



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

An association incorporated 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”

### **MANUAL OF PROCEDURE**

- A. JOB DESCRIPTIONS**
- B. MISCELLANEOUS MATTERS**
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This document will be maintained by a member of the Club appointed from time to time by the Board of Management. A copy of the document can be found on the Club Website under the heading “About Us” – and a hard copy is available for inspection at the Clubhouse.

## **A. JOB DESCRIPTIONS**

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**INDOR BIAS BOWLS COMMITTEE**

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- 45. Indoor Bias Bowls Coordinator**
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## **BOARD OF DIRECTORS**

### **1. PRESIDENT**

1. Chief Executive Officer of the Club.
2. Overall responsibility for the management of the Club.
3. Convene and chair the Board of Directors Meetings.
4. Reporting Line and responsibility for the Strategic Planning Committee.
5. Attend Zone/Group meetings as a Club Delegate.

### **2. VICE-PRESIDENT - ADMINISTRATION**

1. Stand in for the President in his/her absence at Board Meetings, etc.
2. Reporting line and responsibility for Almoner, Club Newsletter, Web Master, Catering Committee, Provodore, Food Safety Officer, Club Functions, Rosters & Uniforms.
3. Attend and report to Board Meetings.

### **3. VICE-PRESIDENT - ACTIVITIES**

1. Stand in for the President in his/her absence at Board Meetings, etc.
2. Reporting line and responsibility for Bar Committee, Club Nominee, Gaming Committee, Corporate Events Sub-Committee & the Entertainment Committee.
3. Attend and report to Board Meetings.

### **4. SECRETARY**

1. Prepare agenda and take minutes at Board Meetings.
2. Prepare information relating to the election of Club Officers prior to the Club Annual General Meeting.
3. Prepare Notice of Meeting for, and take minutes, at the Club Annual General Meeting. (6 weeks prior to the AGM).
4. Prepare ballot papers for the AGM should this be required. Arrange for the Board to appoint 2 Scrutineers for the AGM.
5. Receive and record all incoming correspondence. Pass to the appropriate Club Officer for attention...
6. Responsibility for maintenance of the Club Membership Register. (See Assistant Secretary Job Description).
7. Responsibility for oversight of the Club Public Officer. (Ensure that Annual Statement is sent to Consumer Affairs Victoria within one month of the Club Annual General Meeting). Advise change of Club Public Officer to Consumer Affairs Victoria when this occurs.
8. When the Board approves a change to or addition of a new Club By-law the Secretary will display a copy on the notice-board. (See Rule 48).
9. When the Board approves a change to or addition of a new Rule the Secretary shall arrange for a Special Resolution to be prepared for consideration at a Special General Meeting or Annual General Meeting. (See Rule 3).
10. Responsibility for updating the Club website and CD with changes to Club Rules, By-laws & Manual of Procedure. Arrange for the Public Officer to advise Consumer Affairs Victoria of any changes to the Club Rules (together with the appropriate fee).

11. Responsible for advising details of office bearers and member records for inclusion in the Club Handbook.
12. Responsible for Club stationery and equipment in the Secretary's office and photocopy room.

## **5. TREASURER**

1. Reporting line and responsibility for the Sponsorship Committee and the Finance Committee.
2. Prepare the Annual Budget & monthly Financial Report to the Board. The Financial Report will include a Statement of Performance, a Statement of Financial Position, a Cash Flow Forecast, an Expenses for Approval Report and a Transaction by Account Report.
3. Bank all monies received and pay all accounts once approved.
4. Chair meetings of the Finance Committee.
5. Attend and report to the Board Meetings.
6. Present a Financial Report to the AGM.

