



## **GLEN WAVERLEY BOWLS CLUB INC.**

An association under the *Associations Incorporation Act 1981 No. 9713*. Registered Number A5724S.  
Australian Business Number under the *Goods and Services Tax Legislation* ABN: 45-025-418-124.

### **CLUB BY-LAWS**

**EFFECTIVE 31 AUGUST 2018**

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## 1. INTERPRETATIONS

In these By-laws unless the contrary intention appears:

- 1.1. “*Annual Meeting or Annual General Meeting*” have the meaning as defined in Rule 10 of the Rules.
- 1.2. “*Associations*” means Bowls Victoria or any other body which supersedes them in future.
- 1.3. “*Board*” means the board of management of the Club as defined in the Rules.
- 1.4. “*Club*” means Glen Waverley Bowls Club Inc.
- 1.5. “*Manual of Procedure*” means the document prepared and maintained by The Board
- 1.6. “*Rules*” and “*the Rules of the Club*” means the rules from time to time approved by the Club as rules of an incorporated association for the purposes of the Associations Incorporation Act 1981 (Vic) and which have been approved by the Registrar of Incorporated Associations pursuant to the provisions of that Act.
- 1.7. A reference to the male gender shall include the female gender.
- 1.8. In these By-laws, unless the contrary intention appears, words and expressions shall have the same meaning as ascribed to them by the Rules of the Club.

## 2. DEFINITION OF MEMBERS

For the purposes of Rule 5 (1) of the Rules the description and entitlements of the classes of memberships of the Club are as follows:

### 2.1 FULL MEMBERS –

- 2.1.1 A full member is as a person who has paid the appropriate subscription and is entitled to play either, or both, lawn bowls and indoor bias bowls.

### 2.2. LIFE MEMBERS –

- 2.2.1 Any member who has rendered special service to the Club may at any General or Special General Meeting, on the unanimous recommendation of the Board and on receiving the votes of not less than three-quarters of the Full and Life Members present at such meeting, be elected a Life Member of the Club with full privileges without payment of any subscription<sup>1</sup>.
- 2.2.2 A life member shall not be relieved of any financial obligation other than the Annual Membership Subscription.

### 2.3 HONORARY MEMBERS –

- 2.3.1 Members of other Bowls Clubs present at the Club for the purpose of playing bowls are Honorary Members for that day.

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<sup>1</sup> Amended by resolution of the Board 15 October 2012

- 2.3.2. Any official or employee of Bowls Australia or any person who is a member of Bowls Australia who, either as a participant, official or spectator wishes to attend a function or event organized by Bowls Australia or any state bowls organization affiliated with Bowls Australia or any bowling event which is specified by the Board as being a special event shall be an Honorary Member for that day.
- 2.3.3 Any person not being a member of the Club who in the opinion of the Board has rendered distinguished and on-going service to the Club may be offered Honorary Membership. Such membership will be reviewed on an annual basis.<sup>9</sup>
- 2.3.4 Any members of a Club/Organisation participating in an event within Capital Reserve Glen Waverley, but only on the day of that event. Such events will be specified by the Board.<sup>8</sup>
- 2.3.5 Honorary Members shall not be required to pay membership subscriptions and are not and shall not be entitled to take part in any annual or special meeting nor vote upon any subject thereat. They shall not have any right, title or interest in or to any of the property of the Club.
- 2.3.6 The Board shall have the power to withdraw any or all of the privileges from Honorary Members.<sup>11</sup>
- 2.4 SOCIAL MEMBERS –
- 2.4.1 Any person over the age of 18 years may be admitted a Social Member of the Club.
- 2.4.2 Unless affiliated with Bowls Victoria, Social Members are not entitled to take part in organized bowling other than that open to non-members.
- 2.4.3 Social Members are not entitled to vote or hold office or actively participate at Club meetings<sup>2</sup>
- 2.5 JUNIOR MEMBERS –
- 2.5.1 No person under the age of 18 years shall be admitted as a member other than as a Junior Member.
- 2.5.2 Any person under the age of 18 years who is nominated and approved for Junior Membership of the Club in accordance with these By-laws is eligible to be a Junior Member on payment of the Annual Subscription payable under these By-laws.
- 2.5.3 Junior Members shall not be entitled to purchase or consume liquor on the premises of the Club nor shall they be eligible to hold office or vote at any

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<sup>2</sup> Inserted by Resolution of the Board July 2011

<sup>8</sup> Inserted by Resolution of the Board 18 May, 2015

<sup>9</sup> Inserted by Resolution of the Board 21 September 2015

<sup>10</sup> Inserted by Resolution of the Board 21 September 2015

<sup>11</sup> Inserted by Resolution of the Board 21<sup>st</sup> September 2015

meeting of the Club, but shall be entitled to participate in such bowls activities on the greens as the Bowls Committee shall determine.

- 2.5.4 On attaining the age of 18 years, Junior Members shall be ineligible to continue such membership class but shall be eligible for nomination and election to other membership as provided in these By-laws and the Rules.

