



**Rutherglen Bowling Club Incorporated**

# **REGULATIONS**

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# Regulations

## PART I – STATUS OF REGULATIONS

### REGULATIONS BINDING

- 1.1 These Regulations are made under **Rule 61** 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. Amendments, alterations, interpretations or other changes to these regulations shall be advised to members by means of notice approved by the Committee.

These Regulations are binding on all members.

### Interpretation

#### Interpretation

- 1.2 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

- 1.3 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.

**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. This role is conducted by the Secretary.

**Committee** means the body consisting of the committee members under **Rule 47** of the Constitution.

**Committee Member** means any member of the Committee created under **Rules 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 the Club at General Meetings of the Region or other meetings.

**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.

**Honorarium:** A voluntary payment for professional services rendered without the normal fee.

**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,

**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.

## Colours of the Association

- 1.4 The colours of the Association are red, white and blue and may change from time to time subject to the approval by Bowls Victoria.

## PART II – Rutherglen Bowling Club Incorporated COMMITTEES AND CLUB OFFICE BEARERS

### Establishment of Rutherglen Bowling Club Incorporated Sub-Committees

- 2.1 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. The following are the designated positions of the Committee as required under **Rule 47:-**
- 2.1.1 President,
  - 2.1.2 Vice-President,
  - 2.1.3 Secretary,
  - 2.1.4 Treasurer,
  - 2.1.5 Three (3) Ordinary Members, who, at the discretion of the Committee, may be required to represent any Club Sub-Committee or position.
    - 2.1.5.1 Greens Maintenance Sub-Committee, and
  - 2.1.6 Ordinary Committee Members with specific tasks.
    - 2.1.6.1 Club house Maintenance Representative
  - 2.1.7 In accordance with **Annexure C Paragraph 5**, a member of the Greens Maintenance Committee is to be elected as one of the three Ordinary members.

### The Committee will establish the following Sub-Committees

- 2.2 The Committee of the 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: -
- 2.2.1 Weekend Selection Sub-Committee
  - 2.2.2 Mid-week Selection Sub-Committee
  - 2.2.3 Match Sub-Committee
  - 2.2.4 Tournament Sub-Committee
  - 2.2.5 Greens Maintenance Sub-Committee
  - 2.2.6 Catering Sub-Committee
- 2.3 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

- 2.4 The Sub-Committees and Office Bearers covered under **Annexure C** will be nominated and elected at the Annual General Meeting of the Rutherglen Bowling Club Incorporated, except for the Greens Maintenance Sub-Committee which will be elected in accordance with **Annexure C**, Paragraph 5.
- 2.5 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.
- 2.6 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.

## Delegation to Rutherglen Bowling Club Incorporated Sub-Committees

- 2.7 The Committee will establish Terms of Reference for all Sub-Committees and Office Bearers, including but not limited to those listed in **Annexure C**.
- 2.8 The Committee delegates to each of the Sub-Committees listed in Part II, sub-paragraphs 2.2 to 2.9 and **Annexure C** (and any others established by the Committee from time to time) the functions, powers and duties which are set out in the Sub-Committee's Terms of Reference.

## Organisation of Sub-Committees

- 2.9 Subject to anything contained in the Constitution, this Regulation or in the Terms of Reference, the Sub-Committees: -
- 2.9.1 Will have as ex-officio members, the Committee Members who will be entitled to attend any Sub-Committee meeting but not vote.
- 2.9.2 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.
- 2.9.3 Must have most of the members of the Sub-Committee at a meeting for there to be a quorum for the transaction of the business.
- 2.9.4 Must, within seven days of any meeting, send a copy of the Minutes and any supporting documents to the Secretary (or their nominee).
- 2.9.5 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.
- 2.9.6 Should vacancies on any Sub-Committee occur after the Annual General Meeting of the Rutherglen Bowling Club Incorporated due to insufficient nominations or members resigning, that position will be filled by the Committee nominating a replacement.
- 2.9.7 Should any of the elected sub-committees require additional support/ expertise they may call on other members of the Rutherglen Bowling Club Incorporated to assist the sub-committees where required for such duties.
- 2.9.8 The Roles and Responsibilities required of the various sub-committees of the Rutherglen Bowling Club Incorporated are contained at **Annexure C**.



## Rutherglen Bowling Club Incorporated Office Bearers

2.10 The following are the duly elected Office Bearers as elected at the Annual General Meeting:-

- 2.10.1 Bar Manager
- 2.10.2 Website Co-ordinator
- 2.10.3 Bowls Development Officer
- 2.10.4 Media Officer
- 2.10.5 Welfare Officer
- 2.10.6 Ovens and Murray Region Club Delegates
- 2.10.7 Sponsorship and Marketing Officer

## PART III – DUTIES

### Roles of Rutherglen Bowling Club Committee Members

3.1 The roles of the Rutherglen Bowling Club incorporated Committee are contained at **Annexure A**.

### Roles of Rutherglen Bowling Club Office Bearers

3.2 The Roles of the Rutherglen Bowling Club Incorporated Office Bearers are contained at **Annexure B**.

## PART IV – CODE OF CONDUCT

### The Code of Conduct is contained at Annexure F

4. The Rutherglen Bowling Club Incorporated (RBC) is responsible to ensure that all members abide by the Club's Code of Conduct:-

- 4.1 Bowlers shall always (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 or member liable to disciplinary action as described in the Constitution (Divisions 2 and 3), Disciplinary Action and Grievance Procedure respectively.
- 4.2 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: -
  - 4.2.1 Inclusion of every person regardless of their age, gender or sexual orientation or handicap.
  - 4.2.2 Inclusion of every person regardless of their race, culture or religion.
  - 4.2.3 Opportunities for people of all abilities to participate in the sport and develop to their full potential.
  - 4.2.4 Respect is shown towards others, the Club and the broader community.

- 4.2.5 A safe and inclusive environment for all.
- 4.2.6 Elimination of violent and abusive behaviour.
- 4.2.7 Protection from sexual harassment or intimidation.
- 4.3 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 V - PENNANT

### Pennant Competition

- 5. The Rutherglen Bowling Club Incorporated will participate in the Ovens and Murray Region Pennant Competitions for both mid-week and weekend pennant. Participation in these competitions will be in accordance the 'Bowls Victoria Regional Pennant Conditions of Play' which has inclusive the Rules Specific to Ovens and Murray Bowls Region Incorporated Conditions of Play.
- 5.1 The Rutherglen Bowling Sub-Committees for the respective Pennant Selection Competitions will meet weekly throughout the duration of the pennant Competitions to select the sides for the weekend and mid-week pennant. The sub-committee's duties and responsibilities are contained at **Annexure C**.
- 5.2 The number of competing Pennant Divisions representing the Rutherglen Bowling Club will be determined by the number of players available year on year.

## PART VI

### Rules governing the consumption of alcohol on the Club premises

- 6.1 The Rutherglen Bowling Club Incorporated Liquor license does not allow BYO or take away alcohol on the premises and will ensure that the requirements of the Club Liquor Licence will always be adhered to.