## **6. BOWLS DIRECTOR**

1. Overall responsibility for the administration of bowls activity in the Club.
2. Reporting line for the Casual (Non-member) Bowls Committee.
3. Reporting to him/her via the Bowls Committee are the Deputy Bowls Director, two Bowls Administrators, two Ordinary Members, the Umpires' Coordinator, the Coaches' Coordinator, Chair of the Indoor Bias Bowls Committee, Chair of the Night Pennant Committee and the four Chairs of the pennant Selection Committees.
4. Convene and chairs meetings of the Bowls Committee monthly. Convene and chair pre-season, mid-season and end-of-season meetings for lawn bowls.
5. Represent the Club at all official functions, tournaments and Bowls Victoria events held at the Club and attend Regional meetings, etc.
6. Responsible for coordinating and assisting with the production of the Members' Handbook. (See Section 6 under Miscellaneous Matters).
7. Attend and report to Board Meetings.

## **7. FACILITIES DIRECTOR**

1. Reporting line & responsibility for the Grounds & Gardens Committee, House Committee and the Risk Management Committee.
2. Prepare a budget for the upcoming year of operation.
3. Arrange building and contents insurance.
4. Attend and report to the Board Meetings.

## **8. GROUNDS & GREENS DIRECTOR**

1. Reporting line and responsible for the Greens Committee.
2. Responsibility for liaison with the Greens Contractor.
3. Prepare a budget for the upcoming year of operation. This will include all expenditure recommended for green maintenance, building maintenance, equipment replacement and grounds.
4. Attend and report to the Board Meetings.

## **9. MEMBERSHIP DEVELOPMENT DIRECTOR**

1. Reporting line and responsible for the Membership Development Committee who will run “Try-Bowls” Days and other events as required.
2. Ensure that all new members are provided with appropriate material and integrated into the Club.
3. Authorise acceptance of all new members on behalf of the Board.
4. Responsibility for internal and external marketing and promotion of the Club.
5. Order appropriate material aimed at new members from the State body.
6. Prepare a budget for the upcoming year of operation.
7. Attend and report to the Board Meetings.

## **COMMITTEES/POSITIONS REPORTING TO BOARD MEMBERS**

### **10. DEPUTY BOWLS DIRECTOR**

1. Assist Bowls Director with the administration of bowls activities in the Club.
2. Reporting line for the Casual (Non-member) Bowls Committee.
3. Convene and chair meetings of the Bowls Committee in the absence of the Bowls Director.
4. Represent the Bowls Director at pre-season, mid-season and end-of-season meetings for lawn bowls.
5. Represent the Bowls Director and the Club at all official functions, tournaments and Bowls Victoria events held at the Club and attend Regional Meetings, etc. in his/her absence.
6. Assist with the production of the Members’ Handbook.
7. Represent the Bowls Director at Board Meetings in his/her absence.

### **11. ASSISTANT SECRETARY (Appointed)**

1. Reporting to the Secretary.
2. Maintain the Club Membership Register.
3. Process all new applications for membership. Advise Membership Development Committee when Application has been approved. Add new member details to data base.
4. Process affiliation fees and records and forward details to the appropriate District or State body.
5. Provide updated membership details for the Club Handbook.
6. Receive and receipt subscriptions – and update data base as required. Follow up members who have not paid their subscription.
7. Process transfers in and out of members.
8. Order Super Veteran & “8” badges and arrange for presentation by Bowls Director. Prepare suitable citation for presentation.
9. Stand in for the Secretary as required, including attendance at Board Meetings.
10. Arrange for the placement of notices in the “Herald-Sun” for members who have passed away. Advise member’s details of funeral arrangements where possible. Arrange for the Club flag to be flown at half mast. (Refer to Item 1.5 under the Miscellaneous Matters Section).

### **12. STRATEGIC PLANNING SUB -COMMITTEE**

1. Responsible for and reporting to the President for the preparation of reports relating to long term planning for the Club.

2. Following the issue of guide-lines from the Board, prepare and provide a report outlining issues which should be addressed by the Club during the next five-year period. The report dated February 2009 is to be used as a starting point. A further report dated September 2015 was prepared by the then Committee.

