



Clayton Bowls Club

By-Laws

*Amended November 2018
(Draft)*

Contents

1.	INTRODUCTORY	3
2.	CHANGES TO BY-LAWS	3
3.	COMMITTEES AND SUB-COMMITTEES.....	3
4.	STAFF.....	4
5.	MISCONDUCT	4
7.	REMOVAL OF CLUB PROPERTY.....	4
8.	NON-BOWLING DRESS STANDARDS.....	4
9.	PARKING	4
10.	DONATIONS, RAFFLES	4
11.	GAMING	5
12.	HONORARIUMS.....	5
13.	INDOOR BOWLS	5
14.	ALTERNATIVE INDOOR ACTIVITIES.....	5
15.	DAMAGE TO GREENS	5
16.	GREEN FEES	5
17.	PRIZES	5
18.	ALLOCATION OF RINKS	5
19.	USE OF CLUB GREENS.....	6
20.	PRACTICE	6
21.	SOCIAL BOWLS	6
22.	TOURNAMENT BOWLS	6
23.	BAREFOOT BOWLS/CORPORATE BOWLS	6
24.	SELECTION COMMITTEES	7
25.	PENNANT BOWLS	7
26.	BANKERS (PENNANT DAYS).....	7
27.	COMPETITION BOWLS	8
28.	SMOKING.....	8
29.	ATTIRE	8
30.	DEFINITIONS.....	8
31.	LAWS OF THE GAME OF BOWLS	9
32.	COMPUTER, INTERNET AND EMAIL POLICY	9
33.	ANIMALS.....	9
34.	BOWLS ADMINISTRATOR.....	9
35.	CLUB COACH	10
36.	GREENS DIRECTOR.....	10
37.	MEMBERSHIP CARDS AND REWARD POINTS	10
38.	CLUB COLOURS	10

1. INTRODUCTORY

- 1.1 By-Laws are made by the Board of Management (hereinafter referred to as the Board) to address matters not covered, or adequately covered, in the Constitution. They should however be read in conjunction with that document. Should any conflict arise, the ruling and/or intention of the Constitution shall prevail and the Board will be the sole arbiter of the decision. All bylaws become effective as they are made by the Board but must be ratified by the members at the next general meeting.
- 1.2 By-laws contained herein are designed to facilitate the day to day operations of the Club. They are binding on all Members and invalidate all By-laws made previously.
- 1.3 In these By-Laws unless the contrary intention appears:
 - Club: means the Clayton Bowls Club.
 - Board: means the Board of Management of the Club
 - Committee: means the Bowls Committee of the Club.
 - Bowls Vic.: means Bowls Victoria.
- 1.4 In these By-Laws, words importing the singular shall include the plural and vice-versa and the masculine shall include the feminine and vice-versa.

2. CHANGES TO BY-LAWS

- 2.1 At a Board Meeting a By-law may be added, changed or cancelled in the following manner:
 - 2.1.1 By a resolution passed with at least five (5) affirmative votes
 - 2.1.2 A resolution having as its objective the addition, amendment or cancellation of a By-law shall be described as such by the mover thereof.
 - 2.1.3 Before such motion is put, the Chairperson will explain the implications involved if the motion is passed.
 - 2.1.4 The fact that the motion was carried or lost, and voting for and against, is to be recorded in the Minutes.

Changes to By-laws become effective as soon as they are made by the Board. However, all changes must be ratified by the Members at the next General Meeting to be held and are to be published on the notice board, club website and the electronic information screen as soon as possible after their implementation.

3. COMMITTEES AND SUB-COMMITTEES

- 3.1 An Executive Committee of Members, as defined in by-law 3.2 and 3.3, can make urgent decisions on matters that cannot be delayed to the next scheduled Meeting. The decision must be presented at the next Meeting for confirmation.
- 3.2 The Executive Committee of the Board shall be Chairperson, Vice Chairperson and a Director.
- 3.3 The Executive Committee of the Bowls section shall be the President, Secretary and two (2) committee members.
- 3.4 Committees and Sub-committees other than those appointed by/and or responsible to the Board are accountable to the Bowls committee with the exception of the Selection committees in respect to the selection of Pennant Teams only. All Committees are subordinate to the Board and, therefore their decisions can be subject to review.
- 3.5 A quorum for the Bowls committee is more than 50% of the appointed committee members including the Chairperson.
- 3.6 A quorum for a Selection Committee, including chairperson, is more than 50% of the elected members.
- 3.7 A list of Office-Bearers will be supplied to the Board by the Bowls Section and any changes are to be notified promptly to the CEO.
- 3.8 The Board and Bowls committees may appoint such sub-committees as are deemed necessary to achieve, or maintain satisfactory operation.