### Rules governing smoking on the Club premises

- 6.2 The rules governing the Smoking Policy at the Rutherglen Bowling Club Incorporated are contained at **Annexure I**.

### Rules governing the evacuation of Clubhouse and Greens in the event of an emergency

- 6.3 The rules governing the evacuation of the Clubhouse and Greens are contained in **Annexure J**.

## Inclement Weather

- 6.4 The Club has a duty of care to ensure player safety and protection of Club assets and the following conditions will apply: -
- 6.4.1 Play will cease when the temperature reaches 38 degrees.
  - 6.4.2 The monitoring of the temperature will be conducted by and will be the responsibility of the Umpire.
  - 6.4.3 In the case of adverse weather conditions due to rain, the controlling body, after consultation with the Greens sub-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.

## PART VII - HONORARIUMS

- 7.1 **Payment of Honorariums**  
The Rutherglen Bowling Club Incorporated will pay an annual honorarium to those recipients who, in the conduct of their duties, require an excessive amount of personal time, travel and phone calls.
- 7.2 **Honorarium Recipients**  
The Rutherglen Bowling Club Incorporated agrees to pay an honorarium to the following positions within the Club annually except where noted: -
- 7.2.1 President
  - 7.2.2 Secretary
  - 7.2.3 Treasurer
  - 7.2.4 Senior Green Keeper (weekly); and
  - 7.2.5 The Clubhouse Cleaner (on occurrence).
- 7.3 **Honorarium Value**  
The Committee will review the amount of honorarium which each recipient is to be paid at the monthly meeting prior to the Annual General Meeting (AGM).

## PART VIII - MEMBERSHIP

Membership to the Rutherglen Bowling Club Incorporated will be granted in accordance with **Rules 11, 12, 13, and 18** of the Constitution.

### Eligibility and Privileges

8. The eligibility and privileges for each membership category are outlined below:-
- 8.1 **Affiliated Member**
- 8.1.1 Any person over the age of eighteen (18) years shall be eligible for Affiliated Membership of the Rutherglen Bowling Club Incorporated.
  - 8.1.2 The method of election of Affiliated Members shall be as per **Rule 9**.
  - 8.1.3 The annual subscription for Affiliated Members shall be set by the Committee and agreed to and voted on by the members at the Annual General Meeting; and

8.1.4 Shall have the right to be present, debate and vote at General Meetings and shall be entitled to all privileges of the Club.

## 8.2 Junior Member

8.2.1 Any person under the age of eighteen (18) years shall be eligible for Junior Membership.

8.2.2 The method of election of a Junior Member shall be as per **Rule 9**.

8.2.3 The annual subscription for Junior members shall be set by the Committee and agreed to and voted on by the members at the Annual General Meeting but shall not exceed fifty percent (50%) of the annual subscription of Affiliated Members

8.2.4 All Junior Members shall be subject to the following conditions:-

8.2.4.1 They shall be subject to the Rules and Regulations of the Liquor Control Act and all other Statutes relating to the admission of persons under eighteen (18) years of age to Licensed Clubs.

8.2.4.2 They shall not be eligible to vote at any Club election.

8.2.4.3 They shall not be permitted to offer themselves for membership of the Committee and/or Match and Selection Sub-Committees.

8.2.4.4 They shall not be entitled to speak at any Club meeting unless invited to do so by the Chair.

8.2.4.5 They shall not be entitled to introduce guests or visitors to the Club premises.

## 8.3 Social Bowling Member

8.3.1 Any person over the age of eighteen (18) years shall be eligible for Social Bowling membership of the Club. This category of membership is to encourage Social Bowling Members to take up Affiliated Membership.

8.3.2 The method of election of Social Bowling shall be as per **Rule 9**.

8.3.3 The annual subscription for Social Bowling Members shall be set by the Committee and agreed to and voted on by the members at the Annual General Meeting

8.3.4 Social Bowling Members are restricted to participating in social bowls events and have unlimited access to the greens. However, they are not eligible to play in the regular Pennant competition, Club Championships, Club tournaments, or any Open tournaments/specific gender tournaments anywhere and must be entered on Bowls Link.

8.3.5 Social Bowling Members, other than the bowling restrictions as set out in Item 8.3.4 above, have the conditions afforded to a Social Member in that they have full use of Club amenities. A Social Bowling Member may speak, vote, and take part at any Club meeting.

## 8.4 Social Member

8.4.1 Any person over the age of eighteen (18) years shall be eligible for Social Membership of the Club. This category of membership is to enable non-bowlers and those members who do not wish to continue with bowls to join/ change their category to remain a member of the Club to enjoy the members company and the facilities and social functions held by the Club.

- 8.4.2 The method of election of Social Members shall be as per **Rule 9**.
- 8.4.3 The annual subscription for Social Membership shall be set by the Committee and agreed to and voted on by the members at the Annual General Meeting.
- 8.4.4 A Social Member shall be entitled to all privileges of membership except for the following exclusions: -
  - 8.4.4.1 They shall not be entitled to play bowls on the Club Greens unless invited to do so by the Committee and/or Club Match Sub-Committee. (This allowance is to encourage Social Members to take up bowls and/or Affiliated or Social Bowling Membership).
  - 8.4.4.2 They shall not be entitled to hold office of the Club.
  - 8.4.4.3 They have no right to speak at, vote or take part in any meeting of the Club.

## 8.5 **Life Member**

- 8.5.1 A life Member shall be appointed in accordance with **Rule 9** and shall enjoy all rights and privileges of an Affiliated member.
- 8.5.2 A Life Member shall not be required to pay any annual membership subscription fee.

## 8.6 **Subscriptions and Fees**

Annual subscription fees are set by the Committee in accordance with **Rule 9** and will be set out in the New Members Application Form and the Membership Renewal Notice. The annual fee structure is as follows: -

- 8.6.1 **Affiliated Members**  
Annual subscription fee.
- 8.6.2 **Junior Members**  
50% of the Annual Subscription fee.
- 8.6.3 **Social Bowling Members**  
50% of the Annual Subscription fee.
- 8.6.4 **Social Members**  
Annual subscription fee.
- 8.6.5 **Life Members**  
No Subscription Fee will be charged for Life Members.

## ANNEXURE A –

### Committee Members Duties and Responsibilities

#### 1. Club President (as required under Rule 50)

The President of the RBC is responsible for the following, part of which may, with the approval of the Committee, be delegated to the members of the Committee as deemed appropriate: -

1. Ensuring Club compliance with any Act or Regulation governing the Club.
2. Ensuring good Corporate Governance.
3. Overseeing, through various sub-committees, the total management of the Club.
4. Acknowledging the duties and responsibilities of other Committee members and allowing them to perform their duties without interference, presiding at all General Meetings and Monthly Committee Meetings to regulate and keep order in all proceedings, and carry into effect, the Constitution and Regulations of the Club but without involvement in the conduct bowls events, matches, etc,
5. The preparation for submission to the Annual General Meeting of the Club, the report of the Committee on the activities of the Club during the year.
6. Providing or authorising other appropriate members to provide, media comment on matters impacting the Club.
7. Signing off on any legal document that causes liability to the Club.
8. Represent the Club in any legal matter or requirement impacting the Club.
9. In conjunction with the relevant member of the Committee, issue any penalty or disciplinary action to members; and
10. Ensuring that all Committee Members are covered by Liability Insurance.