### **13. CONSTITUTION SUB-COMMITTEE**

1. Responsible for and reporting to the Secretary for the maintenance of the Club Rules & By-laws.
2. Following a request from the Board, prepare a recommendation relating to a new or amended Rule/By-law.
3. When the Board approve a new or amended Rule or By-law the Secretary will make the necessary arrangements to implement the changes to the Club documentation.

### **14. FINANCE COMMITTEE**

1. Convened and chaired by the Club Treasurer.
2. Undertake tasks as and when requested by the Board of Management.
3. Duties will be determined by the Board from time to time.
4. Duties to include consideration of the fees for the ensuing season.

### **15. SPONSORSHIP OFFICER**

1. Responsible for and reporting to the Club Treasurer for the arranging of Club sponsorships of both money and kind.
2. Prior to the beginning of each season contact all existing sponsors to determine whether they are prepared to continuing their sponsorship. This task should be completed by the end of the first quarter in each year.
3. Make approaches to other potential new sponsors seeking a commitment to sponsor.
4. Arrange sponsorship of Score Cards & Club stationery.
5. Prepare a report for the Board for approval outlining the proposed sponsorship packages, etc.
6. Once determined, advise details of sponsors to the Handbook Committee.
7. Ensure that sponsors are billed – and follow up outstanding payments.
8. Maintain a Sponsor Register.
9. Ascertain level of sponsor support from Club Members.
10. Arrange for updating of the sponsorship board in the Clubhouse as appropriate.
11. Maintain sponsor table in the Clubhouse.
12. Arrange for updated/new signage around the Club grounds, shelter sheds, etc.
13. Arrange for representatives of sponsors to attend Wednesday Triples or other appropriate events.
14. Allocate sponsors to Club events.
15. Assist the Board with the arranging of a sponsors' night.
16. Provide the Club Provodere and the Catering Committee with a list of sponsors from whom they should seek to make purchases in the first instance.

### **16. CATERING SUB-COMMITTEE**

1. Responsible for and reporting to the Vice-President Administration for all catering at the Club.

2. Liaise with appropriate Lawn Bowls Administrator to determine the nature of an event, the numbers attending and the type of catering required.
3. Order via the Club Provodore the food required for the event.
4. Arrange for assistance on the day of the event. This will include preparation of the meals and cleaning up the kitchen and tables.

## **17. CLUB PROVODORE**

1. Responsible for and reporting to the Vice-President Administration for the purchase of all non-perishable food consumed within the Club.
2. Upon assuming the role, speak to the past provodore to determine past practice. Also, speak to the VP Administration to receive instruction as to whether cheese or any other item other than biscuits are to be provided for selected events/days (e.g. Wednesday Triples requires cheese cubes). The Club Treasurer will also need to know when extra items are required to ensure event pricing is appropriate.
3. Cheese cubes are currently being provided for Night Pennant.
4. All purchases are generally made using the Club credit card at Campbell's Cash & Carry, Clayton, but can be made anywhere to suit the incumbent provodore.
5. Standard purchases include –
  - Sweet and dry biscuits
  - Sugar sticks
  - Non-sugar sweeteners
  - Tea bags
  - Coffee
  - Full cream long-life milk
  - Sandwich bags (for Saturday rolls)
  - Cheese – cubes for Wednesdays; slices for Saturday rolls
  - Mayonnaise
  - Tomato sauce
6. Purchases for Saturday pennant will depend upon what is required, but will include perishables such as rolls, tomatoes, ham etc.
7. The following items are stored in the pantry – long-life milk, a spare tin of coffee and additional tomato sauce.
8. A box of sweet and dry biscuits is left in the bottom cupboard to the right of the Provodore's own cupboard for general use.
9. Top up biscuits to the required level depending upon individual event requirements.
10. Additional sweet and dry biscuits are kept in the Provodore's locked cupboard.
11. Put cheese in a plastic bag annotated with the event and place in the fridge on the day of the event.
12. Perishable items for functions are purchased by the catering team.
13. Liaise with the catering team for special events where non-perishable purchases, such as tinned fruit, can be obtained from Campbells.
14. Record all purchases (date, item, quantity and cost) in a control e.g. computer spread sheet.
15. At the end of the month pass receipts to the Treasurer for balancing with the credit card statement.



