

# Buckingham Bowls Club Inc.

*(Established 1905)*



## General By-Laws

*ADOPTED 25<sup>th</sup> February 2015*

## Amendments to the By-laws.

Amended Part 3 Section E4. Board meeting 27/5/2015

Amended Part2 Section A, Part 4 Sections B, E, F, H and I. Board meeting 28/19/2016

Amended Part 3 Section B. Board meeting 26/4/2017

Amended Part 6 Bowler of the Year. Board meeting 29/9/2017

Amended Part2 Section B Match Committee. Board meeting 29/3/18

Amended Part 4 Section N. Board Meeting 26/4/18

Amended Part 4 Section N Club Championships. Board meeting 30/10/18

Amended Part 4 Added Section O Dumping of Bowls. Board Meeting 8/7/19

Amended Part 4 Section N Women's Pairs Format. |Board meeting 17/9/20

Amended Annexure A Job Descriptions – added Vice President. Board Meeting 7/7/2021

Amended Part 7 General By-Laws, Bereavement. Board Meeting 4/8/2021

Amended Annexure A Job Descriptions – added Cleaner. Board Meeting 8/9/2021.

Amended Part 2 A,B,F; Part 3 E; Part 4 B,D,F,H,I,N,O; Part 6 A; Part 7 B,D.  
Board Meeting 8/9/2021

Amended Part 7 General By-laws, Bereavement. Board Meeting 10/10/2022

Amended Part 4 N. Club Championships – separated out into standalone conditions of play.  
Part 6 Bowlers of the year - separated out into conditions of play.  
Board Meeting 10/10/2022

Amended Part 4 Matters affecting the game of bowls and selection policy and procedure  
A Procedure for appointing Pennant Selectors  
Board Meeting 10/07/2023

Amended Annexure A – Position Descriptions. 3. Cleaner.  
Board Meeting 10/09/2023

Amended Part 1 – Membership. A. Proxy Voting Rules  
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Board Meeting 13/11/2023

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# BUCKINGHAM BOWLS CLUB INC.

## BY-LAWS

These By-laws are made according to the Constitution and Rules of the Buckingham Bowls Club Inc.

### Part 1. Membership

#### A. AGM Proxy Voting Rules

- Proxy votes are to be given in such a manner and by such methods as may be determined by the Board from time to time, provided that they comply with *Section H, Voting, polls and determination of questions arising at General Meetings*.
- A member may only appoint one proxy and a Proxy voter may not hold more than one proxy vote.
- A proxy can only be given to a member who has the right to vote at the Annual General Meeting.
- A proxy appointment must specify the way the proxy may vote.
- A proxy appointed to attend the meeting has the rights to speak and vote as authorised on the Appointment of a Proxy form.
- A proxy must be a named individual.
- A proxy cannot be transferred to a third person.
- The Proxy Form must be delivered to the Club Secretary at least 48 hours before the meeting.
- A proxy does not have the authority to speak and vote for a member at the meeting while the member is at the meeting.
- The proxy authority ends at the conclusion of the Annual General Meeting.

#### B. Honorary Members

1. The secretary must maintain a register of honorary members.
2. The register of honorary members may be kept in writing or in any electronic recording process approved by the board. It may be kept in conjunction with any other register maintained by the club. This register must be available for inspection by any full member of the club upon request.
3. A person who wishes to nominate a person as an honorary member must record the name and address of that person in the register, the date of the recording and the period for which that person will hold that honorary membership. Subject to the constitution and these by laws that person will thereupon become an honorary member for the period nominated without the need for the board's prior approval.
4. No person may be admitted to honorary membership for any period longer than 3 consecutive days in any calendar month.
5. An honorary member must observe the rules and conduct as required of a full member.
6. No person who has been expelled from the club may be nominated as an honorary member.
7. The Board (or the executive acting in accord with these rules) may at any time having regard to the best interests of the club, refuse to accept the introduction of an honorary member. If necessary, the refusal may be made in advance of the day the person is proposed to be introduced as an honorary member.

### **C. Special rules relating to Occasional Playing Members**

- 1.. No person may be admitted to membership as an Occasional Playing Member for any period longer than 3 consecutive days but an Occasional Playing Member may renew their membership on consecutive days.
2. The membership of an Occasional Playing Member is only effective on the actual day or days of the approved ad hoc competition.
3. An Occasional Playing Member becomes a member upon payment of their subscription without the prior need for the board's approval.
4. The Board (or the executive acting in accord with these rules) may at any time having regard to the best interests of the club, refuse to accept the membership application of an Occasional Playing Member. If necessary, the refusal may be made in advance of the day of the approved ad hoc competition for which that person seeks membership and before the person makes the actual application.
5. The Board (or the executive acting in accord with the constitution or these bylaws) may at any time expel an occasional playing member from the club if, in the opinion of the board of management (or the executive acting in accord with these rules), the member is guilty of conduct detrimental to the interests of the club.
  - (a) The expulsion takes effect upon receipt of the notice of the expulsion.
  - (b) That expelled member has the same right to appeal against their expulsion as all other members have against expulsion.
  - (c) Should the appeal succeed then that person's membership will be restored.

### **D. Life membership guidelines policy**

#### **Introduction**

1. This policy has been developed to outline guidelines and procedures to be followed in applying for and considering conferring Life Membership on members of the Buckingham Bowls Club (the Club).
2. Life Membership should be given for outstanding and extra-ordinary service to the Club and not as a reward for long service. It should not be an automatic reward for holding any specific office for a specified period of time.

#### **Nominations**

3. Any current Member of the Club has the right to nominate a person for the award of Life Member of the Club.
4. The nomination must be in writing and must be signed by two current members of the Club and should be sent to the Secretary of the Club. In the event that the Secretary is the nominee, the nomination is to be made to the President.
5. The nomination must include as much detail as possible supporting the nomination including:
  - (a) Details of outstanding and exceptional contribution to the operation of the Club above and beyond that of their peers. Details of consistent contribution to the welfare of the Club over a period of time.

- (b) Length of membership of the Club.
- (c) Details of Executive positions (President, Secretary or Treasurer) held on the Club Board or Men's Bowls Section or Women's Bowls Section and when.
- (d) Details of other positions held on the Club Board or Men's Bowls Section or Women's Bowls Section and when.
- (e) Details of specific service to the Club – running of major or other tournaments, running of social bowls, service on sub-committees, manager of teams, coaching, umpiring, team selection, bar duties, kitchen duties, greens maintenance, buildings maintenance or fundraising activities and when.
- (f) Details of Bowls Tasmania South, Bowls Tasmania and Bowls Australia representations achieved (if any).

### **General Guidelines**

6. The service for which Life membership is to be considered must be to the Buckingham Bowls Club. Service to Bowls Australia, Bowls Tasmania and Bowls Tasmania South may be submitted as supporting evidence but would not normally constitute the deciding factor.
7. Matters to be taken into account in determining whether or not Life Membership will be granted are as follows:
  - (a) ***Essential Criteria*** With the exception of Life Memberships awarded in Exceptional Circumstances, to be nominated and considered for Life Membership, it is essential that the nominated person meets the following criteria:
    - (i) Outstanding and exceptional contribution to the operation of the Club.
    - (ii) Consistent contribution to the welfare of the Club over a period of at least ten years.
  - (b) ***Desirable Criteria*** With the exception of Life Memberships awarded in Exceptional Circumstances, to be nominated and considered for Life Membership, it is desirable that the nominated person meets the minimum criteria in at least two of the following four areas or double the minimum requirements in just one area:
    - (i) Executive Position (President, Secretary or Treasurer) held on the Club Board or Men's Bowls Section or Women's Bowls Section for at least three years.
    - (ii) Other Positions held on the Club Board or Men's Bowls Section or Women's Bowls Section for at least six years.
    - (iii) Specific service to the Club – running of major or other tournaments, running of social bowls, service on sub-committees, manager of teams, coaching, umpiring, team selection, bar duties, kitchen duties, greens maintenance, buildings maintenance, fundraising activities or in some other area which has made an ongoing and important contribution to the operation of the Club for at least six years.
  - (a) ***Exceptional Circumstances*** Life Membership may be granted when a Member does not meet the Essential and Desirable Criteria above but has completed a major undertaking or task for the Club that is critical to the ongoing viability of the Club

- (b) ***Other matters to be considered*** Members will not be automatically awarded Life Membership simply by meeting the above criteria. When considering nominations for Life Membership, the performance and service standards of the nominated member during their tenure in their Executive positions, other Board or Bowls Section positions or other specific service to the Club will be taken into consideration. In addition, the nominated member should be devoid of personal conflict within the Club in that they do not cause conflict, division, disruption within the Club – and this will also be taken into consideration when considering the nomination.
- (c) ***Maximum Number of Life Members*** Whilst no restrictions should be placed on the number of Life Memberships awarded annually or in total, it should be regarded as a rare honor
- (d) ***Minimum Notice*** Nominations must be submitted to the Secretary at least two months prior to the Annual General Meeting at which the nominations will be considered – so that proper consideration can be given to the nominations.
- (e) ***Presentation of Life Membership*** Any Life Membership awards should be presented on a special occasion providing due recognition of the performance of the newly appointed Life Member.
- (f) ***Register*** A register of all Life Members is to be compiled and kept up to date by the Club Secretary. The supporting material used to determine the award is to be included in the register. All Life Members must be listed on the Honor Boards erected in the Club and on the Honor Board section of the Club website.
- (g) ***Sub-Committee to consider Nominations*** A Sub-Committee of three long-serving members of the Club – preferably consisting of at least one current Life Member of the Club and a minimum of one male and one female member – is to be appointed by the Board to consider any Life Membership nominations received and make a recommendation back to the Board as to whether or not the Sub-Committee considers that the nominee deserves to become a Life Member of the Club.
- (h) ***Subscriptions for Life Members*** No annual subscription is payable for Life Members.
- (i) ***Voting for Life Members*** Any Board recommendation to an Annual General Meeting of the Club for Life Membership must be approved by a two thirds majority of the Club Board present at the Board Meeting at which the Sub-Committee's recommendation is considered.



## Part 2 Committees

### A. Bowls Committee

- 1 The function of a Bowls Committee is to administer all bowls competitions, including pennant and representative competitions, with the exception of social competitions which have been assigned to the Social Bowls Committee by the board of management.
2. The Bowls Committee should meet each month during the competition period and at additional times as are necessary.
3. The Bowls Committee should nominate a playing member to the board of management to liaise with the green's contractor.  
The synthetic green is to be managed by Club members
4. The Bowls Committee and the sub-committees established to manage bowling must take note of directions given by the Greens Contractor for the management of the Green and must give effect to these directives in their management of bowling events.

### B. Match Committee.

1. The Bowls Committee may take on the role of a Match Committee itself or may appoint a separate Match Committee.

If appointed, the Match Committee will be a sub-committee of the Bowls Committee.

If appointed, there will be up to six (6) members on the Match Committee with at least two men and two women represented on the Committee.

The duties of the Match Committee are:

- (a) Conduct and supervise BTS pennant matches
- (b) Conduct and supervise Club Championships
- (c) Conduct and supervise any other competitions including Bowls Tasmania and Bowls Tasmania South championships or events allocated to it by the Board or the Bowls Committee.

### **C. Social committee**

1. The Social Committee must attempt to arrange at least one major social event for each calendar month.
2. The Social Committee is responsible for all raffles, prizes and other fund-raising activities associated with social and bowling events at the club.
3. The Social Committee may delegate to social sub-committees the responsibility of planning and conducting any particular social events.
4. These subcommittees must be chaired by a member of the Social Committee and consist of volunteers, (who do not need to be members of the Social Committee), recruited to serve on that sub-committee.
5. The Social Committee is responsible for all raffles, prizes and other fund-raising activities associated with social and bowling events at the club and must liaise with the Greens, Bar, Bowling and Catering Committees where coordination and cooperation are required.

### **D. Bar Committee**

1. The Bar Committee is responsible for the management and operation of the bar, including its staffing, stock, hours of operation, prices, stocktaking, and record keeping for proper financial management as required by the *Liquor & Licensing Act 1990* and the needs of the club.
2. It shall liaise with the club's Treasurer and provide through the Treasurer monthly reports to the board.
3. A stock count must be conducted at not less than six (6) monthly intervals and the results reported at the board meeting.
4. The Bar Committee must maintain a proper record of takings, and this record must be included in the checks carried out by the Auditor.

### **E. Catering Committee**

1. The Catering Committee is to be responsible for the provision of food and beverages other than bar service for Club functions including pennant afternoon tea.
2. To be responsible for the management and effective operation of the kitchen and dining room and shall be equally concerned to provide quality service to members and visitors and to maximize profitability of catering.

### **F. Social Bowls Committee**

1. Social Bowls shall mean any game played at Buckingham Bowls Club other than Pennant Games, Classic Pairs, Show Day Carnival, Anzac Day Carnival and Club Championships or any other event that the Club wishes to promote
2. Election of Social Bowls Committee shall be in accordance with Club By-Laws
3. The Committee shall consist of no less than four or more than six members
4. The Committee shall decide what types of games are to be played and the duration of these games. They shall also set the fees and decide on appropriate prizes.
5. At all times the Committee shall confer with the green's liaison person as to the availability of greens.

### **Part 3 Matters relating to members' conduct, club property and staff**

#### **A. Member protection policy**

1. The Bowls Tasmania "*Member Protection Policy*"

- (a) Applies to all members, employees, contractors and visitors while engaged in bowls activity associated with the club and while on club premises.
- (b) Is a by-law of the Club.

#### **B. Code of Conduct**

1. All members, employees, contractors and visitors while engaged in bowls activity associated with the club and while on club premises are bound by this code of conduct

- (a) Be ethical, fair and honest in all their dealings with other people;
- (b) Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- (c) Always place the safety and welfare of children above other considerations;
- (d) Comply with the Club's constitution, rules and policies including the Member Protection Policy;
- (e) Operate within the rules of the spirit of the sport.
- (f) Comply with all relevant Australian laws (Federal and State), particularly any discrimination and child protection laws;
- (g) Be responsible and accountable for their own conduct.

#### **1. Representing the Club**

Members are deemed to be representing the Buckingham Bowls Club (the Club) in any of the following situations:

- a) As part of any representative team on behalf of the Club;
- b) When wearing the club uniform or other dress that identifies the person as a member of the Club;
- c) When attending any function on behalf of the Club; and
- d) When playing bowls at any level of the game, including practice and social games.

#### **CODE VIOLATIONS**

When representing the Club, members are expected to do so in the spirit of the game and abide by this Code before, during and after games.

The following are examples (but not a complete list) of unacceptable actions and are violations of this code.

- a) Use of offensive language.
- b) Abuse, threats or intimidation of Club committees, staff, game officials or selectors in the course of their duties.

- c) Any form of physical, verbal, mental, emotional and/or sexual abuse or discrimination based on gender, creed, sexual orientation, disability or ethnic origin of a member or visitor to the Club.
- d) Wilful damage to the Club or the Club's property (such as furniture, fittings, equipment, greens and so forth)
- e) Acting in a manner unbecoming of a member of the Club, or prejudicial to the purposes and interests of the Club and/or the sport of lawn bowls.
- f) Bringing the Club, and any other member of the Club, or sport of lawn bowls into disrepute.
- g) The use of social media or online internet forums for what is deemed to be detrimental or defamatory to the Club, its members or the sport of lawn bowls.

## **VISTING THE CLUB**

Members visiting the Club must comply fully with the constitution, Rules and By-Laws of the Club, as well as relevant Tasmanian laws which control the operations of licensed premises.

## **DRUGS IN SPORT**

The Club condemns the use of performance enhancing drugs. The use of or trafficking in performance enhancing drugs or recreational drugs in any situation where you are perceived as representing the Club is a violation of this Code.

## **MANAGEMENT OF ALLEGED CODE VIOLATIONS**

If any member is perceived to have violated this Code, the Board will initially investigate the allegations in accordance with the Constitution.

Any member whose actions are considered to be in breach of this Code may, after being heard, be reprimanded, suspended or expelled from the Club or otherwise dealt with in accordance with the Constitution.

### **C. Club Dress**

1. *Within the clubhouse* the minimum standard of dress within the club shall be neat casual with clean appropriate foot wear; long trousers, walk shorts, skirt or dress and upper garments. Brief attire is not appropriate.
2. *Foot wear on the green* the only footwear to be worn while on the greens at any time must be smooth soled heel-less shoes, unless special dispensation for other footwear is given by the Board.

### **D. Appropriate Language**

1. Language within the club precincts shall at all times be moderate and subdued. Bad language will not be tolerated.
2. If a member persists with the use of bad language after due warnings from a Club officer or a Board member then the matter will be dealt with by the Board.

### **E. Attire for club championships and other events**

1. In all practice sessions and in all social games held at the Club, members are permitted to wear neat casual clothes.
2. In all games of Club Championships except the Grand Final, members are permitted to wear neat casual clothes.
3. For all Grand Final games in Club Championships, members must wear Club colors.
4. For Anzac Day Club colours must be worn
5. For Presentation Day all recipients of badges and trophies must wear Club colours.

## **F. Damage to Club property**

1. No member of the Club may remove any property of the club from the club's premises without permission. No member of the club may deface, tear or injure the property of the club including unauthorised interference with club electronic recording devices and records. Members inflicting such damage must pay the assessed costs of such damage.

## **G. Reprimands to staff and volunteers**

1. A member has no right to reprimand a staff member or volunteer of the club. Where a member considers a staff member or volunteer has acted out of order, this must be reported to the Secretary for attention. If the secretary is not available the report must be made to any Board member present. That Board member must refer it to the Secretary.

## **H. Complaints**

1. All complaints regarding members, officers and servants of the club, or other matters must be made in writing to the Secretary, who shall submit them to the board. Where the complaint is of a major nature, or is of such urgency that it should not be delayed until the next board meeting, the Secretary must refer the matter to the executive.
2. When the circumstances at the time preclude a member from enjoying the rights and priorities in which that member is entitled, that member may exercise their rights by requesting a board member to require any offending member to adhere to the rules laid down. (Was 186)
3. Where the offending member referred to in the above rule fails to give way to the rights of the offended member, the offended member may take action in accord with the rule above concerning complaints.
4. In the resolution of complaints the Board, the Executive and all members must have regard to the Bowls Tasmania "*Member Protection Policy*".

## **I. Disputes**

1. A dispute:
  - (a) between a member of the club, in the capacity as a member, and the club; or
  - (b) between members of the club, in their capacity as members of the club;is to be determined in accord with the Bowls Tasmania "*Member Protection Policy*".
2. This bylaw does not affect the operation of rule concerning an appeal against expulsion.

## **Part 4 Matters affecting the game of bowls and selection policy and procedure**

### **A. General**

1. In these by laws a selection committee is responsible to the Bowls Committee which appointed the Selection Sub-Committee.

### **B. Procedure for appointing Pennant Selectors**

The Bowls Committee at the conclusion of a current Pennant Season will call for expressions of interest for Selectors in the following roles:

Chair of Saturday and Wednesday (combined) and Chair of Thursday pennant selectors, plus selector for Premier Division and selector for Thursday Division 1 for the following season.

Any full playing member of the Club can put forward an expression of interest to become a selector or the Chair of Selectors. A member cannot submit an expression of interest for a division higher than that they played the previous year “except in exceptional circumstances”.

An expression of interest form is to be made available in the Clubroom for a two-week period after the appointment of the Bowls Committee following the AGM.

The expressions of interest will then be considered by the Bowls Committee. They will nominate whom they consider the best candidates and present these to the Board.

Casual vacancies will be appointed by the Bowls Committee where necessary.

It is required that selectors have undertaken a selector’s course or will do so at the earliest opportunity.

### **C. Role of a Selection Sub-Committee**

2. The role of a Selection Sub-Committee is to select members for all sides entered by the Club in the Bowls Tasmania South pennant roster and to make other provisions for members who are available to play in pennant sides but who are not selected for inclusion in any pennant side.

### **D. Role of Chair of Selection Sub-Committee**

1. The role of the Chair of the Selection Sub-Committee is as follows:
  - (a) Chair Selection Sub-Committee meetings. The role does not include selection of players, except as provided in “F.5 Selection of Pennant Teams”.
  - (b) Ensure selectors have up-to-date available members lists;

- (c) Ensure selectors have an up-to-date unavailable members list for selection meetings;
- (d) Report regularly to the Bowls Committee on the operation of the Selection Sub-Committee or on any other occasion that the Bowls Committee requests a report;
- (e) To troubleshoot any problems re selector clashes;
- (f) Protect selectors from disgruntled members;
- (g) Handle any appeals/complaints from members;
- (h) Inform members of the outcomes of any appeals/complaints, and
- (i) Call other meetings of the Selection Sub-Committee if the occasion demands or on instruction from the Bowls Committee.

## **E. Selection Criteria**

The following factors will be taken into account by Selectors when selecting pennant teams:

1. All round individual performance of players including ability to play forehand, backhand and conversion shots.
2. Ability and performances in club championships, Bowls Tasmania South and Bowls Tasmania championships and Club social bowls events.
3. Player attitude towards the Club, fellow players and members of the Club focusing in particular on effort at practice and match days, timeliness of attendance and contribution towards team spirit and performance.
4. Teams need to be balanced and this may mean selections that may appear at an individual level to be unwarranted
5. Players should maintain an appropriate level of fitness relative to the level of bowls they are playing.
6. At least one training per week is compulsory and players in the top pennant teams are expected to train twice per week.
7. Players who have not paid their subscriptions will not be selected.
8. If a player is unable to play, they will not automatically be re-selected in that division.

## **F. Selection of Pennant Teams**

1. The Selection Sub-Committee is the sole body responsible for the selection of pennant sides according to these guidelines.
2. If the Bowls Committee is of the view that the Selection Sub-Committee is misinterpreting these guidelines it shall arrange for a joint meeting of the Selection Sub-Committee and the Bowls Committee to be held to discuss any matters of concern.
3. The Selection Sub-Committee will use the system of selection of the highest side firstly and then other sides in order down to the lowest ranked division side.
4. The selection of the Club's pennant sides should be a shared responsibility of all selectors. Accordingly, selectors have a dual role as follows:
  - (a) They are to be responsible for selecting the side for which they were appointed selector.

- (b) They are to assist, advise and co-operate in the selection of the other pennant sides not just the side for which they were appointed.
5. If selectors cannot agree on the placement of a member or members in pennant sides the matter shall be voted on by all selectors with the chair having a casting vote only.
  6. Selectors will at all times place the interest of the club ahead of individual members.
  7. Promising bowlers will be given every opportunity to advance by trialing in higher positions where, if they demonstrate consistent performance at that level on the opinion of their skip, they will be promoted accordingly.
  8. Unless there are special circumstances, no member should be demoted further than to the next lower division. However, if a member does request to be demoted to a lower division, they may not be selected again in the higher division in that season unless exceptional circumstances arise.
  9. A member who makes themselves unavailable because of travel to any other venue may be considered for a lower division (if a vacancy exists). Unless there are special circumstances, preference will be given to his replacement in subsequent games.
  10. A member who refuses to play where selected will be regarded as unavailable for subsequent games until the member advises the Chairman of Selectors that that member is ready to play where selected.
  11. As a general rule, those members not selected for Saturday pennant games will be given preference for midweek pennant games.
  12. Members available for Saturday pennant games must be selected before Social Playing members or substitute players are selected.
  13. Male members must be selected for Midweek pennant before opposite gender or substitute players are selected.
  14. Women Members must be selected for Women's Thursday pennant before opposite gender Members or substitute players are selected.
  15. If a surplus of Members is available for Pennant, players must be regularly rotated in all divisions.
  16. Selectors should consider using an appropriate method of member performance appraisal for the sides they select.
  17. In any case when there is a shortage of members in a team playing in a pennant competition, the chair of the Bowls Committee or any person appointed by that bowls Committee for this purpose, may authorize a member who is restricted to playing on the green for social play and competitions approved by the Board to play as a substitute in that team. No person appointed to play in a pennant game under this rule may play in more than 3 pennant games in that season.



18 If at all possible, selections must be made and advertised on the Selection Board for

- a: Midweek Pennant by the Friday before the games.
- b: Thursday Pennant before practice commences on the Tuesday before the games.
- c: Saturday Pennant by the Monday before the games.

### **G. Eligibility for Bowls Tasmania South Pennant Finals**

1. The rules relating to player eligibility for finals must be in accord to the Bowls Tasmania South Conditions of Play for Domestic Competitions.

### **H. Practice**

1. Members are required to practice at the Club at least once a week.
2. "Skills practice" for all bowlers shall be arranged as considered necessary by selectors and coaches.
3. Women who are unable to attend Women's Tuesday practice will be considered for selection if they practice at the Club at least once a week at other times.
4. If possible, Selectors are to arrange practice sessions for all players in their Division.
5. Members must practice (where possible) with their selected side. It is the duty of the relevant skip to ensure this occurs.
6. Practicing at the above-mentioned times will assist Selectors in determining what particular division members should be selected in. It is very difficult for a Selector to make a decision on what division a member should play in if they do not see that member practice.
7. Preference will be given to members who practice regularly
8. Midweek pennant is not deemed to be practice.
9. Pre-season planning and practice matches will start immediately after Opening Day.
10. A development squad for members who show potential for promotion may be held as part of normal practice on Tuesdays under the guidance of Club coaches and senior players.
11. Women's Club Championship games can be played at Tuesday practice after lunch if approved by the Chair of Thursday selectors.

### **I. Grievance Procedures**

When a member has a grievance with their selection or any other selection matter, they are to lodge an appeal or complaint, in writing, with the Chairman of Selector's who is to table it at the next meeting of the Selection Committee or if deemed necessary call a special meeting of the Selection Committee.

Members are not to approach or contact a Selector in regard to any grievance concerning any selection matter.

Complaints, appeals or any grievance not in writing will not be heard.

The Chair of Selector's will advise the Bowls Committee of any complaint, any action taken and the outcome.

The Chair of Selector's will inform the member who lodged the appeal in writing the outcomes of the appeal or complaint.

If the member is not satisfied with the result, they may apply in writing to the Bowls Committee for a review. Should no resolution be forthcoming from that review, the member may take the appeal or complaint in writing to the Board for further consideration.

**J. Conduct Unbecoming relating to selection policy and procedure.**

1. The following behavior will not be tolerated by the Club and may result in penalties being placed on members for any such actions:
  - (a) Abuse or confrontation of a selector, including by telephone calls;
  - (b) Non-sportsmanlike conduct; and
  - (c) Any other behavior considered not in the best interest of the club.
2. Any such behavior reported by the Selection Sub-Committee must be resolved as a complaint to the Bowls Committee.

**K. Advice to members and responsibilities of members**

1. Any member demoted must be advised personally by the Selector for the side from which the member has been demoted as soon as possible after selection.
2. It is each member's responsibility to check the Pennant Selection Board to find out in which division they have been selected.
3. Any member who knows that they will be unavailable for selection for any game must indicate this on the "Unavailable for Pennant" list before 5.00 p.m. on the Monday before the game concerned.
4. A member who makes themselves unavailable because of travel to any other venue may be considered for a lower division (if a vacancy is available). Unless there are special circumstances, preference will be given to the member's replacement in subsequent games.
5. When playing away it is the responsibility of skips to arrange travel for their rink. This should be by means of a rotating agreement within their rink of who drives, etc. or whatever the skip/rink members arrange. Rinks should travel together wherever possible.
6. When sides are playing away those members who are going direct to the club where they are playing pennant, are requested to firstly advise their skip. This should be at the earliest possible time.

**L. Appointment of Club Coaches**

1. At the first meeting of the board after the annual general meeting, and at any other meeting of the board, the board may appoint one or more people to hold a position of "club coach". That person must be an "accredited coach" before appointment. A person appointed as a "club coach" holds that office until-
  - (a) the next first meeting of the board after the annual general meeting; or
  - (b) when that person ceases to be an accredited coach.

2. A person who prior to the first meeting of the board after the annual general meeting held office as a club coach and remains an accredited coach is eligible for reappointment as a club coach.
3. A club coach appointed by the board holds office subject to such terms and conditions as the board deems appropriate.
4. An “accredited coach” means a person who has completed a course conducted by Assessors and Presenter’s approved by Bowls Tasmania and Bowls Australia at “club coach” level or better.

#### **M. Green Care**

1. Each Bowls Committee will at all times have due regard to the directions given by the Green’s Contractor to ensure the appropriate management of the Green.
2. Subject to the provisions laid down by the laws of the game, the greens liaison member or in their absence, the manager appointed for the day, shall at all times have power to determine if the Green is fit for play and any conditions under which play shall be permitted.
3. No person wearing other than approved bowling footwear shall be permitted on the Greens. This rule does not apply to the greens workers while preparing or maintaining the greens.

#### **N. Club Championships – SEE STANDALONE CONDITIONS OF PLAY**

#### **O. Dumping of Bowls:**

1. The Bowls Australia Greens Protection Policy as amended from time to time will apply to all members. The policy outlines actions that can be taken against players who “dump” their bowls and in doing so cause damage to the club’s greens.
2. A good delivery is one which is delivered from below twelve (12) inches or thirty (30) centimetres above the green and which is delivered in a forward motion.
3. A player will be deemed to be “dumping” if they do not meet the above criteria.
4. A complaint that a player is “dumping” their bowls must be made in writing and will be referred to the Bowls Committee.

5. The Bowls Committee or a club coach will speak to the player who has been identified as a “dumper” and will review their bowling action to determine whether or not they are a “dumper”.

6. If the Bowls Committee determines that a player is a “dumper”, action which may be taken by the Bowls Committee includes:

- Remedial action to overcome the “dumping” action
- Coaching
- If all else fails, use of a bowling arm.

7. Any player who continues to “dump” their bowls will be referred to the Club Board to determine if the player should be banned from using the Club’s greens.

## **Part 5 Travel Reimbursement**

### **A. Introduction**

1. This policy has been developed to outline recommended guidelines and procedures to be followed in regards to travelling to other Clubs to play pennant games and reimbursement of travelling costs in getting there.

### **B. Travelling to other Clubs**

1. Members are responsible for getting themselves to all pennant games; however, teams should travel together wherever possible.
2. If a member is going direct to the Club where they are playing pennant, they are requested to place their name on the appropriate notice board or record book kept for that purpose. This will alleviate any waiting by other team members/skip on the day.

### **C. Use of bus to travel to other Clubs**

1. If, in the opinion of the team manager, it is not practicable to drive cars to a country venue a bus will be hired. A contribution will be paid by each player. The balance remaining will be covered by funds raised as agreed by the Buckingham Bowls Club Board. This By-Law will be reviewed annually.
2. It is the responsibility of the Team Manager of the division travelling to collect the contribution required from those travelling on the bus.

## **Part 6. Bowler of the Year – SEE STANDALONE CONDITIONS OF PLAY**

## **Part 7. General By-Laws**

### **A. Bereavement.**

**This by-law does not apply to former members.**

- The Club Secretary is to be notified of a passing as soon as is possible. The Secretary will then notify the Care Officer and President.
- In limited and exceptional circumstances, dispensation from any of this By-Law can be granted as authorised by the Executive.

#### **1. Current Playing Member/Life Member**

An email will be sent by the Secretary to all current Members and Life Members with notification of the passing and funeral details if known.

A notice shall be placed in the Mercury, including relevant Club details.

The Care Officer or Secretary will ascertain the family's wishes re wearing of uniform to the funeral, and/or a Guard of Honour, and Members will be notified.

Acknowledgement of passing to be entered into Club Newsletter.

#### **Club Flag:**

Non-Playing Life Member – the flag will be flown at half-mast on the next day the Club is open after notification of passing is received.

Current Playing Member - if the Member passes during a Pennant Season the flag will be flown at half-mast for the immediate pennant day (Wed/Thu/Sat) that the Member would normally play. Out of Pennant Season, as for non-playing Life Member.

#### **2. Social Member or Family of a Current or Life Member**

The Care Officer will send a card to the deceased's family, offering condolences on behalf of the Club. Acknowledgement of passing to be entered into Club Newsletter.

## **B. Flags**

1. The club flag shall be flown on all club pennant and competition days.
2. The Presidents flag shall be flown on occasions that person is present on club pennant and competition days or is otherwise officiating.
3. Sponsors flags are to be flown on appropriate occasions.
4. The Tasmanian flag shall be flown on all club pennant and competition days.
5. On special days, e.g. Anzac day, Australia Day, Queens Birthday, the appropriate flag shall be flown.

## **C. Care Officer**

1. This position is to provide support and comfort and recognize Club members who are experiencing difficult personal situations. This will include personal contact as deemed appropriate to the situation and forwarding cards and messages to members who are sick and those who have lost a spouse or close relative.
2. Provide feedback to members as appropriate remembering privacy is paramount.
3. Place names on notice board of members who are in hospital.
4. It is the responsibility of members to make Care Officer aware of any situations that may require attention.

## **D. Delegates to any bowls association to which the club is affiliated:**

1. Must be nominated by the Board of Management each year in accord with the rules of the Relevant association.
2. Should a delegate cease to be a member of the Club or for any other reason be unable or unwilling to act, the Board of Management may appoint some other member to act as a delegate.

3. Delegates to those organizations must act under the direction of the Board of Management.

## ANNEXURE A - POSITION DESCRIPTIONS

**This section is currently being updated**

### 1. President.

### 2. Vice President.

#### Responsibilities:

The general role of the Vice President is to support the President, assisting them to fulfil their responsibilities.

#### Knowledge:

To successfully undertake the role of Vice President the role requires the person:

- To be well informed of all club activities, especially those of all sub committees.
- Have a good working knowledge of the constitution, club rules and by-laws, policies and procedures, as well as the duties of all office holders.
- Strong understanding of the legal and compliance obligations of running the club.

#### Meetings:

In the absence of the President, the Vice President will:

- Chair committee meetings
- Chair the annual general meeting

#### Induction of the incoming Vice President:

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.

#### Essential Skills and requirements:

- Hold or be willing to apply for a current volunteer "working with vulnerable people" card.
- Is well informed of all other tasks – handle bookings and entries, respond to general duties as directed by the club..
- Can oversee organisational activities.

- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

### **3. Cleaner.**

#### Job brief:

The goal is to take care of our facilities and ensure our building is in a clean and orderly condition.

#### Requirements:

- Proven working experience as a cleaner
- Responsible and reliable.
- Ability to work alone or as part of a team.
- Knowledge of cleaning chemicals and supplies.
- Familiarity with Material Safety Data Sheets.
- Familiarity with OH&S requirements.

#### Responsibilities and Duties:

##### General:

- Responsible for basic cleaning in all areas of the Club.
- Clean floors as required, including dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor.
- Clean restrooms, including restocking dispensers, emptying trash and replacing liners, cleaning and sanitising fixtures, cleaning mirrors, spot cleaning partition doors and walls, sweeping and mopping tile floors, and cleaning toilets and urinals.
- Set up stocks, and maintain cleaning equipment and supplies.
- Follow all health and safety regulations.
- Perform other duties as requested.
- During Pennant Season clean outside toilets weekly.

##### Kitchen:

- Clean benches.
- Disinfect and clean sink.
- Friday: Mop floors.



**ANNEXURE B – CLUB FORMS**

**BUCKINGHAM BOWLS CLUB INC.**  
**Appointment of Proxy Form**

I .....

(Name)

being a financial member of Buckingham Bowls Club

appoint.....

(Name of proxy holder)

being a financial member of Buckingham Bowls Club as my proxy to vote for me on my behalf at the Annual General Meeting of Buckingham Bowls Club to be held on [Date of meeting] and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf:

in respect of any motion, or

in respect of the following resolution/s –

.....

.....

.....

Signed .....

.....

(Date)

**Note: Proxy Appointment forms must be received by the Secretary, Buckingham Bowls Club at least 48 hours before the time for holding the meeting**