#### 2. Club Vice-President

The Club Vice-President under **Rule 50** is responsible for the following and may at the requirement of the Committee undertake the role of Club President in the absence of the President due to, but not restricted to, ill-health, resignation, or excused absence due to holidays or family emergency.

1. understudy the role of the President, and
2. undertake the role of president in the event of the President's absence.

#### 3. Club Secretary

The Club Secretary under **Rule 51**, is responsible for carrying out the duties usually associated with the office of Secretary and Club Communications Officer, and as such, but not limited to the following:

1. Completion and lodging of the Annual Return to Consumer Affairs Victoria (Department of Justice).

2. Register the Club's email address with 'Club's Victoria' to enable access if required.
3. Ensure the preparation and dispatch of Membership Renewal and Subscription Notices.
4. Ensure maintenance of the Club Telephone List.
5. Update records (Honour Board details etc).
6. Submit death notices in local newspaper as required.
7. Ensure new members are advised of their approval to join the Club.
8. Prepare and provide Committee Members with the agenda for monthly Committee Meetings. Format for the conduct of Monthly Committee meetings is contained at **Annexure K**.
9. Confirm time and date of monthly Committee Meetings.
10. Record and distribute Minutes of Monthly Committee Meetings.
11. Collect mail from the Club's P.O. Box on a regular basis.
12. Ensure all correspondence is actioned and distributed.
13. Maintain a Correspondence Register.
14. Provide relevant correspondence to the Club's Sub-Committees (Pennant and Match).
15. Ensure maintenance of Club Notice Boards.
16. Apply for permits for raffles and venue approvals as required.
17. Ensure that the Club has appropriate insurance coverage and Insurance Policies are current.
18. Prepare for General Meetings (notice to members and displayed on the Club Notice Boards), ensure Bowls Victoria and Ovens and Murray Bowls Region Annual and Bi-Annual Returns (Member's Affiliation and Capitation Fees etc.) including relevant Club Office bearer details are submitted. Preparation and format for General Meetings is contained at **Annexure L**.
19. Authorise Member Clearance Applications and register on 'Bowls Link'.
20. Ensure the maintenance of a Sponsor Register and ensure renewal of current sponsorship and the seeking of new sponsors in conjunction with the Sponsorship and Marketing Officer.
21. Ensuring Club compliance with any Government Act or Regulation pertaining to the running of a club.
22. Ensuring current registration with: -
  - 22.1 Liquor Licensing Board,
  - 22.2 Consumer Affairs Victoria or its successor Department of Justice – Incorporation
23. Ensuring the Members and Committee members have indemnity against any liability.
24. Oversight of the general management of the Club

25. Maintaining and displaying of the following: -
  - 25.1 Club 'No Smoking Policy'
  - 25.2 Club 'Code of Conduct'
  - 25.3 Club Fire Plan
  - 25.4 Occupation Health and Safety (OH&S) Plan
  - 25.5 Club evacuation Plan including Assembly Points, and
  - 25.6 A record of Emergency contact numbers.
26. Ensuring the actioning and distribution of all correspondence in connection with the general business of the Club
27. Maintaining and keeping on the Club premises, a register of all categories of members setting out in full the names and addresses of all the members together with the date of the latest payment of each member of their annual subscriptions.
28. Assume the title of Public Officer of the Club.
29. The Position of the Club Communications officer is the duty of the Secretary.

#### 4. Club Treasurer

The Treasurer, under **Rule 52** is responsible for, but not limited to the following: -

1. The receipt of all monies paid to or received by the Club and the issue of Receipts for those monies in the name of the Club.
2. After approval by the Committee, the payment of all accounts against the Club.
3. Ensure the maintenance of correct books of account (manual or electronic) showing the financial affairs of the Club and particulars usually shown in books of a like nature, including, but not limited to:-
  - 3.1 Financial Ledger on a month-to-month basis (presently set up in an Excel Spreadsheet)
  - 3.2 Cash book for all cash received and paid by the Club. All cash paid, must be signed for by the person receiving the payment and a record of these payments and signatures are to be kept by the Club in accordance with statutory requirements of Financial Regulations.
  - 3.3 Appropriate records for all payments made to the Club by EFTPOS/Square Reader System.
4. Ensure that a regular back-up of the Financial Ledger and other electronic books of account is maintained and stored appropriately.
5. Maintain Authorised Signatories (being three Committee members) with the Club's bank and ensure any cheques (if applicable) issued by the Club are signed by two of the Authorised Signatories.
6. Prepare and submit a statement of transactions and the financial position of the Club, including bank balances, at each monthly meeting of the Committee.
7. Prepare and submit an Income and Expenditure Statement including a Statement of Assets and Liabilities for the financial year in accordance with the Act, to the monthly Committee Meeting held prior to the Annual General Meeting for approval of the Committee and signature by the President and Secretary of the Club.



8. Ensure that a copy of the signed Income and Expenditure Statement including the Statement of Assets and Liabilities is available to the members at the Annual General Meeting of the Club.
9. Preparation of Tax Invoices for, but not limited to:-
  - 10.1 Sponsorship
  - 10.2 Functions held at the Club (including Clubhouse hire, green fees, catering expenses, bar and any other expenses associated with such functions), and
  - 10.3 Any other Tax Invoices that may be requested from time to time.
10. Liaise with the Match Sub-Committee and/ or Tournament Sub-Committee and the Sponsorship Sub-Committee (if applicable) to ensure that prize money and a 'Float' is available on the day of any sponsored or Tournament event, and that a completed Daily Financial Sheet (enclosed in these Regulations) is received from the appropriate sub-committee after the event.
11. The receipt of Regular Bar Stocktake figures from the Bar Manager.
12. Ensure the maintenance of bar trading records, and
13. Ensure the payment of Honorariums as set out in Part VII – Honorariums in these Regulations.

## 5. Club House Maintenance Representative Committee Member

The Committee Member as elected under **Rule 57** and determined by the Committee is responsible to ensure the correct reporting of the following requirements of the nominated Committee Member: -

1. The monthly reporting to the Committee of the upkeep to the Clubhouse, and surrounds, including: -
  - 1.1 maintenance requirements
  - 1.2 facilities' upgrade, and
  - 1.3 infrastructure management.

## 6. Additional Committee Members (Ordinary Members)

The incumbents in this position as elected under **Rule 57** will be responsible for the following: -

1. Providing support to the Secretary, act as Deputy Secretary.
2. Aiding and support to assist the Treasurer to complete any finance tasks if required.
3. Providing assistance to the president if required
4. Assist other Committee Members if required, and
5. Provide assistance to any 'special projects' if required

## ANNEXURE B

### Office Bearers Duties and Responsibilities

#### 1. 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. The following are the Duties and Responsibilities, but not limited to the Bar Manager: -

- 1.1 Ensure the sale of all liquor at the Club follows the requirements prescribed within Club's Liquor Licence, and that all persons serving or selling alcohol holds a current Responsible Serving of Alcohol Certificate (RSA).
- 1.2 Ensuring sufficient volunteers holding a current Responsible Serving of Alcohol Certificate are available to support Club functions.
- 1.3 Support to major Club (not bowls activity based) raffles as required, e.g., Christmas Raffle.
- 1.4 Ensuring that all Bar Stock and Club property received, i.e., Club Merchandise, is correctly recorded and valued and details provided to the Treasurer.
- 1.5 Monitor Club activities pertaining to:-
  - 1.5.1 Bar prices
  - 1.5.2 Bar stock levels, and
  - 1.5.3 Bar maintenance
- 1.6 Liaise with Match Sub-Committee to determine requirements by the Bar for all tournaments and sponsored events to be held at the Club.
- 1.7 Liaise with the Secretary and Club Catering Sub-Committee of any requirements by the Bar in support of functions and/or activities held at the Club.
- 1.8 That the regular stocktakes, as determined by the Committee are completed and results provide to the Club Treasurer.

#### 2. Website Co-Ordinator

The Website Co-ordinator will be nominated and elected at the Annual General Meeting of the Rutherglen Bowling Club Incorporated. The duties and Responsibilities of the Website Co-ordinator include, but not limited to: -

- 2.1 Updates and management of the Club's website.

#### 3. Bowls Development Officer

The Bowls Development Officer (BDO) will be nominated and elected at the Annual General Meeting of the Rutherglen Bowling Club Incorporated. The duties and Responsibilities of the BDO include, but not limited to: -

- 3.1 The BDO is responsible for the development of the game of bowls in the community.
- 3.2 The BDO shall: -
  - 3.2.1 Oversee the junior bowls program, including the schools' programs.
  - 3.2.2 Promote and activate the Bowling with Babies program.

- 3.2.3 Assist with the community Business House Bowls program.
- 3.3 The BDO has the authority to undertake any other programs and initiatives that promote and develop the game of bowls.

## 4. Media Officer

The Media Officer will be nominated and elected at the Annual General Meeting of the Rutherglen Bowling Club Incorporated. The duties and Responsibilities of the Media Officer include, but not limited to: -

- 4.1 Forwarding results of events to the media and the Club's Website Co-ordinator to enable updates to the Club Website and Facebook.

## 5. Welfare Officer

The Welfare Officer will be nominated and elected at the Annual General Meeting of the Rutherglen Bowling Club Incorporated. The duties and Responsibilities of the Welfare Officer include, but not limited to: -

- 5.1 Advise the Rutherglen Bowling Club Incorporated Committee of any member who is seriously ill (hospitalised) or who has passed away.
- 5.2 Send 'Get Well Cards' and 'Sympathy Cards' to members or their families as appropriate

## 6. Ovens and Murray Region Club Delegate/s

The two Club Delegates will be nominated and elected at the Annual General Meeting of the Rutherglen Bowling Club Incorporated. The duties and Responsibilities of the Ovens and Murray Region Club Delegates include, but not limited to: -

- 6.1 To attend all Ovens and Murray Region General Meetings as requested by the Region, and to confer with the Committee of the Rutherglen Bowling Club (RBC) on the outcomes required against agenda items submitted and report back to the RBC Committee those outcomes and discussion from that Meeting.
- 6.2 Should the nominated Delegates be unable to attend meetings as requested they are to inform the RBC Committee and either the Secretary or the President are to attend in their place.

## 7. Sponsorship and Marketing Officer

The Sponsorship and Marketing Officer will be nominated and elected at the Annual General Meeting of the Rutherglen Bowling Club Incorporated. The duties and Responsibilities of the Sponsorship and Marketing Officer include, but not limited to: -

- 7.1 Actively seek out sponsorship opportunities for the Club.
- 7.2 Ensuring all sponsors are recognised in the Rutherglen Bowling Club Incorporated Syllabus Book each year and also ensure that the Match/Tournament sub-committee/s promote the sponsors of any event or tournament at that event and on the relevant flyers for the event.
- 7.3 Establish the portfolio of the marketing opportunities available.
- 7.4 Ensure that existing arrangements with sponsors are adequately documented and that the requirements of the sponsorship arrangements are properly serviced and maintain the Sponsorship Register, to be reviewed by the Committee from time to time as required.
- 7.5 Actively promote and publicise the activities and achievements of the Club through multi-media outlets.

## 8. Club Coaching Panel

The Club Coaching Panel will consist of qualified coaches with power to add additional qualified coaches and which appointments will be ratified at the Annual General Meeting of the Rutherglen Bowling Club Incorporated.

# ANNEXURE C

## Sub-Committees of the Rutherglen Bowling Club Incorporated

All Sub-Committees of the Rutherglen Bowling Club Incorporated will be elected at the Annual General Meeting (AGM) with the exception of the Greens Maintenance Sub-Committee (**Part II – Item 2 and Annexure C – Paragraph 5**).

### 1. Weekend Selection - Pennant

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

- 1.1 Select all players in all weekend pennant sides on merit.
- 1.2 Maintain a register of games played in each Division to determine eligibility for finals.
- 1.3 Deal with any dispute or matter concerning the games and their management. Should they fail to resolve any matter, the Sub-Committee will revert to **Rules 22 or 28** of the Constitution.
- 1.4 Decide whether to accept an invitation for promotion from the Ovens & Murray Pennant Committee.

### 2. Midweek Selection - Pennant

The Mid-Week Selection Sub-Committee will consist of five (5) Members. This Sub-Committee shall: -

- 2.1 Select all players in all pennant sides on merit.
- 2.2 Maintain a register of games played in each Division to determine eligibility for finals.
- 2.3 Deal with any dispute or matter concerning the games and their management. Should they fail to resolve any matter, the Sub-Committee will revert to **Rules 22 or 28** of the Constitution.
- 2.4 Decide whether to accept an invitation for promotion from the Oven & Murray Pennant Committee.

**Note:** At the discretion of the Committee, both the mid-week and weekend selection sub-committees maybe combined if insufficient volunteers are forthcoming to fill two separate sub committees.