## **18. FOOD SAFETY OFFICER**

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1. Responsible for and reporting to the Vice-President Administration for the maintenance of food safety standards in the Club.
2. Obtain suitable qualifications from the City of Monash.
3. Institute a plan to inspect the operation of the kitchen, bar, etc. to ensure that the appropriate standards are adhered to.
4. Maintain/inspect all food handling procedure forms to see that they are being correctly completed.
5. Make suggestions to the Vice-President Administration on changes which could, or should, be made to food and drink handling procedures.

## **19. FUNCTIONS SUB-COMMITTEE**

1. Responsible for and reporting to the Vice-President Administration for all functions (other than those associated with bowls events).
2. Events for which the Committee is responsible include the Season Opening Day, Presentation Night (for Club Championship winners) and any other function allocated to them by the BOM for organisation.
3. Liaise with the Catering Committee concerning meals required for the event.
4. Liaise with Bar Committee concerning opening of the bar.
5. Arrange for assistance to set up Club rooms appropriately – and clean up after the function.

## **20. ROSTERS SUB-COMMITTEE**

Responsible for and reporting to the Vice-President Administration for the preparation of all rosters for each season.

### **MEN'S ROSTERS -**

1. Prepare rosters for Saturday morning cleaning of the Club rooms, Tuesday Ladies' Pennant, Wednesday Men's Triples and any other rosters as required.
2. The Saturday morning cleaning roster is required to cover the period from the beginning of September in each year to the end of March of the following year. The Tuesday tea roster is required to cover the period of the Ladies' Pennant season, from October to February. The Winter cleaning roster is required to cover the period from April to August. The process for preparing the Saturday morning rosters is as follows –  
Obtain a list of financial members from the Treasurer. Allocate male members to the rosters using the previous season's list as a guide. For each week **8** members are required. One member will be allotted the task each week of supervising, being responsible for allocating tasks on the day, and ensuring that these are carried out. Each member will be rostered for two Saturdays during the season. The list of cleaning duties to be carried out will be provided to all rostered members with the Member's Handbook issued at the beginning of each season. Copies of the cleaning duties will be posted in the cupboard in the Men's toilet.  
NOTE: Members who are BOM or Bowls Committee members, sub-committee chairs, veterans, coaches, selectors, disabled or on the Monday morning gardening group are exempt from being on these rosters.
3. The process for preparing the Tuesday tea rosters is as follows –

From the same financial list of male members prepare rosters. For each week 5 members will be required. One member will be allotted the task of supervising, being responsible for carrying out the necessary duties as noted in the kitchen.

NOTE: Do not include those members who are still working. Endeavour to include those members whose partners play bowls at the Club.

4. After preparation arrange printing of rosters for inclusion with the Member's Handbook.
5. Place a copy of the week's rosters on the notice-board on the entry to the slopes where Club events are listed.
6. Arrange for the appropriate Wednesday Triples Coordinator to announce the names of those on all Men's rosters at Wednesday Triples (during the afternoon tea break).
7. Arrange for members on each week's rosters to be rung (by the Supervisor for the day) to remind them of their obligation to attend.
8. In conjunction with the Chair of the Indoor Bias Bowls Committee arrange a roster for the Winter cleaning roster.

