OFFICER

The Position of the Club Communications officer will be nominated and elected at the Annual General Meeting of the Rutherglen Bowling Club incorporated.

THE CATERING SUB- COMMITTEE

This Sub-Committee will consist of five (5) members, who are selected by successful nomination and election at the Annual General Meeting of the Rutherglen Bowling Club Incorporated. The duties of this Sub-Committee are to cater for sponsored days, tournaments and pre- arranged private functions. Other members of Rutherglen Bowling Club Incorporated are able to assist where required with such duties.

BAR MANAGER

The Bar Manager will be nominated and elected at the Annual General Meeting of the Rutherglen bowling Club Incorporated. The person elected will have the ability to utilise other Club members to assist in the execution of their duties.

COLOURS OF THE ASSOCIATION

The colours of the Association are Red White and Blue and may change from time to time subject to the approval by Bowls Victoria.

TOURNAMENT DIRECTOR

The Tournament director will be nominated and elected at Annual General Meeting.

MEDIA OFFICER

The Media Officer will be nominated and elected at the Annual general Meeting of the Rutherglen Bowling Club Incorporated.

The duties include results of events to the media and updates to the Club Website and Facebook.

WELFARE OFFICER

The Welfare Officer will be nominated and elected at the Annual General Meeting of the Rutherglen Bowling Club Incorporated.

AUDITOR

The Auditor will be nominated and elected at the Annual General Meeting of the Rutherglen Bowling Club Incorporated. In the event of there being no nominations the Committee has the power to appoint an auditor from outside the membership of the association.

CLUB COACHING PANEL

Will consist of the qualified Coaches with power to add and will be ratified at the Annual General Meeting of the Rutherglen bowling Club incorporated.

OVENS AND MURRAY REGION DELEGATES

The delegates will be nominated and elected at Annual General Meeting of Rutherglen Bowling Club Incorporated.



Rutherglen Bowling Club Incorporated

Reg.No.4920

ABN 94606014513

APPLICATION FOR MEMBERSHIP FORM

SECTION A: TO BE COMPLETED BY APPLICANT

SECTION A

NAME: _____

ADDRESS: _____

SUBURB: _____ POSTCODE: _____

TELEPHONE: _____ EMAIL : _____

DATE OF BIRTH : _____

OCCUPATION: _____

In making application to become a member of the Rutherglen Bowling Club Incorporated and in the event of admission as a member, I agree to be bound by the Rules of the Association in force at that time.

SIGNATURE OF APPLICATION: _____

PRINT NAME: _____

DATE: _____

SECTION B: TO BE COMPLETED BY CLUB MEMBER/S:

SECTION B

I _____ (MEMBERS NAME) Being a member of the Association, nominate the applicant, who is personally known to me, for membership of the Association.

SIGNATURE OF THE PROPOSING MEMBER: _____

PRINT MEMBERS NAME : _____

DATE : _____

I _____ (MEMBERS NAME) being a member of the Association, second the nomination of the applicant, who is personally known to me, for membership of the Association.

SIGNATURE OF THE SECONDER: _____

PRINT MEMBERS NAME: _____

DATE: _____



Rutherglen Bowling Club Incorporated

BOWLERS CODE OF CONDUCT

- Learn the rules, laws and spirit of the game of lawn bowls and always play to them. Your Skip, manager, umpire, match committee, or other controlling body is responsible for the conduct of a particular event; therefore their directions should be adhered to.
- Never argue with an umpire, official, player or spectator. If an issue arises which cannot be resolved amicably, it should be brought to the attention of your manager, the umpire, match committee or controlling body.
- Verbal abuse, swearing, un-sportsman like conduct and conduct which may reflect negatively on the Rutherglen Bowling Club are reportable actions and will not be tolerated on the greens and will be subject to disciplinary action by the Club.
- Strive to be the best of your ability at all times, both at practice and during games, this includes such things as behaviour, appearance, as well as performance. You are representing the Rutherglen Bowling Club.
- Respect the time and effort put in by your players, coaches and officials. They deserve your support and full commitment.
- Encourage your team mates and players at all times. Nobody sets out to make a mistake however they do occur. Never ridicule opponents or team mates.
- Accept that at times you may not be selected. When not selected encourage your team mates and be prepared to play at all times.
- Respect your opponents and appreciate their good play. Without the opposition you would not be able to play the game in the first place.
- Play to enjoy the game and improve your skills. Winning is a consequence not a right.
- Always think safety, to avoid injury to yourself and others.
- Set an example. If you want to be treated in a certain manner, then act that way to others. Be encouraging, fair and show respect. Encourage and assist all players regardless of their skill level to become involved in the game.
- Smoking on green and in the Clubhouse is prohibited. Doing so is a reportable offence and will be subject to disciplinary action by the Club. This rule also applies to any area in which smoking has been prohibited at other clubs or venues. Doing so at all levels will disadvantage your team.

I _____ (PRINT NAME) have read, and understand the Bowling Code of Conduct' as applicable to me as a member of the RUTHERGLEN BOWLING CLUB INCORPORATED whenever representing the Club.

Signature Member

(Signature Secretary)

DATE:

DATE: