



PAYNEHAM BOWLING CLUB INCORPORATED

**BY-LAWS
AND
REGULATIONS**

CONTENTS

By-Law	Page Number
1. SECTION ONE: ELECTIONS	3
By-Law 1.1 Nomination for election as member of the Board.....	3
2. SECTION TWO: Management of Club	3
By-Law 2.1 Board Members	Error! Bookmark not defined.
3. SECTION Three: SELECTION	7
By-Law 3.1	
By-Law 4.1 Use Of Greens And Associated Issues	10
By-Law 4.2 Umpires	8
By-Law 4.3 Publicity	11
By-Law 4.4 Clearances.....	11
By-Law 4.5 Resignations.....	11

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

3.1 The Selection Committee

3.1.1 The Selection Committee is a sub-committee of the Bowls Management Committee. It shall consist of a Chair of Selectors and full members who nominate and are appointed by the Board, as recommended by the Bowls Director. This should happen as soon as practicable following the AGM.

3.1.2 The roles of the Chair of selectors and Selectors are outlined in the Duty Statement for each role. These statements are attached as Appendix 3 to the By-laws, and is to be reviewed by the Board before the

Payneham Bowling Club Inc. By-Laws & Regulations Last revised April 2023. This Print 16/12/2024

start of each season. As far as possible, the Selection Committee should include representatives from across the range of Pennant competitions.

- 3.1.3 The Chair of Selectors has authority to co-opt a temporary selector if an appointed selector is unavailable.
- 3.1.4 Under guidance of the Chair of Selectors, selectors must regularly consult about player performance to inform selections for individual teams.
- 3.1.5 Each selector shall consult with players for their teams of responsibility and other members of the Selection Committee, and notify a player if they have changed division.
- 3.1.6 All discussions in the Selection Committee are confidential.

3.2 The Chair of Selectors

- 3.2.1 The Chair 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.
- 3.2.2 The Chair, in consultation with the Bowls Director will guide selectors, based on the Duty Statement for Selectors, the Constitution, these By-laws, Conditions of Play and eligibility of players as they apply to Pennant competitions each year.
- 3.2.3 The Chair does not participate directly in selecting teams, except to ensure that players are treated fairly and may intervene to resolve disputes or concerns. The Chair shall ensure that selections are in the best interests of the Payneham Bowling Club.
- 3.2.4 The Chair 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.
- 3.2.5 The Chair controls the notice board on which selected teams are displayed in the Clubroom. No other person may alter team listings, or remove or add names, without the permission of the Chair.
- 3.2.6 The Chair 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. The Chair may delegate these responsibilities to other persons.
- 3.2.7 The Chair may delegate duties to other members of the Selection Committee.
- 3.2.8 The Chair 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.

3.3 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.

- 3.2.2.1 For Pennants, sheets are permanently displayed where players indicate advance notice of their availability.
- 3.2.2.2 If a member's availability changes at short notice or after sides are selected and displayed, they must notify their selector directly by telephone (or the Chair of Selectors if their selector is unavailable).
- 3.2.2.3 If selectors change teams after they are posted, they must notify the players affected directly by telephone, by no later than the morning of the competition.
- 3.2.1.1 For away matches in Pennants, 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 their selector or, if they are unavailable, the Chair of Selectors.
 - 3.2.3.1 If a player is dissatisfied with their selection, they can lodge a complaint with the Chair, in writing.
 - 3.2.1.2 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 relevant factors determined by the 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.
- 3.2.7 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 Chair shall inform the player of the circumstances that warranted the decision.
- 3.2.8 Where relegation occurs in normal circumstances, the selector of the higher division must inform the player directly and explain the reasons for relegation.
- 3.2.9 A player promoted on merit should remain for three (3) games to demonstrate that promotion is warranted. This does not apply during the first three matches of the season.
 - 3.2.9.1 Before a player is promoted, Selectors shall assess the player's form through discussion with other Selectors and other relevant parties, such as Skippers.
- 3.2.10 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.