### **LADIES' ROSTERS –**

1. Prepare rosters for Wednesday and Saturday kitchen duties using the previous year's rosters as a guide. Try and obtain as much information as you possibly can before many members "migrate north" or are otherwise unavailable during the off-season-winter months.
2. A Wednesday triples roster is required to cover the period from the start of the season in September in each year (subject to availability of greens) until the end of April the following year (subject to weather permitting and greens still being available)
3. The Saturday pennant roster is required to cover the period from the beginning of the pennant season in late September/early October each year until late March the following year. An additional roster may be necessary for those days during which finals are being played.
4. . The process of preparing rosters is as follows:
  - i. ascertain the actual dates of the respective seasons,
  - ii. obtain a list of financial members from the assistant secretary responsible for maintaining the membership register and
  - iii. delete all 80+ (veteran) members other than those who are prepared to be rostered for duty,
  - iv. obtain a list of Saturday pennant players from the selectors who are to be excluded from the Saturday roster only as well as those members still in full time employment from both Wednesday and Saturday rosters which can be ascertained from the assistant (membership) secretary,
  - v. for Wednesday 5 members and for Saturday 3 members are required to be rostered for duty,
  - vi. distribute a copy of the rosters to all members rostered for duty - usually with the new Handbook - with a notation that the "first named member is to phone the other members rostered for that day and that any member is responsible to arrange a substitute if so required and to notify the supervisor (first named)"
  - vii. Write on the whiteboard for team selections the names of those members rostered for duty on the following Wednesday/Saturday and
  - viii. the duty side as advised by the selectors.

## **21. UNIFORMS SUB-COMMITTEE**

1. Responsible for and reporting to the Vice-President Administration for any changes to Club uniforms.
2. Following advice to proceed, seek designs (and costings) from appropriate manufacturers.
3. Endeavour to obtain appropriate sponsorship to cover the cost of the uniform. In doing so liaise with the Club Sponsorship Officer.
4. On receipt of information check with the appropriate State body to see that colour, etc. does not clash with other Club uniforms.
5. Submit choices to the Board for consideration. (The Board will determine the course of action to follow including referral to members for comment).
6. Once a decision has been made, order the appropriate number of uniforms and arrange for distribution to members. Collect amount owing from each member prior to releasing their uniform to them. Pass money to the Club Treasurer with an accompanying note.

## **22. BAR MANAGER**

1. Responsible for and reporting to the Vice-President Activities for all aspects of the management of the bar.
2. The bar manager must ensure that adequate quantities of products sold and all cleaning products, gas requirements are available at all times.
3. Kegs of beer are ordered direct from Lion Nathan (light) and CUB (heavy) on Friday for delivery on Monday. Slabs of stubbies, bottled wine & spirits, and some casks of wine, are picked up from Dan Murphy, Liquorland or 1<sup>st</sup> Choice as required. DeBortoli 4 litre wine casks, 10 litre wine casks and bottled wine are ordered direct. Coca Cola, Lemon & Bitters, Ginger Beer & Solo, etc. are purchased from supermarkets. Potato Chips are purchased from Campbells and peanuts from Aldi.  
**NOTE:** The actual procedures may vary from time to time, but essentially the requirement is to ensure timely purchase of and maintenance of necessary supplies for the bar in a cost effective manner
4. Bowling accessories are purchased from Jack High Bowls at Bentleigh. A supply of Club hats and caps is the responsibility of the Uniforms Committee.
5. **WEEKLY DUTIES:** Flush the beer lines with water and inject with detergent each Monday. Wash out on Tuesday for Wednesday activities. Lift the floor mats, sweep and mop the bar area, clean all benches and take out empty kegs to the pick-up point. Count all monies and reconcile register tapes, complete necessary paperwork, place money in appropriate bag and slide down the chute to the safe. Ensure that each till contains a float of \$200, with a back-up amount of \$300 in the bar safe and that an adequate supply of coins is available at all times.
6. **TWO- WEEKLY DUTIES:** Take the bar mats outside and clean with the high-pressure machine. Apply the high-pressure machine to the bar floors and mop all floors and clean the refrigerator.
7. **MONTHLY DUTIES:** Stock take the bar on the last day of each month and prepare rosters for volunteer staff for the following Month.

## **23. CLUB NOMINEE**

1. Responsible for and reporting to the Vice-President Activities for the oversight of the Club's observance of the requirements in respect of its licence to serve liquor.
2. Draw to the attention of the Vice-President Administration details of any matters which should be changed to ensure the Club continues to meet its obligations under the license.

3. Advise the Board of any changes which are made to the Club's licence arrangements.
4. Arrange for new bar personnel to obtain a Responsible Serving of Alcohol Certificate, and ensure that Responsible Serving of Alcohol approved personnel update their certificate as required by the Director of Liquor Licensing,
5. Maintain a register of certified Responsible Serving of Alcohol personnel.

#### **24. GAMING SUB-COMMITTEE**

1. Responsible for and reporting to the Vice-President Activities for all duly licensed gaming activities, such as Bingo, carried out at the Club premises.
2. Arrange schedule of activities for inclusion in the Club Handbook.
  
3. Arrange for assistance from members in running gaming activities and cleaning up after events.
4. Liaise with the Catering Committee and the Bar Committee concerning arrangements for the event.
5. Pass monies from each event to the Club Treasurer with an accompanying note.
6. Maintain ample supplies of bingo books and marker pens.
7. Ensure that the Annual Return to the Gaming Commission is sent by the appropriate due date.

#### **25. ENTERTAINMENT SUB-COMMITTEE**

1. Responsible for and reporting to the Vice-President Activities for the organization of all social and entertainment events other than gaming and bowls activities.
2. Advise the Club Secretary details of the program of events for inclusion in the Club Handbook.
3. Advertise events in the Club Newsletter and on Club notice-boards.
4. Liaise with the Catering Committee and the Bar Committee in respect of each scheduled event.
5. Arrange for the assistance from members as required. This will include setting up and cleaning up after the event.

#### **26. HOUSE COMMITTEE**

1. Responsible for and reporting to the Facilities Director for all matters relating to the upkeep and maintenance of the Kitchen and Clubhouse facilities.
2. The matters included amongst the responsibilities for the Committee are as follows –
  - Equipment such as refrigerators, heaters, washers, alarm systems, etc.
  - Essential services such as gas, power, water and drainage.
  - Such other facilities as the Board of Management may determine.
  - Cleaning of the Clubhouse (other than that done by the Saturday morning rosters).
  - Updating of the Club Honours Board.
  - First aid equipment.
3. Facilities in the Secretary's Office and the Photocopy room are the responsibility of the Club Secretary.

#### **27. RISK MANAGEMENT OFFICER**

1. Responsible for and reporting to the Facilities Director for advice on appropriate

risk management matters relevant to the Club.

2. Provide reports for the board outlining issues which need to be addressed in relation to the safety of members and visitors to the Club.
3. Check that necessary steps have been taken to correct those matters requiring attention.

## **28. GREENS COMMITTEE CHAIRMAN**

1. Responsible for and reporting to the Greens Director for all matters relating to the Club's greens and immediate surrounds, including:
  - Banks
  - Seats
  - Shelters
  - Water Tanks.
2. The Committee has the authority to determine whether greens are playable, and which greens are open/closed at any particular time. The signage upon entry to the grounds will indicate the latter.
3. Allocation of greens/rinks for all events.
4. Day to day maintenance of "D" Green, including raking of ditches, sweeping of greens and surrounds, marking of the green and monthly grooming.
5. Arrange Committee Meetings when required. Prepare an agenda for meetings based on requests from the Board and information received from the Greens Contractor. Prepare regular reports for the Board (usually monthly to coincide with their Board Meeting).
6. Regularly liaise with the Greens Contractor on all matters relating to the preparation and maintenance of the grass greens, including winter renovations, and any requirements for equipment maintenance.
7. Prepare a weekly list of rink requirements on the Greens Contractor's chalkboard situated in the slopes lobby. (This is usually carried out on Mondays).
8. Arrange for volunteer members to conduct maintenance of mechanical equipment wherever possible and record action in the maintenance register retained in the equipment shed.
9. Arrange for volunteer members to conduct maintenance of greenside equipment such as ditch rubbers, boundary pegs, rink markers, scoreboards and shelters.
10. Carry out duties of Greens Director on days of play in accordance with details published in the Member's Handbook, under Playing Times for the Season.
11. PRE-SEASON DUTIES: Arrange for volunteer members to insert all line marking pins in the greens in accordance with established procedure. The Greens Contractor is required to indicate prior readiness for such action. Arrange for volunteer members to set out all boundary pegs, rink markers, scoreboards and greenside seats.
12. END OF SEASON DUTIES: Arrange for volunteer members to remove all marking pins from the greens in accordance with established procedure prior to the Greens Contractor carrying out winter greens renovation. Arrange for volunteer members to store away all boundary pegs, rink markers, scoreboards and greenside seats.
13. OFF SEASON DUTIES: Arrange for volunteer members to prove that under green drainage pipes are clear by flushing water through inspection openings in accordance with established procedure. Arrange for volunteer members to carry out any necessary maintenance to mechanical or greenside equipment that cannot be achieved at other times.