## 2.6 OCCASIONAL MEMBERS –

- 2.6.1 An Occasional Member is defined as a person over 18 years of age being a non- member who comes to the Club for the purpose of playing bingo. Membership will continue for such time as the member continues to visit the Club to play bingo. The member shall not be eligible to hold office, vote at meetings of the Club or take part in bowling events.
- 2.6.2 Each member's name and address is to be entered into a register maintained by the Club Secretary.
- 2.6.3 No annual subscription is payable by this class of member and they hold no rights or privileges.

## 3. BOWLS COMMITTEE

- 3.1 (a) The Bowls Committee shall be responsible to the Board for the management and conduct of all bowls activities including Pennant and Social Bowls, Club Championships, Association events and any other special events approved by the Board,  
(b) Members of the Committee must be Full or Life Members,  
(c) Only Full or Life Members have voting rights to elect members of the Bowls Committee
- 3.2 The Committee shall seek affiliation with the appropriate Associations. In playing bowls members shall observe the Laws and Rules of the Associations. Failure to observe such Laws and Rules will render the offending player liable to disqualification from the match or competition. For so long as the Club is a member of the Associations it is a condition of membership of the Club that all members agree to abide by the constitution, Rules and By-laws of the Associations in force from time to time.
- 3.3 The Officers of the Committee shall be:-  
(a) The Bowls Director (who is a member of the Board) – elected as defined in Rule 24 of the Club Rules/Constitution.  
(b) A Deputy Bowls Director –appointed by the Board and of the opposite gender to the Bowls Director<sup>3</sup>  
(c) Two (2) Bowls Secretaries– elected as defined in By-law 3.4<sup>4</sup>.  
(d) Three ordinary committee members as defined in By-law 3.4<sup>7</sup>

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<sup>3</sup> Amended by resolution of the Board 21 January 2013

<sup>4</sup> Amended by resolution of the Board 21 January 2013

<sup>7</sup> Amended by resolution of the Board 18 June 2015

- (e) The Chair of the Indoor Bias Bowls Committee– elected as defined in By-law 5.4<sup>5</sup>.
- (f) The Chairs of the Saturday Division 1-8 Pennant Selection Committee, Saturday Ladies’ Pennant Selection Committee and the Mid-week Pennant Selection Committee – elected as defined in By-law 4.3.
- (g) The Chair of the Night Pennant Bowls Committee – elected as defined in By-law 6.2.
- (h) The Umpires Co-coordinator – appointed by the Bowls Director – as an ex officio member<sup>6</sup>.
- (i) The Coaches Co-coordinator – appointed by the Bowls Director – as an ex officio member<sup>7</sup>.

3.4 Nominations of candidates for election of the officers -

- (a) shall be made in writing, signed by two Full or Life Members of the Club and accompanied by the written consent of the candidate; and
- (b) shall be delivered to the Club Secretary by the date specified by the Board.<sup>8</sup>

(c) A candidate may be only nominated for one office within the Club.<sup>9</sup>

3.4.1 If insufficient nominations are received to fill all of the vacancies the candidates nominated shall be deemed to be elected and further nominations shall be received at the Club Annual Meeting.

3.4.2 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed elected.

3.4.3 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

3.4.4 The ballot for the election of officers to the Bowls Committee shall be conducted at the Club Annual General Meeting in such manner as the Board may direct. Further<sup>10</sup>:

- (a) The method of voting in person or by proxy shall be by crossing out the name of the member or members nominated not desired and leaving the correct number of members to fill the vacant offices.
- (b) Ballot papers containing a greater or lesser number of persons to be elected shall be informal.
- (c) If two or more candidates receive an equal number of votes the Chairman shall, in such case, have a second or casting vote.

3.4.5 Each officer shall hold office for not less than 12 months and until his successor is elected but is eligible for re-election. In the event of a casual vacancy in any office the Committee may appoint a Full or Life Club Member to the vacant office and the Member so appointed may continue in office up to and including the conclusion of the Annual Meeting next following the date of appointment.

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<sup>5</sup> Amended by resolution of the Board 21 January 2013