- 3.2.11 A new member shall not be selected unless their membership application has been processed and approved by the Board.
- 3.2.12 Unless granted 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.
- 3.2.13 If there is a surplus of players available for Pennant selection, the Chair 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.
- 3.2.14 Where possible, full members should play in a Pennants competition each week.
- 3.2.10 A Team Manager shall be appointed to each team in Pennants competition. The duties of this role are included in the Duty Statement attached as Appendix 4 to these By-laws. The Duty Statements are to be reviewed by the Board each year before the start of the season.
- 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.

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:

Secunder: 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.

Appendix 3: Duty Statement – Selectors and Chair of Selectors

PAYNEHAM BOWLING CLUB: SELECTOR DUTY STATEMENT

The selection process for the Payneham Bowling Club (the Club) is managed by a Selection Panel appointed by the Board for a pennant season. Its overarching responsibility is to select teams to represent the Club that will maximise competition success and ensure all bowlers available for pennant selection are placed in teams in accordance with their ability and form.

Selection meetings will be chaired by a Chair of Selectors, who will be chosen by the panel of selectors at its first meeting. The Chair will have both a deliberative and, if required, a casting vote.

Selectors will meet together each week to select teams for the Wednesday and Saturday competitions. The time for selection meetings will be decided by the selectors at their first meeting.

Through discussion, selectors will determine the teams for which they will assume responsibility for the season. This may or may not be a team in which they play.

Selectors must be familiar with the following documents:

- The Club By-laws and Constitution as they apply to selection;
- The bowler assessment tool;
- The MBA Conditions of Play for the season.

The Selection Panel operates independently of the Board. Communication and liaison between these bodies is managed through the Bowls Director.

SELECTOR ROLES AND RESPONSIBILITIES

1. The Selection Panel is a collaborative group, with selectors responsible for individual teams and for ensuring all bowlers in all teams are treated fairly. This dual responsibility will be monitored and managed by the Chair of Selectors.
2. As part of this responsibility, selectors are required to know players for pennant selection, so they are familiar with them when their selection is being discussed.
3. To meet their responsibilities, selectors are required to gather information from Skippers, Team Managers (and individual players, if appropriate) prior to the weekly selection committee meeting. Each selector will have particular sides to gather information about.

Information required for each selection meeting includes:

- Explanation from Skippers about the performance of each player in their rinks from the previous week. This includes feedback about players performing well, those whose form is concerning and the contribution players make to team culture.
 - Player assessment cards showing the performance of each player in a team.
4. In panel discussions, selectors must liaise with the designated selector for the team above and below, to ensure players performing well are considered for promotion and to be aware of players at risk of demotion.
 5. Team selections will flow from the highest ranked team to the lowest. The criteria to determine selections will be:
 - Empirical information presented through the player assessment tool. This information must be for the past week and previous weeks to identify trends;

- Feedback from Skippers and Team Managers about performance and roles within the team;
 - Team balance;
 - Availability of other players;
 - Eligibility for selection at particular levels.
6. Once selections are finalised, selectors will directly notify any player either promoted or demoted. The selector of the higher team will contact a demoted player to explain the factors that led to their demotion and identify areas where improvements are required to return to a higher position. In the case of a promoted player, the selector of the team into which the player is promoted will make contact.
 7. The Chair of Selector will arrange for teams to be posted on the Club notice board, and liaise with the BowlsLink Coordinator to have them uploaded to BowlsLink, in accordance with MBA timelines.
 8. Guided by the Chair, Selectors will allocate the greens on which teams will play, the duty rinks and departure times for teams playing away.
 9. Discussions and decisions of the Selection Panel are strictly confidential.

CHAIR OF SELECTORS - ROLES AND RESPONSIBILITIES

The Chair of Selectors (the Chair) will convene and chair the selection panel.

While the Chair has designated selection responsibilities, they are also responsible for managing the discussion and procedures of selection meetings and confirming the confidentiality of selection discussions. The Chair has a deliberative vote, and a casting vote if the panel is tied in its deliberations.

The Chair will manage the discussion where selectors decide the team(s) for which they will take responsibility for the season. Once this is finalised, the Chair will ensure the Club membership is informed.

The Chair will ensure selectors are familiar with the Conditions of Play, Club By-laws and Club constitution to guide selection decisions.

The Chair will ensure selectors base decisions about selections on the criteria listed in 4 above.

The Chair will ensure information is posted on BowlsLink, as required under MBA timelines and ensure administrative tasks such as allocation of greens, duty rinks and departure times are completed by the panel.

The Chair is the contact person for late changes to teams where a player becomes inadvertently unavailable. This responsibility may be delegated to other persons, if appropriate.

The Chair is the initial contact person if a player has a grievance about selection procedures. Grievances lodged with the Chair will be managed as soon as practicable by the Selection Panel, in accordance with the Club By-laws.

Selectors are appointed for a season, but if for some reason a selector needs to be replaced, the Chair in liaison with the Bowls Director, may co-opt a replacement. The replacement needs to be ratified by the Board.

At the end of the season, the Chair in consultation with the Selection Panel, must provide a written report to the Board, through the Bowls Director, including an appraisal of the selection process and any suggestions to improve it.

Appendix 4: Duty Statement – Team Manager

Payneham Bowling Club

Team Manager: Duty Statement

The Team Manager is responsible for the pre-game and post-game administration of their side on competition days. The duties of the Team Manager are outlined in this Duty Statement.

1. Preparation on the day of competition

- Arrive at the Payneham BC at least one hour before the scheduled departure time for an away venue.
- Confer with other Team Managers and Selectors about player absentees or changes to teams.
- Notify the BowlsLink Administrator about any changes to be entered into BowlsLink.
- Contact players who have been changed from their original selections to ensure they know where they need to go to play.
- Arrange transport and drivers from Payneham BC to an away venue.
- Prepare team cards and the Payneham BC Player Assessment cards ready for home games or to take to an away venue.

2. Actions at the game venue (home or away)

- Arrive at an away venue at least 45 minutes before the scheduled start of the game.
- Identify and meet with the opposing side's Team Manager to complete rink draws 30 minutes before the scheduled start of play.
- Once rinks are drawn, fill in the names of opposition players on the prepared score cards, ensuring all information is complete and accurate according to BowlsLink requirements.
- Team Managers will toss a coin to determine which side has the mat and the result entered on the score cards..
- As required in the Conditions of Play, the Home Umpire will supervise card draws, address matters as they arise and witness the coin toss for mats.

3. Pre-game responsibilities

- Once draws are completed, the Team Manager notifies Skippers and players.
- The Team Manager distributes the score cards to each Skipper, together with the Player Assessment cards.

4. Post-game responsibilities at the game venue

- The Team Manager collects score cards from each rink and checks they are completed correctly, signed and completion time entered.
- The Team manager meets with the opposing Team Manager to confirm all information is entered correctly; agree on the final scores for each rink; agree on the total match score; allocate ends and points for the match.
- If a game is to be resumed at a later date, do not complete score cards.
- If there is a dispute or appeal, immediately refer the matter to the Secretary of the Payneham BC, who will follow the dispute or appeals process as detailed in the Conditions of Play.
- The Team Manager collects the Player Assessment cards from Skippers and checks they have been correctly completed with names, individual scores and final results.

5. Post-games responsibilities at Payneham BC

- The Team Manager notifies the BowlsLink Administrator of game results immediately on return to the Club, so they can be entered on BowlsLink.

Payneham Bowling Club Inc. By-Laws & Regulations Last revised April 2023. This Print 16/12/2024

- The completed Player Assessment cards from all rinks are handed to the Chair of Selectors.
- Any behavioural incidents that occur during games which could impact on the Club's imagen or reputation, must be reported as soon as possible to the Secretary, Club Manager, or a Board member. As much detail as possible should be shared with the responsible officer to inform appropriate actions.