



PAYNEHAM BOWLING CLUB INCORPORATED

BY-LAWS AND REGULATIONS

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SECTION ONE: ELECTIONS

By-Law 1

Nomination for election as member of the Board.

Preamble: Each Board member will nominate and be elected at the Annual General Meeting to coordinate areas of Club operations, either through managers or as managers, as specified in By-Law 2.1.

The purpose is to ensure that all aspects of Club operations are represented on the Board.

In line with the Constitution and Rules of the Club, nomination shall be made on Form 3 (see Appendix 1).

SECTION TWO: Management of Club

By-Law 2

2.1. Board Members

Board Members shall be elected at the Annual General Meeting pursuant to the Constitution.

Board Members coordinate or oversight areas of Club operations; they may directly manage or be spokespersons on the Board for an appointed manager, coordinator or convener.

Board Members are expected:

- to keep up to date in their knowledge and understanding of Club operations;
- to report to the Board each month on their areas of responsibility; and
- to prepare a written report of the year's activities in their areas of responsibility and other related matters for the Annual Report.

Board members may appoint a deputy or deputies to report to the Board in their absence.

The roles and responsibilities of individual Board Members will be determined after their election, based on their skills, abilities, experience and interests.

The Board is responsible for oversight of all activities necessary for the successful functioning of the Club including, but not limited to, the following areas. Possible tasks and duties in each area are listed in Appendix 2.

Secretary

The Secretary is the public officer of the Club.

The Secretary will liaise with the President, Treasurer, Club Manager and other Board members in their areas of responsibility, to ensure members are kept informed about developments and initiatives of the Club.

The Secretary shall be responsible for those duties included in the Constitution.

Treasurer

The Treasurer shall establish and coordinate a Finance Sub-committee of suitably qualified Club members (including elected Board members), co-opted Board members or authorised persons to manage the Club's finances and financial direction.

The Treasurer will report on the actions and activities of the committee at each Board meeting, identifying positive achievements in the preceding month and areas of concern.

The Treasurer shall be responsible for those areas specified in the Constitution.

Bowls Director

The Board is responsible for all decisions relating to managing bowls for the Payneham Bowling Club.

The Board will appoint a Bowls Director (who may be a Board Member or Associate Director), who shall establish and chair a Bowls Management Committee to coordinate and provide quality bowls outcomes for all categories of members.

The Bowls Director will report on the activities of the committee at each Board meeting and identify areas for improvement for the Board to consider.

Membership of the committee can include representatives from all categories of members and co-opted members with specific skills and/or interests.

Responsibilities of the Bowls Management Committee include, but are not limited to:

- Men's Pennants
- Women's Pennants
- Open Pennants
- Indoor Bowls
- Creating a Selection Committee
- Recruitment
- School Liaison
- Coaching
- Club Championship and other Tournaments
- Social Bowls
- Night Owls
- Umpires and Measurers

Membership Services Coordinator

The Membership Services Coordinator will liaise with the Secretary, Club Manager, other administrative staff and volunteers to coordinate and manage functions run by the Club for its members on its premises.

Property and Facilities Coordinator

The Property Coordinator will establish a Maintenance Subcommittee responsible for the maintenance and good governance of the Club's facilities.

Catering Coordinator

The Catering Coordinator will liaise with the Club Manager, Property Coordinator and kitchen employees to ensure food safety standards; monitor supplies for Club and community events; monitor equipment, including coffee machine and water coolers.

Club Manager

The Club Manager is the key person for day-to-day management of the Club and for promoting the Club and its facilities for broad community use.

The Manager is appointed by the Board and reports to the Board at its regular meetings.

The Manager will liaise with the President, Secretary, Treasurer and other Board members, committees and sub-committees to facilitate initiatives to enable the Club to grow financially and provide a positive, productive environment for Club members.

The Club Manager will attend all Board and other meetings as an *ex officio* member, updating the Board on activities within the Club and future opportunities.

SECTION THREE: Selection By-Law 3

3.1.1 The Selection Committee, a sub-committee of the Bowls Management Committee, shall consist of a Chairperson of Selectors and members appointed by the Board as recommended by the Bowls Director, as soon as practicable following the AGM.

The Selection Committee shall consist of at least one representative from each Pennant division. Where nominations are received from two or more members, the Board will appoint the selectors, following recommendations from the Bowls Director.

The Chairperson of Selectors shall have the authority to co-opt a temporary selector if an appointed selector is unavailable.

Under guidance of the Chairperson of Selectors, division selectors must regularly consult about player performance to inform selections for individual teams.

3.1.2 The selector for each division shall consult with players in that division and the Selection Committee and notify a player if they have changed division.

The Chairperson of Selectors

The Chairperson shall convene and chair the Selection Committee, manage discussions and procedures by which Pennant sides are selected, according to the Constitution and By-laws of the Club.

The Chairperson, in consultation with the Bowls Director, will develop written guidelines for selectors, based on the Constitution, these By-laws, Conditions of Play and eligibility of players as they apply to Pennant competitions each year.

- 3.1.4 The Chairperson shall ensure that selections are in the best interests of the Payneham Bowling Club. The Chairperson does not participate directly in selecting teams, except to ensure that players are treated fairly and may intervene to resolve disputes or concerns.
- 3.1.5 The Chairperson liaises between the Selection Committee and the Bowls Director who may report to or seek direction from the Board on any matter relevant to selections.
- 3.1.6 The Chairperson controls the notice board on which selected teams are displayed in the Clubrooms. No other person may alter team listings, or remove or add names, without the permission of the Chairperson.
- 3.1.7 The Chairperson shall enter teams in Bowls Link, as stipulated by Metropolitan Bowls Association, results of home matches, confirmation of results for away matches and keep detailed records of team selection and match results.
- 3.1.8 The Chairperson may delegate duties to other members of the Selection Committee.
- 3.1.9 The Chairperson must provide a written report to the Bowls Director of the year's activities of the Selection Committee, including an appraisal of the performance of selectors, player liaison, player development and movement and the performance of each division for inclusion in the Annual Report.
- 3.1.10 Members of the Selection Committee are appointed for the whole bowls season. If a selector needs to be replaced for reasons included in the Constitution or is moved from a division for more than three (3) consecutive weeks, the Chairperson may co-opt a replacement selector for that division.
- 3.1.11 All discussions in the Selection Committee are confidential.

3.2 Selection Procedures

- 3.2.1 At the beginning of each bowls season players must notify the Selection Committee of their availability for Pennant competitions.
- 3.2.2 It is the responsibility of players to notify the Selection Committee of changes to their availability.

- 3.2.1.1 For Pennants, sheets are permanently displayed where players indicate advance notice of their availability.
 - 3.2.1.2 If a member's availability changes at short notice or once sides are selected and displayed, they must notify their division selector directly by telephone, or the Chairperson of Selectors if the division selector is unavailable.
 - 3.2.1.3 If selectors make changes after teams are posted, they must notify the players affected directly by phone, by no later than the morning of the competition.
 - 3.2.1.4 For away matches in Pennant bowls, two lists are posted: *Going Direct* and *Transport Required*. It is assumed that a player is departing from the Club and can provide transport, unless their name is on one of those lists.
- 3.2.3 Once selected, players cannot cancel or alter their availability without notifying the division selector or, if they are unavailable, the Chairperson of Selectors.
- 3.2.1.5 If a player is dissatisfied with their selection, they can lodge a complaint with the Chairperson, in writing.
 - 3.2.1.6 When a complaint is received, the Selection Committee will consider it at the next selection meeting. The complainant may attend the meeting to detail their complaint. The decision of the Selection Committee shall be conveyed in writing to the complainant.
- 3.2.4 Selection of players shall be on merit, subject to regular availability or other factors determined by Selection Committee or the Board.
- 3.2.5 The Selection Committee may design and apply methods to assess player performance, as they consider appropriate, with the approval of the Board.
- 3.2.6 The Selection Committee cooperates with Club coaches and may refer any player for coaching.

No player can be relegated more than one division at a time, unless there are exceptional circumstances, and it is in the Club's best interest. Should such a relegation be required, the Chairperson shall inform the player of the circumstances that warranted the decision.

3.2.6.2 Where relegation occurs in normal circumstances, the selector of the higher division must inform the player directly and explain the reasons for relegation.

3.2.7 A player promoted on merit should be given three (3) games to prove that promotion is warranted. This does not apply during the first three matches of the season.

3.2.7.2 Before a player is promoted, the Selector shall assess the player's form through discussion with the Selector of their current division.

- 3.2.8 A player who last played for another Club under the control of Bowls Australia must be cleared through the State controlling authority, before being selected in a Payneham team.
- 3.2.8.1 A new member shall not be selected unless their membership application has been processed and approved by the Board.
- 3.2.8.2 Unless granted a concession by the Treasurer, a member must be fully financial a week prior to the first practice game of a season to be considered for selection.
- 3.2.9 If there is a surplus of players available for Pennant selection, the Chairperson shall develop processes to ensure players are rotated so that every available player participates in some matches. The rotation procedures to be applied shall be reported to the Board by the Bowls Director before the start of the season.
- 3.2.10 Where possible, full members should play in a Pennants competition each week.
- 3.2.10 For each division in Pennants competition, the Selection Committee shall appoint a Team Manager.
- 3.2.11 A player who knowingly breaches the provisions of this By-law, or who refuses to accept a decision of the Selection Committee, may be suspended from future selection by the Committee.

SECTION FOUR: Regulations

By-Law 4

By-Law 4.1: Use of Greens and Associated Issues

- 4.1.1. The greens are the Club's most important asset and should be treated with care. When using the greens, avoid unnecessary standing, walking, dropping bowls or other action likely to damage the surface. Be considerate of other users.
- 4.1.2. Members are required to wear smooth-soled, heel-less shoes when using the greens even if some relaxation of this rule is made for other users such as Night Owls bowlers.
- 4.1.3. At all times, members are required to follow the directions of the Property Manager as to use of the greens. Directions may be given directly or by the Greens notice board and may relate to availability of rinks or greens or may give a special instruction such as actions to be avoided.
- 4.1.4. When two or more Club events are planned for the same day, greens are to be shared with the simple objective of maximising their use, but at the same time avoiding unnecessary interference between the groups. No one group has exclusive rights if spare greens are available. The rinks allocated are to be used with due respect for the

importance of the events. During Bowls SA Events other use of the greens will require the approval of the Manager. Dress rules apply for any official event.

- 4.1.5. Practice is not permitted on a green when an official event is in progress.
- 4.1.6. Where rinks are required for Club tournament play, and these games are notified in the Club Diary, these tournament games take precedence over practice games.
- 4.1.7. Requests for use of the greens by outside parties must be referred to the Club Manager for approval.
- 4.1.8. When members wish to arrange championship games, they must follow procedures determined by the Bowls Management Committee to book a rink in the Club Diary They should also observe dress rules for using the greens.
- 4.1.9. Members who have a complaint about the greens should discuss it with the Property Manager.
- 4.1.10. It is the responsibility of members playing on a green to make certain that mats, jacks and other equipment are returned to storage at the conclusion of play. In match play, the Leader is responsible for ensuring this is done.

By-Law 4.2: Umpires

The Board shall appoint an Umpires' Representative as soon as possible after the Annual General Meeting, following recommendation from the Secretary, in consultation with the Bowls Director.

The Chairperson of Selectors shall be responsible for appointing umpires and measurers for Pennant games and official tournaments and matches under the control of the Club.

By-Law 4.3: Publicity

No person(s) or member(s) other than the President, or Secretary (or their nominated spokesperson) shall speak for or represent the Payneham Bowling Club Inc. through any media or advertising company or in any other way without the express permission of the President or Secretary.

APPENDIX 1: Services and Responsibilities managed by Board Members

Secretarial services

- Minutes of Board meetings and Annual General, Special General Meetings and any other official meetings conducted by the Club.
- Correspondence
- Member Records
- Member clearances and applications to become a member
- Administrative responsibilities in notifying members of their rights and responsibilities under the Club Constitution
- Information and documentation for Annual General Meetings and Special General Meetings
- Coordinating Committees and Sub-committees established by the Board.

Financial Management services

- Banking
- Accounts Payable
- Accounts Receivable
- Subscriptions
- Members' Debentures
- Rates and Taxes
- Payroll
- Superannuation
- WorkCover
- Insurance
- Fixed Assets Register
- Budgets
- Loans Management
- Grants Management

Member Services

- Organize and manage official Club functions and social events, in collaboration with the Club Manager
- Manage ordering and sale of Club apparel
- Oversee production of a regular Club newsletter
- Manage a Welcome Pack for new members
- Coordinate a Welcome Night for new members

Property Management services

- Maintenance, repair, alterations and improvements to Club infrastructure
- Purchase and maintenance of equipment necessary for maintaining the Club facility
- Establish a monthly roster of volunteers to carry out regular maintenance tasks
- Identify outside paid contractors for specialist tasks
- Recycling and rubbish removal

- Workplace health and safety issues
- Inform staff and volunteers of policies and procedures relating to the sound maintenance of the Club's assets and infrastructure
- Fire training and drills
- Identify and notify the Board of risks and hazards
- Incident reporting
- Chemical handling and recording.

Catering Services

- Club catering.
- Planning and managing the provision of kitchen and related supplies
- Preparing rosters
- Maintaining the coffee machine
- Maintaining water coolers
- Managing cleaning of the Clubrooms
- Food handling and safety.

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Appendix 2: Forms

Form 1: Absentee Vote for an Annual General Meeting



Payneham Bowling Club Incorporated

ABSENTEE VOTE

I, _____
(Name)

of, _____
(Address)

(Address)

being a financial and voting member of the Payneham Bowling Club Incorporated, hereby appoint the Chairperson of the Special General Meeting as the holder of my Absentee Vote on my behalf at the meeting of the Payneham Bowling Club Incorporated to be held on

(Date)

Notice of Motion
“

Registered vote (Tick one box only)

- My absentee Vote is in favour of the proposed motion
- My absentee Vote is against the proposed motion

Signed: _____ Date: _____

Lodgement options:

- *Complete this document, scan, and email to _____*
- *Complete this document, and mail to _____*
- *Complete this document and deliver to _____*

Form 2: Absentee Vote for a Special General Meeting



Payneham Bowling Club Incorporated

ABSENTEE VOTE

I, _____
(Name)

of, _____
(Address)

(Address)

being a financial member of the Payneham Bowling Club Incorporated who is eligible to vote at a Special Meeting, hereby appoint the President of Payneham Bowling Club Incorporated to hold my Absentee Vote and to register my vote at the meeting of the Payneham Bowling Club Incorporated to be held on _____
(Date)

Signed: _____ Date: _____

Lodgement options:

- Complete this document, scan, and email to _____
- Complete this document, and mail to _____
- Complete this document and deliver to _____

Form 3: Nomination for election to the Board



Nomination for the Board of Payneham Bowling Club Incorporated

We the undersigned hereby nominate:

Name of Nominee (Block capitals):

for the office of (**Tick one box only**):

<i>President</i>	<input type="checkbox"/>	<i>Treasurer</i>	<input type="checkbox"/>
<i>Secretary</i>	<input type="checkbox"/>	<i>Director</i>	<input type="checkbox"/>

Proposer: Name (Print):

Signature:

Seconder: Name (Print)

Signature:

I certify that I am willing to carry out the duties of the above position.

Nominee's Signature:

PLEASE NOTE: A member qualified under the constitution of the Payneham Bowling Club Incorporated to be nominated for a Board position:

- **must complete a separate form for each position;**
- **must be nominated and seconded for each position.**