4. STAFF

- 4.1 All complaints against employees of the Club must be made to the Chairperson or CEO.
- 4.2 Members are not permitted to reprimand employees of the Club or to direct them in their duties.

5. MISCONDUCT

- 5.1 Every Office-bearer is expected to report, and any Member may report, a Member whose conduct is considered to be prejudicial to the Club. That any report is to be in writing to the CEO, who will forward the letter to the Chairperson. As soon as possible the offending Member is to be informed that a written report has been made. On receipt of such a report, the Chairperson may decide to deal with the matter personally.
- 5.2 At the first available opportunity the Chairperson will explain the situation to the Board and state what action, if any, has been taken. If the Board decides that further action is necessary, the procedures in the Constitution will then apply. A Member may appoint an independent person to act on their behalf, supply supportive evidence from persons not involved in a dispute, and/or have an independent support person in attendance at a Board Meeting convened to act on any dispute.
- 5.3 Subject to appeals, the decision of the Board will be final.
- 5.4 The Club and its members must comply with the Bowls Vic Member Protection Policy which sets out procedures to be followed in dealing with harassment and other forms of inappropriate behaviour and the contact with and supervision of players under 18 years of age.

6. CONSUMPTION OF ALCOHOL

- 6.1 Consumption of alcohol is permitted within the precincts of the Club Buildings and grounds subject to the following Conditions:–
- 6.2 No alcohol shall be consumed on the Club Greens or within a 1.5 metre perimeter of Greens.
- 6.3 Any person refused service by the Bar staff because of inebriation shall be required to leave the premises immediately.

7. REMOVAL OF CLUB PROPERTY

- 7.1 No member shall remove from the Club premises or its surrounds any article or piece of equipment, being the property of the Club, without first obtaining the permission of a Board Member or CEO. The removal of such property must be recorded by the CEO.

8. NON-BOWLING DRESS STANDARDS.

- 8.1 Neat clean attire is required at all times in the Clubhouse.
- 8.2 Dress regulations will be policed by Members of the Board, Bowls committee and the Staff supervisor on duty.
- 8.3 Management reserves the right to refuse entry to any person whose dress does not conform to the required standards.

9. PARKING

- 9.1 Members and Visitors are not permitted to park in bays marked with "NO PARKING" or "RESERVED" signs.
- 9.2 Members and Visitors must strictly adhere to the time limit in the nominated "5 MINUTE" Parking Bays

10. DONATIONS, RAFFLES

- 10.1 No person shall solicit donations or offer raffle tickets without prior approval of the CEO or Chairperson.

11. GAMING

11.1 The control of the Gaming operation is vested in the Venue Operator and Chief Executive Officer appointed by the Board.

12. HONORARIUMS

12.1 At the first meeting of the Board following the Annual General Meeting of the Club, the Board shall decide whether an honorarium as out-of-pocket expenses shall be paid to the Chairman, Finance officer and the Secretary/Treasurer of the Bowls Section, and, if so, the amount thereof.

12.2 The Board may also decide at its discretion whether an honorarium and the amount thereof may be paid to any Member it deems appropriate.

12.3 Payment of all honorariums shall be after the last meeting of the Board, and prior to the next Annual General Meeting.

13. INDOOR BOWLS

13.1 The Indoor Bowls committee may organize games at any time outside of the summer pennant season provided that play does not interfere with any other organized activities of the Club Members, and at the discretion of the Committee. Members' family and friends shall be eligible to play.

14. ALTERNATIVE INDOOR ACTIVITIES

14.1 Indoor games or activities may be organised by Members, with permission of the CEO or if absent, the on-duty Supervisor, provided they are not of such a nature as would be likely to damage Club property and do not interfere with other organized activities.