### 3. Match Sub-Committee

This Sub-Committee will consist of seven (7) members. The Match Sub-Committee will: -

- 3.1 Elect its own chairperson at their first regular meeting after the Annual General Meeting of the Rutherglen Bowling Club Incorporated.
- 3.2 Report directly to the Committee.
- 3.3 Meet monthly, or more regularly if the need arises, to undertake the following, and will prepare a report of all meetings for tabling at the next Committee meeting: -

- 3.3.1 Prepare and email or post out to visiting clubs, entry forms and flyers for all sponsored events approximately six weeks prior to the event and shall place such flyers and entry forms on the notice board at the club house to enable entries in these events by all eligible Club members.
- 3.3.2 Forward flyers for all sponsored events to the Ovens and Murray Website Co-ordinator for entry on the Ovens and Murray Website.
- 3.3.3 Appoint two (2) organisers for each event.
- 3.3.2 Organise dates and times for draws for the sponsored event and prepare the relevant score cards and score board with the details of the teams.
- 3.3.3 Organise social bowls.
- 3.3.4 Organise dates and times for draws for all club events and will ensure that all club events are completed prior to the nominated date for finals of that event.
- 3.3.5 Appoint the appropriate numbers of umpires for events under their control.
- 3.4 The sub-committee is to liaise with the Committee for entry fees and prize money and raffles on the day. In the case of sponsored days and Tournament events, liaise with the Sponsorship Sub-Committee and the Treasurer to ensure that prize money is available on the day, and advise the bar manager and catering committee of the number of entries in the event. It is to be noted that in the case of raffles or prizes that any purchases are to be made locally.
- 3.5 The Sub-committee will be responsible for players' handicaps in club events.
- 3.6 The Sub- committee will liaise with the Tournament Director and the Tournament Co-ordinator to assist with the organisation and running of the Annual Tournament if required.
- 3.7 A report must be presented for tabling at the next monthly Committee meeting after the event.
- 3.8 An event costings report (Daily Financial Statement as shown at **Annexure D**) is to be provided to the Treasurer by the event/tournament organisers detailing the following: -
  - 3.8.1 Name and date of event and the organisers names.
  - 3.8.2 Number of players.
  - 3.8.3 Entry fee. (Note: this fee is to include a green fee allocation).
  - 3.8.4 Raffle money received.
  - 3.8.5 Total value of prize money.

### Duties of Organisers of all Tournaments and Sponsored Events

In addition to those duties set out in Paragraph 3 above, the organisers for tournaments and sponsored events will: -

1. Check the phone and website for entries in events and will phone members and neighbouring clubs if numbers are insufficient to fill the greens.
2. Do the draw for the event, either manually or electronically:
  - 2.1 Sponsored Event draws should be completed on the day at least a minimum of one hour prior to the 'Start Time' of the event. In the case of acceptance of

late entries, where there are insufficient players to fill the greens, as determined by the Match Committee.

- 2.2 Tournament draws can be completed as soon as possible after the 'closing date' when the Tournament Director is satisfied that sufficient teams have been entered by the Closing Date to enable the event to be successfully run.
- 2.3 Ensure that the green keeper is advised of all details pertaining to the event and the number of rinks required at least a week prior to the running of the event. Any changes to that information should be directed to the greenkeeper as soon as possible.
3. Be responsible for the up-to-date recording of the results of all games on the Results White Board/ electronic means immediately following the completion of each game as the cards are presented by the Skippers of the competing teams.
4. At the completion of play:-
  - 4.1 Check all cards to ensure correct details have been recorded on the White Board/ electronic medium if applicable.
  - 4.2 Announce the winners and present the prize money and/or trophy for the event, and again, recognising the sponsors for the event.
  - 4.3 Record the results of the day, the number of players, visitors and new members in the diary, together with any other relevant information regarding the event.
  - 3.4 Complete the 'Daily Financial Statement' and hand to the Treasurer within 24 hours after the completion of the event/ tournament.

#### Duties of Organisers of all Club Events

1. Do the draw for the event, either manually or electronically. Club event draws, should be completed within 24 hours after the Closing Date and time as shown on the flyer or advertised on the web page
2. Ensure that the Greenkeeper is aware of the event and any specific requirements for the greens

#### Pre-Event Announcements (Sponsored and Tournament Events Only)

1. **Safety and Administrative Details**
  - 1.1 Emergency Assembly Area
  - 1.2 Smoking Areas
  - 1.3 Location of Toilets
  - 1.4 Location of Water Fountain
2. **Event Details**
  - 2.1 Welcome and acknowledge all visitors and the Clubs participating.
  - 2.2 Acknowledge and thank Sponsors for their continued support.
  - 2.3 Announce the conditions of play and include number of ends to be played.

- 2.4 Who the umpires/measurers are for the day.
- 2.5 If applicable, when lunch or afternoon tea is to be served.
- 2.6 Wish all bowlers good bowling and to enjoy the day.

#### 4. Tournament sub-committee

##### 4.1 Tournament Director

The Tournament director will be an elected member from the Match Sub-Committee and will be responsible for sending out and receiving entries in the Annual Tournaments. The Tournament Director will be nominated and elected by the members of the match Sub-Committee at their first meeting after the AGM.

##### 4.2 Tournament Co-ordinator

The Tournament Co-ordinator will be responsible for the day to day running of the tournament events. The Tournament Co-ordinator will be nominated and elected from within the Match Sub- Committee.

#### 5. Greens Maintenance Sub-Committee

The 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 Greenkeeper 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.

#### 6. 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 maybe seconded to assist with the support where required for such duties.



# ANNEXURE D -

## Financial Statement for all Tournaments, Sponsored Events and Social Bowls



### Rutherglen Bowling Club Incorporated

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

Name of Event: .....

Date: ..... Start time: .....

#### FINANCIAL SUMMARY

Number of Players: ..... @ \$..... per player = \$.....

Less Money withheld for 'Prizes' (if applicable) \$.....

**Total handed to Treasurer** \$

Organiser's name: ..... Signed:.....

Dated: / /

#### **THIS SECTION TO BE COMPLETED BY TREASURER:**

Amount received from Organiser of Event (as above) \$.....

Amount received from Raffle \$.....

Less Raffle prizes (if not donated) \$.....

Amount provided from Sponsorship (if applicable) \$.....

Less Cost of catering requirements (if applicable) \$.....

Approximate catering costs per head \$.....

Allocation for green fees from entry fee -  
.....players @ \$5.00 each \$.....

**PROFIT / LOSS for event:** \$

Bar takings for Event: \$.....

Treasurer (signed) :..... Dated: / /

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

#### TREASURER'S RECEIPT

Name of Event: ..... Date: ...../...../.....

Received from (Please Print): ..... Amount \$ .....

Signature Treasurer: .....

# ANNEXURE E -

## Application for Membership



### 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 and the Club's Code Of Conduct (Separate Form), which is to be completed and signed by the successful Applicant.*

SIGNATURE OF APPLICANT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

###### **TYPE OF MEMBERSHIP: (Tick Appropriate Category)**

**Affiliated Member (\$120):      Junior Member (\$60):      Social Bowling (\$60):      Social (\$10):**

##### SECTION B: TO BE COMPLETED BY CLUB MEMBERS:

I \_\_\_\_\_ (MEMBER'S 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: \_\_\_\_\_

# ANNEXURE F -

## Bowler's Code of Conduct



### Rutherglen Bowling Club Incorporated

#### **BOWLER'S CODE OF CONDUCT**

1. 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 an event; therefore, their directions should be adhered to.
2. 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.
3. 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 and will be subject to disciplinary action by the Club.
4. Strive to be the best of your ability always, both at practice and during games, this includes such things as behaviour, appearance, as well as performance. You are representing the Rutherglen Bowling Club.
5. Respect the time and effort put in by your players, coaches and officials. They deserve your support and full commitment.
6. Encourage your teammates and players always. Nobody sets out to make a mistake, however they do occur. Never ridicule opponents or teammates.
7. Accept that at times you may not be selected. When not selected, encourage your teammates and be prepared to play always.
8. Respect your opponents and appreciate their good play. Without the opposition you would not be able to play the game in the first place.
9. Play to enjoy the game and improve your skills. Winning is a consequence not a right.
10. Always think safety, to avoid injury to yourself and others.
11. 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.
12. In accordance with the rules for smoking as detailed in Annexure I, smoking/ including vaping on green or in the Clubhouse is prohibited except in the designated smoking areas. 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 Bowler's Code of Conduct as applicable to me as a member of the RUTHERGLEN BOWLING CLUB INCORPORATED whenever representing the Club.*

Signature of Member: .....

Signature of Secretary:.....

Dated:                    /           /

Dated:                    /           /

# ANNEXURE G -

## Nomination Form for Club Positions



### Rutherglen Bowling Club Incorporated

Reg. No. 4920

ABN 94606014513

### NOMINATION FORM FOR CLUB POSITIONS

***Please note: Nominations for all positions must be made on this form, and the completed form must be in the hands of the Secretary seven (7) days prior to the Annual General Meeting***

**I nominate:** (please print NAME) \_\_\_\_\_

For the position of \_\_\_\_\_

**Nominator:** (please print NAME) \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

DATE:        /        /

**Secunder:** (please print NAME) \_\_\_\_\_

Signature of Secunder: \_\_\_\_\_

DATE:        /        /

***I agree to accept the nomination for the above position***

Signature of Nominee: \_\_\_\_\_

DATE:        /        /



## Rutherglen Bowling Club Incorporated

### Occupational Health & Safety (OH&S) Policy

#### 1. Policy Statement

- 1.1 The Rutherglen Bowling Club Incorporated (RBC) is committed to the health, safety and welfare of all who work in, participate in or visit our workplaces and events.
- 1.2 RBC recognises it has a moral and legal responsibility to provide a safe and healthy work environment for employees, volunteers, contractors, players and visitors.

#### 2. Scope & Responsibility

- 2.1 This policy is applicable to RBC in all of its operations and functions.

#### 3. Aims

- 3.1 RBC aims to minimise the levels of harm or injury to any persons engaged in activities under the management of RBC. The target is zero incidents and lost time injuries.

#### 4. Implementation Overview

- 4.1 RBC will do everything reasonably practicable to protect the safety, health and wellbeing of all employees, volunteers, contractors, players and visitors.
- 4.2 It will do this by incorporating these requirements: -
  - 4.2.1 Provision and maintenance of safe and healthy work environments;
  - 4.2.2 Consultation with staff and volunteers to ensure informed decisions are made where they may impact health and safety;
  - 4.2.3 Being proactive and consultative in identifying hazards, assessing the risks associated with them and implementing controls before the hazard can cause harm;
  - 4.2.4 Provision of appropriate instruction, training, information and supervision to ensure work is carried out in a safe manner;
  - 4.2.5 Identification, allocation and use of resources (human and financial) necessary to provide and maintain safe work systems and processes; and
  - 4.2.6 Conducting of regular reviews and evaluations of BV health and safety systems in place and underpinned by a desire to strive for continuous improvement;
  - 4.2.7 All workers (employees, volunteers and contractors) shall be supported and expected to -
    - 4.2.8 Take reasonable care for their own health and safety and the safety of others who may be affected by their acts or omissions;
    - 4.2.9 Follow all health and safety policies and procedures;
    - 4.2.10 Regard safety as an integral part of their normal duties;
    - 4.2.11 Report all known or observed hazards to the RBC OH&S representative and/or Executive Committee; and
    - 4.2.12 Actively participate in OH&S consultation and other OH&S related activities such as training, inspections and meetings.

5. **Evaluation**

- 5.1 Data on OH&S matters will be maintained on an ongoing basis, reviewed at least annually and reported to the Committee.
- 5.2 An analysis of any incidents may lead to revisions in the policy or in implementation guidelines as appropriate.

**Policy Checklist:**

Legislation Compliance (Where appropriate)	<a href="#"><u>Occupational Health &amp; Safety Act 2004 (Vic)</u></a>
Applicable Documents	RBC Regulations/ Procedures and other RBC Documents: Occupational Health and Safety Management System (OHSMS)
RBC Strategic Plan Alignment (Where appropriate)	Sound OH&S practices shall apply across implementation of all goals within the Strategic Plan.
RBC Budget Implications (Where appropriate)	Allowances shall be made in the annual budget for training as needed, production of staff and event guidelines and facility modifications if required.

**Review History and Version Control**

The RBC OH&S Policy will be reviewed every two years.

<b>Version</b>	<b>Prepared</b>	<b>Reviewed</b>	<b>Approved</b>	<b>Date Approved</b>
1.0	Strategic Business Analyst	Governance Committee	Committee	September 2023

# ANNEXURE I -

## Smoking Policy for the Rutherglen Bowling Club Inc

### 1. Policy Statement

The Rutherglen Bowling Club Inc. (RBC) recognises that passive smoking is hazardous to health and is committed to providing a healthy working and sporting environment that is protected against exposure to tobacco smoke.

### 2. Scope and Responsibility

This policy applies to all members, players, coaches, officials, volunteers, contractors, and visitors of the RBC and applies to electronic cigarettes, shisha tobacco, traditional cigarettes, cigars and pipes.

### 3. Aims

The RBC aims to provide a smoke-free working and sporting environment during its day-to-day operations and all bowls events.

### 4. Implementation Overview

Any member, player, coach, official, volunteer, contractor or visitor to the RBC are not to smoke within the confines of the Clubhouse, Greenkeeper's shed, the designated BBQ area or within three (3) metre area surrounding the greens (excepting within the designated smoking areas).

### 5. The RBC provides three (3) DESIGNATED 'Smoking' areas:

- 5.1 Between the two (2) shelters at the southern end of the two (2) greens;
- 5.2 At the end of the northern shelter of the No. One (1) green at the end of the Greenkeeper's shed and the Club access gate; and
- 5.3 The area at the double gates at the end of the Clubhouse (Kitchen).
- 5.4 Whether they are acting in an official capacity or not, any player, coach official, volunteer, contractor or visitor during a Bowls Victoria (BV) / Ovens and Murray Region (O&MR) governed event are not permitted to smoke within the grounds of the RBC or within 10 metres of the perimeter of the Club.
- 5.5 Where possible, BV and O&MR governed events will be advertised as a smoke free event and smoke-free signage (supplied by BV or O&MR) will be placed in relevant areas during the event.
- 5.6 When requests to host BV and O&M governed events are announced, BV/ O&M will advise potential host Clubs of this policy and the need to comply.