<sup>6</sup> Amended by resolution of the Board 21 January 2013

<sup>7</sup> Amended by resolution of the Board 21 January 2103

<sup>8</sup> Amended by resolution of the Board 17 January 2011

<sup>9</sup> Inserted by resolution of the Board 8 February 2010

<sup>10</sup> Amended by resolution of the Board 8 February 2010

- 3.4.6 For the purposes of these by-laws, the office of an officer of the Bowls Committee becomes vacant if the officer:-
- (a) ceases to be a member of the Club;
  - (b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code;
  - (c) resigns his office by notice in writing given to the Club Secretary; or
  - (d) fails to attend for three consecutive Committee Meetings without leave or apology delivered at or prior to the meetings.
- 3.4.7 For the purposes of voting:-
- (a) At elections of selectors, members who are affiliated with Bowls Victoria are eligible to vote for selectors for the pennant competition(s) in which they intend to participate in the forthcoming season.
  - (b) Full and Life Members will elect the two secretaries and the two ordinary members<sup>11</sup>
- 3.5 The Bowls Committee shall meet periodically at least 10 times in each year at such place as the Committee shall determine.
- 3.5.1 Special meetings of the Committee may be convened by the Bowls Director or by any 5 members of the Committee
- 3.5.2 50% of the members of the Committee constitute a quorum for the transaction of business of a meeting of the Committee
- 3.5.3 No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week, unless the meeting was a special meeting, in which case it lapses.
- 3.5.4 At a meeting of the Committee:-
- (a) The Bowls Director shall preside; or
  - (b) If the Bowls Director is absent, the Deputy Bowls Director or in the absence of both the Director and Deputy Director such one of the remaining members of the Committee as may be chosen by the members present shall preside<sup>12</sup>.
- 3.5.5 Questions arising at a meeting of the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 3.5.6 Each member present at a meeting of the Committee is entitled to one vote and, in the event of an equality of votes, the person presiding may exercise a second or casting vote.
- 3.5.7 Written notice of each Committee meeting shall be served on each member of the Committee by delivering it to that member at a reasonable time before the meeting, sending by electronic transmission or by sending it by prepaid post addressed to him at his usual or last know place of abode at least two business days before the date of the meeting.

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<sup>11</sup> Amended by resolution of the Board 21 January 2013

<sup>12</sup> Amended By resolution of the Board 21 January 2013

- 3.5.8 In the event of a member of the Bowls Committee being unable to attend a meeting of the committee their alternate may attend in their absence; the alternate will be counted as a member for the constitution of a quorum and may vote on all matters on behalf of the committee member they represent.<sup>13</sup>
- 3.5.9 The Bowls Committee shall appoint a sub-committee or committees to oversee the administration and management of all non-pennant bowling activities<sup>14</sup>

#### 4. **PENNANT SELECTION COMMITTEES**

- 4.1 Three (3) Pennant Selection Committees as set out below shall be elected at the Club Annual Meeting:
  - 4.1.1 Saturday Division 1-8 which shall comprise five (5) members,
  - 4.1.2 Saturday Ladies which shall comprise three (3) members,
  - 4.1.3 Mid-week Pennant which shall comprise five (5) members.
- 4.2 The Pennant Selection Committees:
  - 4.2.1 Must be full or life members,
  - 4.2.2 shall be elected or appointed as set out in By-law 3.4.
- 4.3 The Pennant Selection Committees shall elect their chairs at a meeting immediately following the Club Annual Meeting
- 4.4 The Pennant Selection Committees shall meet as required during the course of the pennant season
- 4.5 The functions of the Pennant Selection Committees shall be as set out in the Manual of Procedure

#### 5. **INDOOR BIAS BOWLS**

- 5.1 Any Life or financial Full member who chooses to play Indoor Bias Bowls shall be deemed to be an Indoor Bias Bowls participant.
- 5.2 The Indoor Bias Bowls Committee shall be constituted as follows from Indoor Bias Bowls participants: Chairman; a Vice- Chairman; a Secretary; a Co-ordinator; and such number, being not less than three (3), General Committee Members as the Board may agree to from time to time, on the recommendation of the Indoors Bias Bowls Committee.
- 5.3 All Indoor Bias Bowls participants, other than Student Members, shall be entitled to vote for the election of the Indoor Bowls Committee.
- 5.4 The Annual General Meeting will be held in February each year, and the Indoor Bowls Committee and such number of Selectors as the meeting may determine shall be elected.

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<sup>13</sup> Inserted by resolution of the Board 8 February 2010

<sup>14</sup> Inserted by resolution of the Board 21 January 2013.



5.5 A visitor who wishes to play indoor bowls may do so with the approval of the Indoor Bias Bowls Committee. The visitor may play up to four (4) games without the payment of a subscription. Any further participation beyond four games will require the visitor to apply for membership of the Club and to pay the appropriate subscription.

6. **ELECTRIC LIGHT (NIGHT) PENNANT BOWLS**

6.1 Any full or life member or other person affiliated with Bowls Victoria may be registered to play Electric Light (Night) Pennant

6.2 A meeting of members intending to participate will be held no later than the first week of October in each year. The Committee, including the Chair, shall be elected at this meeting.

6.3 The definition of the committee members to be elected will be as set out in the Manual of Procedure.

7. **DETERMINATION OF ANNUAL SUBSCRIPTIONS AND FEES**

7.1 The Annual Subscriptions for all classes of membership will be determined by the Board each year and advised to members no later than the date of the Annual General Meeting.

7.2 Reduced subscriptions may be authorized by the Board

7.3 The Annual Subscription is due on 30 April in each year or such other due date as may be determined by the Board. The Annual Subscription must be paid within one month of the due date.<sup>15</sup>

7.3.1 The Board may, at its discretion, waive Rule 7(3) in respect of an individual member or group of members who have not paid their subscription within one month of the due date but reserves the right to apply a late payment fee.<sup>16</sup>

7.4 For the purposes of Rule 8 (7) of the Rules the amount payable by a member wishing to appeal a resolution of the Board under Rule 8 (1) shall be the amount set by the Board at the first meeting of the Board held after the annual general meeting of the Board and if no such fee is set the amount shall be Nil.