15. DAMAGE TO GREENS

15.1 Members of the Board, the Green Director, Coach, Bowls Administrator, Bowls President, Vice-President and Secretary have the power to order bowlers from the Greens if it is considered they are causing damage. Except in any competition held under the Bowls Victoria Rules for competition, where the damage to greens provision will apply.

16. GREEN FEES

16.1 The application and charge of greens fees will be determined by the Board and these fees will be paid into the general funds of the Club.

17. PRIZES

17.1 Prizes will be presented by a representative of the Club and/or Sponsors to the Winners of all organized social games, Tournaments and Club competitions.

18. ALLOCATION OF RINKS

18.1 Overall rink allocation for all bowling events, including practice, will usually be decided by the Green-Keeper and/or the Bowls Administrator.

18.2 The request for an allocation of a rink, with at least 2 days prior notice, is to be entered on "rink booking sheet" stating time, date and event.

19. USE OF CLUB GREENS

- 19.1 No persons shall use the Club greens unless they conform to the following:
 - 19.1.1 Financial affiliated members of the club.
 - 19.1.2 Affiliated bowlers competing in approved competitions e.g., Pennant or other club sponsored games.
 - 19.1.3 Practice by a visiting affiliated member, with approval of a club official.
 - 19.1.4 Approved and supervised corporate/barefoot bowls/group events.
 - 19.1.5 New bowlers under instruction by a coach.
 - 19.1.6 No person shall be allowed to play on any green unless wearing smooth soled and heel-less shoes or bare feet.

20. PRACTICE

- 20.1 Routine practice for Club Members is permitted as follows:-
 - 20.1.1 Practice is permitted on prepared greens only and casual dress may be worn.
 - 20.1.2 Practice is allowed 7 days a week at times specified by the Green-Keeper or Greens-Director or on vacation of a green if an organized event is being played.
 - 20.1.3 Pre-Match Pennant practice is permitted as per the Bowls Victoria Pennant Competitions Conditions of Play. Players are not permitted to practice on the rinks allocated to their particular side.
 - 20.1.4 Ad-hoc practice sessions for shift workers etc: can be arranged through the Green-Keeper or Greens Director.
 - 20.1.5 With the permission of a Club Official a new player, or potential new player, can practice on the greens in the company of a Club Member. Prospective new bowlers will be offered official Club Coaching.
 - 20.1.6 Affiliated bowlers from other Clubs will be permitted to practice if permission has been given by a Club Official and if rinks are available.

21. SOCIAL BOWLS

- 21.1 The Bowls Committee and Bowls Administrator will organize and control all social bowls events and the dress code will be specified on the entry forms.
- 21.2 Entry forms will be placed on the Notice board, and individual or teams will be entered thereon. When the specified number of bowlers is reached, additional names may be entered as reserves. The Committee will assign reserves to teams as and where desired.

22. TOURNAMENT BOWLS

- 22.1 The Bowls Committee will organise and control all aspects of Tournaments.
- 22.2 Entry forms will be placed on the Notice board and, when appropriate, will be posted out to players of other Clubs. Entries will close on the date specified or when the required number of Bowlers/teams has been reached.
- 22.3 As soon as practicable after entries have closed the person responsible will conduct the draw for the event and it will be displayed on the notice board.
- 22.4 A Tournament involving play-offs will be conducted in accordance with Bowls Victoria rules.

23. BAREFOOT BOWLS/CORPORATE BOWLS

- 23.1 It is the responsibility of the Bowls Administrator to manage barefoot bowls and corporate bowls events.