### 6. Breach of Policy (other than those requirements outlined in Paragraph 4)

- 6.1 Anyone in breach of this policy will firstly be reminded of the 'Smoke Free Policy' and of the 'Designated Smoking Areas' within the RBC.
- 6.2 Any member, player, coach, official, or visitor that continues to breach the Smoking Policy may face disciplinary action in line with the Club's disciplinary procedures.
- 6.3 Breaches of Victoria's Tobacco Act (Victoria's Tobacco Act 1987) may result in charges being laid against the individual and/or the RBC.

### 7.1 Pennant Competition

- 7.1 Smoking on the green (defined as having a lit cigarette, pipe, cigar, electronic nicotine delivery system [ENDS] including **e-cigs**, e-cigarettes and any other form of smoking device) by a player on the green or within three (3) metres of the green is **NOT** permitted.
- 7.2 Smoking is only permitted in the **smoking** areas as designated by the RBC.
- 7.3 A failure to comply can result in the umpire applying an instantaneous penalty (Section 1, Clause 14 of the Region, and Division Pennant Competition Conditions of

Play) and/or referring the matter to the O&M Bowls Region Inc. Board for disciplinary action.

8. **Evaluation**

- 8.1 Reports of breaches to this Policy will be maintained on an ongoing basis, reviewed at least annually and reported to the RBC Committee.
- 8.2 An analysis of any breaches may lead to revisions in the Policy or in implication guidelines as appropriate.

9. **Policy Checklist**

The following are applicable documents: -

- 9.1 Legislation Compliance (where appropriate) – Victoria's Tobacco Act
- 9.2 Region & Division Pennant Competitions Conditions of Play.

10. **Review of Policy**

The RBC Committee will review the 'Smoking Policy' every two (2) years.



## ANNEXURE J -

### Evacuation of Club house and Greens

The Rutherglen Bowling Club Incorporated (RBC) has a duty of care to ensure the safety of members, visitors and the protection of Club assets.

1. In the event of a Fire, Medical, Police Emergency or any event that may need the assistance of Emergency Services, the following will apply: -
  - 1.1 The event organiser (Match Committee) or member of the Committee (if present) will call the '000' Emergency number and request assistance of the relevant emergency service (Ambulance/Medical, Fire or Police or a combination of all three).
  - 1.2 In the instance of an emergency during Pennant, the RBC Pennant Side Captain with assistance of the visiting Club Side Captain are responsible to clear the Greens of players and spectators and also ensure that the Club house and toilets are also evacuated to the designated Assembly Area (under the shelter on the eastern side of No. 2 Green) to ensure that all personnel are accounted for.
  - 1.3 In the event of a fire within the Clubhouse or Bar-B-Que area, the event organiser (Match Committee or Function organiser) and/or member of the Committee (if present) and/or Club Side Captain if during a Pennant game, are to assist with the evacuation of these areas immediately and ensure the toilets within the Clubhouse are cleared, and direct all players, spectators, and visitors to the designated Assembly Area under the shelter on the eastern side of No. 2 Green
  - 1.4 The RBC Member requesting the relevant Emergency Service/s, after the evacuation of all personnel, is to locate themselves in the carpark closest to the Clubhouse and double access gates (eastern side of Clubhouse) to direct the emergency service to the applicable area.
  - 1.5 In the event of a Medical Emergency, a member with 'First-Aid' experience (if available) is to remain with the patient and continue to render support. The portable bed (located in the women's toilet) is to be erected if required.
  - 1.6 The Clubhouse Defibrillator (located outside the building) should be used if the emergency treatment requires it immediately. Instructions for the operation of the defibrillator are contained within the machine.

# ANNEXURE K –

## Format for the conduct of the Monthly Committee Meetings

### Rutherglen Bowling Club Inc. – Committee Meeting Minutes Template

- Welcome:** President to declare the meeting open at (Time).
- Attendance:** Members present.
- Apologies:** (If any)  
**Moved:** ???????? **Seconded:** ???????? that the apologies be accepted.  
**Carried**
- Minutes:** The Minutes of the previous meeting have been distributed (email prior to the meeting). President to ask those present at the previous meeting if the Minutes were a true and accurate record of that meeting.  
(Note: For those Committee Members who do not have access to Email, a hard copy is required).  
**Moved:** ???????? **Seconded:** ????????, that the Minutes as presented be accepted.  
**Carried**
- Business arising from the Minutes:** (Comments)  
**Moved:** ???????? **Seconded:** ???????? that the Business arising (any motions made) as discussed be accepted.  
**Carried**
- Treasurer's Report:** (Treasurer to provide details of the following in 'Hard Copy' to the members):-
- Opening balance as per Statement at the beginning of the month.
  - Details of previous month's Income, i.e. Receipts and Expenditure/ Payments
  - Outstanding Debtors
  - Bank reconciliation:  
Balance as per Bank Statement (end of month)  
Plus  
Cash on hand:-  
    Bar Float.  
    Unbanked Cash.  
**Closing Balance.**     \$
- Moved:** ???????? **Seconded:** ???????? That the Treasurer's Report as presented be accepted.  
**Carried.**
- Business Arising from Treasurer's Report:**  
**Moved:** ???????? **Seconded:** ???????? that the Business arising (any motions made) as discussed be accepted.  
**Carried**
- Correspondence:** (From the previous month's last meeting and up to date of current meeting)  
**Inward:**             Date/ Month  
**Outward:**         Date/ Month
- Business Arising from Correspondence:**  
**Moved:** ???????? **Seconded:** ???????? that the Business arising (any motions made) as discussed be accepted  
**Carried**

**Reports:**

The following Reports were either tabled or verbally presented:-

**Green's Report:** (Provided by Greenkeeper)

**Club-house Maintenance and Surrounds Report**

**Sub-Committee Reports:** (As per current Regulations, all sub-committees are to present a written report following their meeting)

**Match**

**Mid-Week Selection**

**Weekend Selection**

**O&M Delegates**

**Catering**

**Bar:** (To be provided by Bar Manager)

**Sponsorship:** (To be provided by Sponsorship Member)

**Membership:** (New applications to be presented by Secretary).

**Moved: ??????? Seconded: ???????** that the applications for membership as presented be accepted **Carried**

**Moved: ??????? Seconded: ???????** that the Reports as presented be accepted. **Carried**

**Business Arising from Reports**

**Moved: ??????? Seconded: ???????** that the Business Arising (any motions) from the reports) as discussed be accepted. **Carried**

**General Business:**

(From presented AGENDA Items prior to meeting)

**President:** (to raise any issues then go around the table for comments by Committee Members)

**Vice-President:** (Any discussion evolving from presented item/s and any ensuing motions required.)

**Secretary:** (Any discussion evolving from presented item/s and any ensuing motions required.)

**Treasurer:** (Any discussion evolving from presented item/s and any ensuing motions required.)

**Greenkeeper:** (Any discussion evolving from presented item/s and any ensuing motions required.)

**Remaining Committee Members:** (Any discussion evolving from presented item/s and any ensuing motions required.)

**Closure:**

**Meeting Closed at:** (Time)

**Next Meeting:** (Date/ Time)

**Items the Secretary to consider in order to expediate the time taken to conduct the meeting:**

One week prior to the scheduled meeting, send out a reminder to all Committee members and include the following: -

1. Date/ Time of meeting.
2. Request for AGENDA Items.
3. Provide details of; Inward and Outward Correspondence to date (Only recent Correspondence the week prior to meeting needs to be presented at Meeting) this will dramatically decrease time at the Meeting.
4. If available, the Treasurer to provide details of financial statement and to only present any changes at the meeting.