## 29. GROUNDS COMMITTEE

1. Responsible for and reporting to the Facilities Director for all matters relating to the Club grounds (other than the greens and their immediate surrounds, which are the responsibility of the Greens Committee).
2. The matters included amongst the responsibilities of this Committee are the upkeep and maintenance of the gardens, hedges, external seating, gates, fences, signs, flag-poles, garden equipment, sheds (other than the shelter sheds) and toilet block. **Note:** Water Tanks are the responsibility of the Greens Committee.
3. A plan of proposed action to be taken during the season should be prepared and provided to the Facilities Director.
4. Refer to the Schedule below which describes the timetable for gardening.

### GROUND & GARDEN SCHEDULE

#### ROSE SHRUBS

Rose Beds "C" Green

Prune in June & July. Debud spent flowers in January & February.

Rose Beds "D: Green

#### GARDENS

"A" Green East

Fertilise, take cuttings, plant out, prune, weed, mulch as required throughout the year.

"A" Green North

"B" Green North

"D" Green (all)

#### HEDGES

"A" Green East

Trim in April, September & December.

"A" Green North

"B" Green North

#### FENCE CREEPER

"D" Green

Trim in April, June, July, September, November, December, January & February.

#### IRRIGATION

Check operation in March, September, November & January.

#### GRASSED AREAS

"A", "B" & "C" Greens

Mow as required.

#### TREES & SHRUBS

"B" Green West

Trim vegetation to prevent shading of greens on West side. Done by contractors approx. every three years.

"C" Green West

## 30. BUILDING MAINTENANCE COMMITTEE

1. Responsible for and reporting to the Facilities Director for all matters relating to the maintenance of buildings.

2. The matters included amongst the responsibilities of this Committee are the repairs and maintenance of the Club-house and external buildings other than those for which the Greens Director is responsible.

### **31. MEMBERSHIP DEVELOPMENT COMMITTEE**

1. Responsible for and reporting to the Membership Development Director for the recruitment and enrollment of new members.
2. Arrange meetings of the Committee as and when appropriate.
3. Determine dates for "Try Bowls" days and advise the Club Secretary for inclusion in the Club Handbook.
4. Maintain stock of promotional material stored in the bowls shed.
5. Maintain stock of membership material stored in the administration office.
6. Liaise with the Membership Development Director regarding media releases and contact with the City of Monash. Obtain approval for sponsored street signs for "Try Bowls" days.
7. Liaise with the City of Monash regarding promotional events e.g. Victoria Senior's Week. Arrange for the Club to set time aside for potential bowlers to try out.
8. Prior to "Try Bowls" days arrange with Centro The Glen management for a stand to be set up. Provide The Glen with a copy of the Club's Certificate of Currency Business Public/ Products Liability Insurance. Arrange manning of the stand by Club members.
9. Promote "Try Bowls" days to ethnic groups in the Monash community.
10. Liaise with the Catering Committee and the Bar Committee for suitable arrangements to be put in place for each "Try Bowls" day.
11. Arrange for coaches and other members to assist potential new bowlers at each "Try Bowls" day.
12. Sign up new members and pass the applications (with appropriate subscription) to the appropriate Bowls Secretary for display on the Club notice-board.
13. Following advice from the Bowls Secretary that all is in order refer the new member to the coaching panel. **NOTE:** This will be done through the Bowls Secretaries and the Bowls Director in 2011-12.
14. Appoint a mentor for each new member to assist with the latter's integration into the Club.
15. Provide each new member with a welcome kit and name badge (suitably marked with a tag to denote their status).
16. Participate in New Member welcome and briefing sessions.
17. Maintain records of new member events and monitor results.
18. Follow up attendees at promotional events seeking to sign them up as members.
19. Obtain and review feedback from new members regarding their induction experience and amend procedures as required.