7.5 For the purposes of Rule 46 (2) the fine shall be an amount not exceeding the amount determined by the Board at the first meeting of the Board held after the annual general meeting of the Board and if no such fee is set the amount shall be up to \$200.

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<sup>15</sup> Amended by resolution of the Board 8 February 2010

<sup>16</sup> Inserted by resolution of the Board 8 February 2010

**8. JOB DESCRIPTIONS**

8.1 The job descriptions for all elected officers of the Club, and all members appointed to committees or sub-committees of the Club, are set out in the Manual of Procedure.

**9. BAR PROCEDURES**

9.1 All decisions relating to the prices for liquor and other goods sold at the bar shall be made by the Board.

9.2 No alcohol is to be removed from the Club Premises other than that which has been legally sold in sealed containers.

9.3 No alcohol shall be consumed behind the bar.

9.4 No free drinks are to be provided other than beer obtained as a result of clearing the pipes or where the Event Manager of the day provides drinks for attending sponsors or invited guests unless otherwise approved by the Board.<sup>18</sup>

9.5 The Club shall adhere to the Alcohol Management Policy and Safe Transport Policy required under the Good Sports program with an ongoing priority to maintain Level 3 accreditation.<sup>18</sup>

**10. PRIVILEGES OF THE CLUB**

10.1 The privileges of the Club cover the following matters –  
(a) the right of access to all authorized areas of the Club premises;  
(b) the right to purchase liquor from the bar during authorized hours of sale;  
(c) the right to play bowls, unless expressly denied for a particular class of membership;  
(d) the right to attend meetings and vote on resolutions, unless expressly denied for a particular class of membership;  
(e) the right to hold office, unless expressly denied for a particular class of membership.

**11. FORMS**

11.1 The form for application for membership of the Club shall be in or to the effect of Appendix 1.

11.2 The form for appointment of a proxy for a meeting convened under Rule 8(8) shall be in the form of Appendix 2.

11.3 The form for appointment of a proxy for a general meeting of the Club shall be in the form of Appendix 3.

11.4 The form for Nomination of a Board Member shall be in the form of Appendix 4.<sup>17</sup>

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<sup>17</sup> Inserted by resolution of the Board 8 February 2010

<sup>18</sup> Inserted by resolution of the Board 18 January 2016

11.5 The form for nomination of a Bowls Committee Member shall be in the form of Appendix 5.<sup>18</sup>

11.6

12. **MANUAL OF PROCEDURE**

12.1 The Board may prepare a Manual of Procedure for the assistance and guidance of Members and all Members shall be bound by policy decisions of the Board covered in the Manual of Procedure

13 **BOWLS VICTORIA DOCUMENTS**<sup>19</sup>

13.1 The Board has adopted four documents prepared by Bowls Victoria. These documents will be subject to review on an annual basis.

13.2 The documents are –  
Alcohol Management Policy – See Appendix 4 below.  
Fair Play Code – See Appendix 5 below.  
Safe Transport Policy – See Appendix 6 below.  
Smoking Management Policy – See Appendix 7 below.

APPENDIX 1

**APPLICATION FOR MEMBERSHIP OF  
GLEN WAVERLEY BOWLS CLUB INC**

An association under the *Associations Incorporation Act 1981 No. 9713. Registered Number A5724S*  
Australian Business Number ABN 45 025 418 124

I hereby apply for membership of the Glen Waverley Bowls Club Inc. as a  
FULL/SOCIAL/JUNIOR (UNDER 18 YEARS OF AGE) member, and if accepted agree to  
be bound by the Constitution of the Club.

NAME OF APPLICANT.....  
Dr/Mr/Mrs/Ms/Miss

ADDRESS.....  
.....POSTCODE.....

OCCUPATION.....

**PREVIOUS BOWLING EXPERIENCE/CLUB MEMBERSHIP**

CLUB.....YEARS.....

STILL A MEMBER OF PREVIOUS CLUB?      YES/NO

APPLICANT'S SIGNATURE.....

PROPOSER (Name).....SIGNATURE.....

SECONDER (Name).....SIGNATURE.....

DATE.....

**INFORMATION REQUIRED BY CLUB WHICH YOU CAN REQUEST TO REMAIN PRIVATE**

<b>Date of Birth</b>	<b>Home Telephone</b>	<b>Mobile Number</b>
<b>Email Address</b>	<b>Business Telephone</b>	

**APPENDIX 2**

**GLEN WAVERLEY BOWLS CLUB INC**

**FORM OF APPOINTMENT OF PROXY FOR MEETING**

**CONVENED UNDER RULE 8(8)**

I,.....  
(name)

of .....  
(address)

being a member of the Glen Waverley Bowls Club Inc ("the Club")

appoint .....  
(name of proxy holder)

of .....  
(address of proxy holder)

being a member of the Club, as my proxy to vote for me on my behalf at the appeal to the general meeting of the Club convened under Rule 8(8), to be held on-

.....  
(date of meeting)

and at any adjournment of that meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution (insert details of resolution passed under Rule 8(1)).

.....  
Signed  
Date

**APPENDIX 3**

**GLEN WAVERLEY BOWLS CLUB INC**

**FORM OF APPOINTMENT OF PROXY**

I, .....  
(name)

of .....  
(address)

being a member of the Glen Waverley Bowls Club Inc ("the Club")

appoint .....  
(name of proxy holder)

of .....  
(address of proxy holder)

being a member of the Club, as my proxy to vote for me on my behalf at the annual/special\* general meeting of the Club to be held on

.....  
(date of meeting)

and at any adjournment of that meeting.

My proxy is authorised to vote in favour of/against\* the following resolution (insert details of resolution).

.....  
Signed  
Date

\* Delete if not applicable

## APPENDIX 4

### ALCOHOL MANAGEMENT POLICY

# 1. ALCOHOL MANAGEMENT POLICY

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## GLEN WAVERLEY BOWLS CLUB

### 2. RATIONALE

This policy provides the basis for a balanced and responsible approach to the use of alcohol at **Glen Waverley Bowls Club** events and activities. This policy will help to ensure the club:

- Meets its duty of care in relation to the health and safety of our members and guests who attend our club functions.
- Upholds the reputation of the club, our sponsors and partners.
- Understand the risks associated with alcohol misuse and our role in minimising this risk.

Accordingly, the following requirements will apply to all players, coaches, officials, members, committee members, club visitors, club facilities, club functions and other activities undertaken by the club where alcohol is consumed.

## GENERAL PRINCIPLES

- A risk management approach will be taken in planning events/activities involving the supply or consumption of alcohol. Such events will be conducted and managed in a manner consistent with liquor licensing legislation and this policy.
- A liquor license will be required at any event where alcohol is to be sold.
- Alcohol misuse can lead to unsafe or unacceptable sexual and/or violent behaviour, drink-driving and other alcohol-related harm. Excessive consumption of alcohol will not be an excuse to unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy or any other policy of the club.

## COMMITTEE MEMBERS, MEMBERS, PLAYERS AND OFFICIALS

- Must not compete, train, coach or officiate if intoxicated.
- Must not provide, encourage or allow people aged under 18 to consume alcohol.
- Must not participate in or encourage excessive or rapid consumption of alcohol (including drinking competitions).
- Must not pressure anyone to drink alcoholic beverages.
- Must not post images on social media of themselves or others drinking alcohol at club-related activities.
- Must accept responsibility for own behaviour and take a responsible approach and use good judgment when alcohol is available.

## FUNCTIONS

The club will arrange with function venue staff that:

- Intoxicated people are not permitted to enter the premises.
- Alcohol will not be served to any person who is intoxicated.
- Intoxicated people will be asked to leave the premises (after appropriate safe transport options are offered).
- Alcohol will not be served to persons aged under 18.
- Tap water is provided free of charge.
- At least four non-alcoholic drinks and one low-alcoholic drink option is always available and are at least 10% cheaper than full strength drinks.



- Substantial food (e.g. more than nuts, chips and similar snacks) is available whenever alcohol is consumed.
- Where possible, alcohol will cease being served at least an hour before the designated time for close of the function. Non-alcoholic beverages will be made available at this time.

The club will not:

- Conduct functions where the caterer/venue requires a minimum amount of liquor sales or the liquor provider is paid by a percentage of sales
- Conduct 'all you can drink' functions
- Provide alcohol-only drink vouchers for functions
- Include alcohol in the price of tickets (or will limit 'free' drinks to a maximum of two).

Advertisements for functions will:

- Not overemphasise the availability of alcohol or refer to the amount of alcohol available
- Not encourage rapid drinking or excessive drinking
- Give equal reference to the availability of non-alcoholic drinks
- Display a clear start and finish time for the function.

## Safe Transport

The club recognises that driving under the influence of alcohol or drugs is illegal and hazardous to individuals and the wider community. Accordingly, the club implements a Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy. We ask that all attendees at our functions plan their transport requirements to ensure they arrive home safely and prevent driving under the influence of alcohol or drugs.

## Club Trips

The club will monitor and ensure any club trips strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy and the aims of the club. The club will not actively promote or fundraise for player's end of season trips, thereby minimising the club's risk and liability if an alcohol-related incident occurs.

## wards/Prizes

The club will avoid providing awards (e.g. at end of season presentations) and fundraising prizes that have an emphasis on/use alcohol as a reward.

## Policy and Responsible Use of Alcohol Promotion

- The club will promote the alcohol management policy regularly:
  - By putting a copy of the policy on the website and in member/player information
  - In club newsletters and flyers/invitations for functions
  - Via social media
  - Through periodic announcements to members at functions.
  
- The club will educate club members and supporters about the alcohol policy and the benefits of having such a policy.
- The club will actively demonstrate its attitude relating to the responsible use of alcohol.
- The club will not advertise, promote or have alcohol served or consumed at junior events or activities.
- The club will pursue non-alcohol sponsorship and revenue sources.
- The club will actively participate in the Australian Drug Foundation's Good Sports program with an ongoing priority to maintain Level 3 accreditation

## Non Compliance

All club committee members will enforce the alcohol management policy and any non-compliance will be handled according to the following process:

- Explanation of the policy to the person/people concerned, including identification of the section of policy not being complied with
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the facilities or function.

## Committee Policy Management

The presence of committee members is essential to ensure compliance with this policy. At least two members who are RSA trained are required to be present at all club functions when alcohol is being served. Key responsibilities of the duty committee members are to:

- Meet visiting police, cooperate and assist with any inquiries
- Ensure compliance in respect of persons under 18 years of age on premises
- Ensure compliance with all sections of this policy in accordance with legal requirements and the Good Sports program.

## POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

## SIGNATURE:

Signed: \_\_\_\_\_

Club President

Date: \_\_\_11/09/2017\_\_\_\_\_

Signed: \_\_\_\_\_

Club Secretary

Date: \_\_\_\_\_11/09/2017\_\_\_\_\_

Next policy review date is **11/09/2018**

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## ENQUIRIES

CONTACT:

PHONE:

EMAIL:

## APPENDIX 5

### FAIR PLAY CODE

#### **THE NEW FAIR PLAY CODE OUTLINES THE STANDARDS OF BEHAVIOUR EXPECTED FOR EVERYONE INVOLVED IN SPORT AND RECREATION IN VICTORIA**

The Victorian Government committed to refreshing the state's guidelines, the Victorian Code of Conduct for Community Sport under the Victorian integrity in sport action plan 2017-2018. The Code has not been updated since 2010.

The Fair Play Code incorporates the original aim of encouraging appropriate standards of behaviour to enable every Victorian to be involved in sport and recreation that is safe, welcoming and inclusive. It also includes new integrity, respect, responsibility, fairness and safety guiding principles as well as guidance on responsibilities, breaches and seeking further information.

Victorian sport and recreation organisations should apply the standards of the Fair Play Code from 1 July 2018. They are encouraged to incorporate the Fair Play Code into their code of conduct, member protection policy, constitution or other governance documents.

State sporting associations and recreation bodies, sport and recreation associations, leagues or clubs in Victoria must demonstrate adherence to, and enforcement of the Fair Play Code, to be eligible for existing and future funding from Sport and Recreation Victoria.

It is vital that everyone involved in sport and recreation in Victoria is committed to the Fair Play Code standards, to help maintain the integrity of sport and recreation for the general good of the Victorian community.

#### **3. RESPONSIBILITIES**

##### **3.1 Sport & Recreation Association – League and Club**

Check code compliance with any aligned state sporting association or recreation body Adopt, promote, and establish processes to comply with and enforce, the code Ensure members have access to and agree to abide by the code Demonstrate code compliance to be eligible for Sport and Recreation Victoria funding.

##### **3.2 Official or volunteer**

Be informed about, abide by, promote and recognise compliance with, the code Report a potential code breach to appropriate authorities.

##### **3.3 Player or participant**

Be informed about the implications of the code on participation, rights and obligations and abide by the code Ask a club official about code implementation.

##### **3.4 Parent**

Educate children about the importance of demonstrating code behaviours and model these behaviours at all times Be informed about what actions to take for a potential code breach.

### 3.5 Spectator

Abide by the code when attending community sport and recreation, training and club sanctioned activities Be informed about what actions to take for a potential code breach.

### 3.6 Member of public

Abide by the code when attending community sport and recreation, training and club sanctioned activities Be informed about what actions to take if involved in, or a witness to, a potential code breach.

### 3.7 State Sporting Association & Recreation Body

Ensure the code is incorporated into a governance document Establish complaint handling processes and sanctions for code breaches Ensure all involved have access to, are aware of obligations and can exercise rights under, the code Demonstrate code compliance to be eligible for Sport and Recreation Victoria funding.

### 3.8 Local Council

Provide access to and encourage promotion of the code to member clubs and the local community Ensure sport and recreation clubs who are tenants at a facility are code compliant to be eligible for Sport and Recreation Victoria funding.

### 3.9 Breaches

To report any concerns or suspected breaches of the Fair Play Code refer to:

- the relevant state sporting association or recreation body, sport and recreation association, league or club's person responsible for handling complaints, or complaint handling policy in their code of conduct, member protection policy, constitution, or other governance documents
- an external authority, if potential unlawful conduct or when required by law.

### 3.10 Principles

The Fair Play Code outlines a set of guiding principles on expected standards of behaviour for every person involved in sport and recreation in Victoria.