## ANNEXURE L –

### Preparation prior to and Format for the Conduct of General Meetings:

#### Preparation:

1. 1.1 One Month prior to the General Meeting, the Secretary is to notify all members (by electronic means [email] or where necessary hard copy [letter]) of the Rutherglen Bowling Club Inc. Committee's decision to hold a General Meeting, stating: -
  - 1.1.1 Location
  - 1.1.2 Time and date
  - 1.1.3 Call for nominations for Committee/ Sub-Committee positions
  - 1.1.4 Call for nominations for Club appointments
  - 1.1.5 Any recommendations for consideration for the new Committee to be submitted to the Secretary minimum one week prior to the Meeting date.  
and
  - 1.1.6 Distribute Minutes electronically (Email) of last General Meeting and provide copies in the Clubhouse
- 1.2 Post a notification on the Club's Notice Board
- 1.3 Make available nomination forms.
2. One week prior to meeting remove Nomination Forms and Items for consideration from the Notice Board.
3. The Committee is to determine at the last Monthly Meeting prior to the General Meeting the following: -
  - 3.1 Fees for the ensuing year.
  - 3.2 Honorariums
  - 3.3 Treasurer to present a Statement of Receipts and Expenditure/ Statement of Assets and Liabilities
  - 3.4 Committee is to request all Sub-Committee Chairpersons and Office Bearers to prepare an Annual Report for presentation at the General Meeting.



**Rutherglen Bowling Club Inc.  
General Meeting  
Format Template**

**Preparation:**

1. The Secretary is to prepare Attendance Sheets for members to sign and have them located at the entrance to the Club.
2. The Secretary is to have all Nomination Forms for the Committee/ Sub-Committees and Office Bearers sorted in order of election.
3. If required, have Ballot Sheets available and select Scrutineers (2).
4. Have available copies of the Treasurer's Report for attendees.
5. Arrange for an Affiliate Member to undertake the Chair's position for the Election of the New Committee

**Conduct of Meeting:**

**Welcome:** President to declare the meeting open at (Time).

**Attendance:** Ensure that all Members present have signed the Attendance Sheet.

**Apologies:** (If any)

**Moved: ?????????? Seconded: ??????????** that the apologies be accepted.  
**Carried**

**Minutes:** The Minutes of the last General Meeting have been distributed (email prior to the meeting). President to ask those present at the previous meeting if the Minutes were a true and accurate record of that meeting.

**Moved: ?????????? Seconded: ??????????**, that the minutes as presented be accepted.  
**Carried**

**Treasurer's Report:**

Treasurer to present Financial Report

**Questions arising from Treasurer's Report:**

Treasurer to field any questions raised from the floor

**Moved: ?????????? Seconded: ??????????** that the Treasurer's Report as presented be accepted.  
**Carried**

**Reports:**

The following Reports are either tabled or verbally presented.

**President:** To include recipient of the Club Award.

**Green's Report:** (Provided by Greenkeeper)

**Club house Maintenance and Surrounds Report:** (Provided by Maintenance Member)

**Sub – Committee's Reports:**

**Match:**

**Mid-Week Selection:**

**Weekend Selection:**

**O&M Delegates:**

**Catering:**

**Bar:** (To be provided by Bar Manager)

**Sponsorship:** (To be provided by Sponsorship Member)

**Moved:** ??????? **Seconded:** ??????? that the Reports as presented be accepted. **Carried.**

**Elections:**

The outgoing President to handover the Meeting to the nominated Member to conduct the election of the in-coming President after declaring that all Committee, Sub-Committee and Officer Bearer positions are declared vacant.

**President:** From Nominations, if more than one a ballot is to be undertaken. Once decided, the elected President is to thank the Chair and continue with the election process.  
**Nominated:** **Seconded:**

**Vice-President:** From Nominations, if more than one a ballot is to be undertaken.  
**Nominated:** **Seconded:**

**Secretary:** From Nominations, if more than one a ballot is to be undertaken.  
**Nominated:** **Seconded:**

**Treasurer:** From Nominations, if more than one a ballot is to be undertaken.  
**Nominated:** **Seconded:**

**Three Additional Committee Members:** From Nominations, if more than the three nominations a ballot is to be undertaken  
**Nominated:** **Seconded:**  
**Nominated:** **Seconded:**  
**Nominated:** **Seconded:**

**\*\*Note:** If all Vacancies aren't filled from nominations received, the President can call for nominations from the floor.

**Sub-Committees:**

**Match Committee** (5 Positions).  
**Nominated:** **Seconded:**  
**Nominated:** **Seconded:**  
**Nominated:** **Seconded:**  
**Nominated:** **Seconded:**  
**Nominated:** **Seconded:**

**Mid-Week Selection** (5 Positions):  
**Nominated:** **Seconded:**  
**Nominated:** **Seconded:**  
**Nominated:** **Seconded:**  
**Nominated:** **Seconded:**  
**Nominated:** **Seconded:**

**Week-end Selection** (5 Positions):  
**Nominated:** **Seconded:**  
**Nominated:** **Seconded:**  
**Nominated:** **Seconded:**

	<b>Nominated:</b>	<b>Seconded:</b>
	<b>Nominated:</b>	<b>Seconded:</b>
<b>O&amp;M Delegates</b>	(2 Positions)	
	<b>Nominated:</b>	<b>Seconded:</b>
	<b>Nominated:</b>	<b>Seconded:</b>
<b>Catering</b>	(3 Positions)	
	<b>Nominated:</b>	<b>Seconded:</b>
	<b>Nominated:</b>	<b>Seconded:</b>
	<b>Nominated:</b>	<b>Seconded:</b>
<b>Bar Manager</b>		
	<b>Nominated:</b>	<b>Seconded:</b>
<b>Sponsorship</b>	(2 Positions)	
	<b>Nominated:</b>	<b>Seconded:</b>
	<b>Nominated:</b>	<b>Seconded:</b>
<b>Media Member</b>		
	<b>Nominated:</b>	<b>Seconded:</b>
<b>Information Member</b>	(Club Website/ Facebook)	
	<b>Nominated:</b>	<b>Seconded:</b>
<b>Welfare Officer</b>		
	<b>Nominated:</b>	<b>Seconded:</b>

**Other Business:** Any considerations of which notice has previously been given one week prior to the General Meeting in accordance with the Constitution for the in-coming Committee.

**Closure:** President to thank all in attendance and to those members for volunteering for the required positions on the Committee/ Sub-Committees/ Office Bearers.

**Declare the Meeting Closed:** (Time)