24. SELECTION COMMITTEES

- 24.1 There will be two selection committees, mid week and Saturday.
- 24.2 At their first meeting, the committee will elect a Chairperson and that person will be responsible for all matters directed to the committee.
- 24.3 Each Chairperson will be a Member of the Bowls Committee.
- 24.4 Each Selection committee is required to comply with the Clayton Bowls Club Pennant Selection Policy and Guidelines (attached as an appendix).
- 24.5 Each Selection Committees, in consultation with the Senior Coach, is responsible for the selection of Club sides playing in the Pennant competition. Their aim is to select the best players available for each Pennant round and for other games that it controls.
- 24.6 The Senior Coach, will assist, in consultation with the club selection committee, in the selection of the premier division pennant team, at which he shall be entitled to exercise the right to veto any selection, if deemed necessary, and in the best interest of the sides and The Club.
- 24.7 The selected Pennant sides for each round, pennant results and ladders will be displayed in a prominent position in the Clubhouse and on the Club Website.
- 24.8 Each committee shall maintain a statistical record of the progressive performance of each side in the competition.
- 24.9 Pennant results and ladders will be displayed in a prominent position in the Clubhouse.
- 24.10 The committee may move players between teams, and/or sides, as it deems necessary.
- 24.11 All players who have changed sides after publication will be contacted in person by the Selection Committee or their nominated representative.
- 24.12 Players who refuse to play in a side, team or position for which they are selected may be relegated to a lower side or, at the committee's discretion, may be omitted from selection for pennant sides as long as deemed necessary.
- 24.13 Players with a grievance concerning selection will be provided with the opportunity to meet with the Selectors to explain their grievance.

25. PENNANT BOWLS

- 25.1 The Side Captains/Managers of Pennant teams are responsible for seeing that all formalities relating to the conduct of a match are carried out efficiently and courteously by all players.
- 25.2 With regard to Pennant, Members are responsible for the following matters:-
 - 25.2.1 Advising the Selection Committee of the day, or days, they will not be available for selection. Where possible the fact should be entered on the forms provided for that purpose.
 - 25.2.2 Ascertaining whether they have been selected in a side.
 - 25.2.3 Reporting to their Side Captain/Manager on arrival at the Club (unless they are going directly to the opposition Club)
 - 25.2.4 Recording the fact that they are going directly to the opposition Club or, if that cannot be done, advising the Side Captain/Manager as early as possible.
 - 25.2.5 A player who fails to comply with the provision of By-law 25.2.3 will be considered to be unavailable and a substitute may be appointed in their place.
 - 25.2.6 Rinks for Pennant sides are allocated by the Green-Keeper/Director. Players are not permitted to practice on the rinks used by their side and, on Pennant days, practice is only permitted at times specified in Bowls Victoria Pennant Competitions Conditions of Play.

26. BANKERS (PENNANT DAYS)

- 26.1 If rinks are available on a Pennant Day, the Selection Committee, or a person appointed by the Selection Committee shall organize a competition for those Members not selected in a Pennant team, who have placed their names on the Bankers list provided for the day's play.

27. COMPETITION BOWLS

- 27.1 The Bowls Administrator, in conjunction with the Selection Committee will organize and control all Club competition events. Their duties will include – organizing the making of the Draw (ensuring there are Byes in the first round only) deciding the time-frames for each round and assigning handicaps where appropriate.
- 27.2 Rinks will be allocated by the Green-Keeper provided sufficient notice has been given via the list provided on the notice board. Where there are more matches listed than there are rinks available, priority will be given to games which need to be played before the closing date of a round. In such circumstances the decision of the Selection committee will be final.
- 27.3 Competition matches may be played on any day except Saturday, provided that rinks are available. (Organized Club events have preference).
- 27.4 For preliminary rounds, and most Finals it is the responsibility of opponents to arrange a suitable time to play their game. However, the date and time for the Singles Finals will be decided by the Selection Committee.
- 27.5 If a game is not completed in the specified time the player, or team, available to play will be advanced into the next round and the opponent/s will be eliminated. If play is not possible due to inclement weather, rescheduling shall be determined by the Selection Committee. Should a dispute arise, the decision of the Selection Committee is final.
- 27.6 Dress for competitions will usually be casual. However, all finals are to be played in compliance with Bowls Victoria Regulations for Attire. In addition, where a competition game is to be played while a Club event is being held, the dress specified for the Club event is to be worn.

28. SMOKING

- 28.1 Smoking is defined as having a lit cigarette, pipe, cigar, electronic nicotine delivery system (ENDS) including *e-cigs, *e-cigarettes and any other forms of smoking device.
- 28.2 All outdoor areas shall be smoke-free for the duration of any event held exclusively for children under the age of 18 years.
- 28.3 Excluding the provisions of 28.2, the following areas shall be smoke-free all other times:
 - 28.3.1 the green;
 - 28.3.2 No smoking is permitted within a 1.5 metre perimeter of the greens when any games or practice sessions are being undertaken;
 - 28.3.3 all indoor areas, excluding designated smoking areas;
 - 28.3.4 all covered and enclosed outdoor areas;
 - 28.3.5 all outdoor dining areas;
 - 28.3.6 all al-fresco dining areas; and;
 - 28.3.7 Within five (5) metres of any building entrance or food preparation area, BBQ etc.