This includes every player, participant, coach, support person, official, administrator, club member, spectator, parent, volunteer or member of the public involved with sport and recreation in Victoria. All should demonstrate the principles of integrity, respect, responsibility, fairness and safety in relation to sport, recreation, training and club sanctioned activities by:

#### **Integrity**

- being honest, fair, respectful, trustworthy, reliable, open and transparent in dealings with others
- avoiding any real or perceived conflicts of interest
- striving to earn and sustain a high level of community trust and goodwill
- not engaging in or advocating the possession and use of banned performance enhancing substances or methods, or illicit drugs
- not participating in, or encouraging action that may jeopardise the integrity of sport and recreation including match-fixing, illegal sports betting and other corruption.

## **Respect**

- treating everyone involved in sport and recreation in a considerate, objective and courteous manner with proper regard for their rights, dignity and worth
- refraining from any form of discrimination, harassment, bullying, abuse, child abuse, intimidation, victimisation or vilification of others, including on the basis of age, race, sex, disability, sexuality, gender identity or religion
- recognising and valuing the contribution of all to sport and recreation, including volunteer coaches, officials and administrators who give up their valuable time to make sport and recreation happen.

## **Responsibility**

- considering and accepting the consequences of one's actions and decisions
- being a positive role model by displaying self-control, respect, care and diligence towards all involved with sport and recreation
- complying with specified child safe standards of conduct expected of adults when dealing and interacting with persons under 18 years of age
- understanding the possible consequences of breaching the *Fair Play Code* and immediately reporting any potential breaches to appropriate authorities.

## **Fairness**

- understanding and playing by the rules and spirit of sport and recreation
- being informed, consistent, impartial, just and reasonable in dealings with others
- being a 'good sport' by encouraging and praising fair play over winning at all costs
- providing a 'fair go' to people of all abilities to be involved in sport and recreation and reach their full potential.

## **Safety**

- providing a safe, welcoming and inclusive environment that places the health, welfare and well-being of participants above all else
- taking all reasonable steps to ensure equipment, facilities and programs meet health and safety standards and are appropriate to the age and ability of participants
- being aware of and supporting policies and practices in relation to injury management, return to play, adverse weather and child safe standards
- showing concern and caution towards others who may be sick or injured and immediately reporting any safety issues to appropriate authorities.

## APPENDIX 6

### SAFE TRANSPORT POLICY

# SAFE TRANSPORT POLICY GLEN WAVERLEY BOWLS CLUB

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## 1. PURPOSE

This policy outlines our procedures for safe transport after club games, special events, functions and other club-related activities where alcohol may be consumed. It represents our club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure our club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any club games, special events, functions and other activities.
- Upholds the reputation of our club, our sponsors and partners.
- Understands the risks associated with alcohol use and driving, and our role in minimising risk.
- Educates our members about standard drinks.

## 2. RATIONALE

Ensuring members, visitors and guests getting to and from club games, activities and events safely is an important part of being a responsible, healthy club.

While **[Club name]** wishes to avoid club members becoming intoxicated and notes the recommendation by the National Health and Medical Research Council to consume no more than four drinks in one sitting, as part of our club's duty of care we encourage our members to plan safe transport home. This will reduce the risk of drink-driving, injury or worse.

Alcohol and drugs affect pedestrians and drivers' abilities to stay safe. They affect decision-making, reaction times, speed and distance judgements, concentration, balance, perception and alertness. It can also increase risk-taking behaviour by giving a pedestrian or driver a false sense of confidence.

Sporting clubs such as ours help prevent drink driving related tragedies in the community by improving safety around transport and minimising the risk of developing a drinking culture.

## 3. GENERAL PRINCIPLES

Our club recognises that:

- Drink driving is one of the main causes of road deaths in Australia.

- Driving when over the legal blood alcohol limit is illegal and hazardous to individuals and the wider community.
- Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely.

#### **4. TRANSPORT FOR CLUB ACTIVITIES**

This safe transport policy applies for all activities undertaken by the club that involve the serving and/or consumption of alcohol.

Our club will:

- Promote strategies that encourage members to plan how they'll get home safely before they go out e.g. pre-arranged transport.
- Print safe transport messages on relevant club activity and event invitations or flyers.
- Ensure the MC for events or club committee members advise attendees that the club is a Good Sports accredited club, communicate the safe transport options and regularly remind attendees to behave responsibly around alcohol.
- Ensure telephone calls can be made free of charge to call a sober person to provide transport from the club or venue.

Where available, our club will also consider:

- Use of a club or community bus (such as council, school or tourist buses) and:
  - The bus or transport provided will be an alcohol-free zone (i.e. no alcohol will be permitted on the bus).
  - The bus will not be used to transport members between licensed venues.
  - People who have consumed alcohol can get home safely from the bus drop off point
- Use a range of taxi or ride share strategies such as:
  - Free telephone calls to arrange a taxi to provide transport from the club or venue.
  - The club committee will pre-order taxis to arrive at a club or venue at the conclusion of a club event or function.
  - Encourage club members to utilise a ride share service.

#### **5. CLUBS WITH A LIQUOR LICENCE FOR ANY CLUB EVENTS OR FUNCTIONS (Delete if it is not relevant to your club)**

Our club will promote low alcohol and non-alcoholic drinks as options and available at reduced prices.

Bar staff/ servers of alcohol will encourage members, volunteers and visitors to:

- Consume food while drinking alcohol at the club.
- Consume alcohol in moderation bearing in mind our commitment to the Good Sports program, its philosophies and policies.
- Make alternate safe transport arrangements if they are considered to be intoxicated or at risk of exceeding the legal limit (e.g. free call to a taxi/friend/family).

#### **• CONDUCT EXPECTATIONS**



Whilst engaging in club activities, members, volunteers and visitors will:

- Accept responsibility for their own behaviour, use good judgment and take a responsible approach towards alcohol consumption.
- Encourage and assist others to use good judgment regarding alcohol consumption.
- Make alternative transport arrangements to get to and from the activity safely.
- Share a taxi or ride share (where available) with friends.
- Consider arranging overnight accommodation.

## 6. PROMOTING THIS POLICY

Our club will:

- Educate members, volunteers and guests about our policy and the benefits of having such a policy.
- Implement strategies to create awareness of safe transport messages to club members (e.g. display standard drink posters/ cards to help patrons recognise what standard drinks are and the implications on drink driving).
- Ensure this policy is easily accessible and will promote it via **[our website, newsletters, social media, announcements during events and functions]**.

## 7. POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

### SIGNATURES:

Signed: \_\_\_\_\_

Club President

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Club Secretary

Date: \_\_\_\_\_

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## APPENDIX 7

### SMOKING MANAGEMENT POLICY

# SMOKING MANAGEMENT POLICY GLENWAVERLEY BOWLS CLUB INC

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## 1. PURPOSE

This policy outlines our procedures for tobacco and e-cigarette use in club venues and at club games, special events, functions and other club-related activities. It represents our club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure our club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend club games, special events, functions and other activities.
- Upholds the reputation of our club, our sponsors and partners.
- Understands the risks associated with tobacco use and our role in minimising this risk.

## 2. RATIONALE

**Glen Waverley Bowls Club** recognises that:

- Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it.
- Role modelling can have a significant impact on the junior members of our club.
- Smoke free areas make smoking less visible and less acceptable, and contribute to reduced uptake of smoking among young people.
- Smoke free areas support smokers who are trying to quit as well as reduce their overall cigarette consumption.
- Outdoor smoke free areas help to reduce the amount of cigarette butt litter reducing clean-up costs, fire risk and children's health risk due to swallowing discarded butts.
- Smoke free environments can help attract new members and positively promote our club in the community.

## 3. GENERAL PRINCIPLES

Smoking restrictions for sporting clubs differ from state to state, and are strengthened regularly. Our club will comply with all relevant state and local government smoking restrictions.

Our club recognises the importance of educating club members, particularly players, of the benefits of implementing a smoking management policy and will provide information to assist this process. In addition, the club will promote resources for members wishing to quit, including the national Quitline (13 78 48, [quitnow.gov.au](http://quitnow.gov.au)), where appropriate.

The following policy shall apply to all club members, volunteers and visitors:

- Smoking in this policy includes the use of any form of e-cigarette device.
- Cigarettes, e-cigarettes and any other tobacco products will not be sold, including from vending machines, at any time at or by our club.
- Many young people hold parents, teammates and coaches in high esteem and smoking around them sends the message that smoking is okay. Therefore, we expect that coaches, players, officials and volunteers will refrain from smoking while involved in an official capacity for the club, on and off the field.
- To foster our club's reputation as a healthy environment, no images of club volunteers, members, officials, coaches and players smoking at club-related activities will be placed on social media.

#### 4. SMOKE FREE AREAS

Our club requires the following areas of the club's **[facility/sporting ground]** to be smoke free:

- All indoor areas
- All outdoor playing/training areas
- All spectator areas (standing and seated, covered and uncovered)
- All canteen, catering, eating and drinking areas.

Smoke free areas will be signed (where possible) and promoted in club materials. A designated smoking permitted area is also located at **[insert location]**.

#### 5. PROMOTING THIS POLICY

Our club will promote this policy regularly by:

- Placing a copy of the policy in club newsletters, printed member information and on the website.
- Promoting positive smoke free messages through the club's social media.
- Displaying a copy of the policy in the club rooms.
- Periodic announcements to members at functions.
- Placing non-smoking signage in prominent locations both indoors and outdoors.

#### 6. NON-COMPLIANCE

All club committee members will uphold this policy and any non-compliance will be handled according to the following process:

- Club members and/or guests should notify the committee of any breaches of this policy.
- A friendly approach will be made to the person smoking, explaining our club policy, and directing them to any areas where smoking is permitted.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/people to leave the club facilities or function.

## 7. POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

### SIGNATURES:

Signed: \_\_\_\_\_

Club President

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Club Secretary

Date: \_\_\_\_\_

### ENQUIRIES REGARDING OUR POLICY:

CONTACT:

PHONE:

EMAIL:

Visit: [www.goodsports.com.au](http://www.goodsports.com.au) for information regarding the Good Sports program.