29. ATTIRE

- 29.1 Footwear must have flat rubber heel-less soles, sandals may be worn without socks but thongs are not permitted. Correct footwear must be worn whenever a member is on the green.
- 29.2 It is the responsibility of the Club president to ensure that all Members of a Club Pennant Side and or representative Team are correctly attired at all times. If a Club fails to comply with the Bowls Victoria Regulations for Attire for a Pennant match and a formal complaint is made by the opposing Club to Bowls Vic, this could result in either a fine, loss of points or forfeiture of the Match.

30. DEFINITIONS

- 30.1 A Student Member is a Member who has attained an age of 18 years, and includes all who are still Students until the age of 25 years.
- 30.2 A Junior member is a member who has not attained an age of 18 years.

31. LAWS OF THE GAME OF BOWLS

31.1 The laws of the Game of Bowls as adopted by Bowls Australia shall apply to all games played under the control of the Club, except when specifically stated otherwise.

32. COMPUTER, INTERNET AND EMAIL POLICY

32.1 The Club recognises that its computer system, email and internet resources are critical tools of the business.

32.2 The Club expects an appropriate standard of behaviour for all users of the Club's computers, email and internet resources. Users are entitled to access and use the Club's computer, email and internet resources for club related business.

32.3 The use of Club computers must comply with the Club's internet and email policy.

33. ANIMALS

33.1 No animals are permitted on Club Premises unless they're a Guide Dog or have an Assistance Animal Pass.

34. BOWLS ADMINISTRATOR/SOCIAL BOWLS MANAGER

34.1 The Administrator's/social bowls manager is essentially responsible for:

34.1.1 Managing all administrative aspects of a professional bowling club including all matters relating to compliance with Bowls Victoria, tournaments and player communication.

34.1.2 Increasing affiliate and social memberships and increasing social bowls events' (participation and variety) at Clayton Bowls Club. Such initiatives include

34.1.3 international competitions

34.1.4 local sporting clubs interclub round robin

34.1.5 girls on the grass

34.1.6 jack attack

34.1.7 bowling with babies

34.1.8 school competitions

34.1.9 Supervising and managing all aspects of Barefoot Bowls events.

34.1.10 Managing and increasing cash sponsorship levels.

35. CLUB COACH

- 35.1 The role of Bowls Coach, includes the following responsibilities:
- 35.1.1 Being the captain and selector of the Premier League team and being available to play in all pennant matches and finals.
 - 35.1.2 Liaising with the Bowls President, Chairman and the Bowls Administrator to identify, approach, recruit and contract new players.
 - 35.1.3 Coaching members and potential members.
 - 35.1.4 Managing all club competitions including championships and practice sessions.
 - 35.1.5 Supporting and advising the Bowls Administrator and club selectors.
 - 35.1.6 Perform other bowls duties as reasonably requested.

36. GREENS DIRECTOR

- 36.1 The Board shall have the power to appoint a Greens Director or nominated delegate after consultation with the Bowls Section Committee.
- 36.2 The Greens Director or nominated delegate shall have full control and supervision of the playing area for all pennant games, tournaments and bowls events .
- 36.3 The Greens Director or nominated delegate shall have power to prevent play or close one or more greens at any time when it is considered the playing surfaces may be damaged.

37. MEMBERSHIP CARDS AND REWARD POINTS

- 37.1 Membership Cards are for personal use only and must not be used by anyone other than the card holder.
- 37.2 Membership rewards points accumulated and not redeemed by 30th June in each year will be forfeited.
- 37.3 Membership rewards points will not be accumulated after 1 July in any year until a member has paid the Annual Subscription or any other fees in arrears.

38. CLUB COLOURS

- 38.1 The colours of the club for the purposes of pennant uniforms will be green, yellow and white.