### **32. CLUB NEWSLETTER EDITOR**

1. Responsible for and reporting to the Membership Development Director for the production of the Club Newsletter.
2. Determine a deadline for receipt of articles each month and advise appropriate Club Officers.
3. Prepare a newsletter bi-monthly including articles received from Club Officers.
4. Email copies to those members who have provided addresses. Print 100 copies for placing on the sponsor's stand in the bar lounge area.

### **33. CLUB WEBMASTER**

1. Responsible for and reporting to the Vice-President Administration for the maintenance of the Club website.
2. Update pennant results each week during the season.
3. Ensure that the website contains up to date information relating to the Club.

### **34. CLUB ALMONER**

1. Responsible for and reporting to the Vice-President Administration for keeping the Club informed of members who are ill or injured or who have passed away.
2. Advise appropriate Bowls Secretary of the details of any member who has passed away. (The Bowls Secretary will arrange for a notice to be placed in the Herald-Sun newspaper; disseminate to members, by a notice on the front door, details of the funeral arrangements where these are known; arrange for the Club flag to be flown at half-mast.)
3. On behalf of the Club send a sympathy card to the family of the member. Place a note on the board adjacent to the Northern entry door.
4. Where advice is received that a member is ill or injured place a note on the board adjacent to the Northern entry door advising appropriate details. Only where the member agrees, should specific mention be made of the nature of the illness or injury. On returning to the Club welcome them back and extend best wishes for the future.
5. "Thank you" notes received by the Almoner are pinned to the notice-board in the main foyer and, after a reasonable period, are placed in the Almoner's Box by the notice-board. The box is cleared every few months.

### **35. CORPORATE EVENTS SUB-COMMITTEE**

1. Responsible for and reporting to the Vice-President Activities for all corporate events run by the Club.
2. Keep VP Activities informed of future events
3. For approved functions obtain signed documentation from the organization using the Club facilities.
4. Advise members of the date and time the Clubhouse is to be used for the function.
5. Liaise with the appropriate Lawn Bowls Coordinator (if bowling activities are included), the Catering Committee and the Bar Committee to set up suitable arrangements. Provide each Committee with a copy of the "Coming Events" form.
6. Arrange assistance from Club members as required to oversee the function. Ensure that the Clubhouse is cleared up appropriately after the function.
7. Pass the monies collected and/or credit card transaction slips to the Club Treasurer with the required documentation.

### **36. CASUAL (NON-MEMBER) BOWLS SUB-COMMITTEE**

1. Responsible for and reporting to the Bowls Director for the organisation of an appropriate bowls program.
2. Arrange suitable advertising seeking participants for the program.
3. Liaise with the two Lawn Bowls Coordinators, the Catering Committee and the Bar Committee to set in place suitable arrangements for each event.
4. Arrange assistance from Club members as required to run each event.



## **BOWLS COMMITTEE (INCLUDING OFFICERS/COMMITTEES REPORTING)**

### **37. ROLE OF THE BOWLS COMMITTEE**

1. Responsible for the running of all bowls activities – including Pennant, Club Competitions, Social and Special Bowls events (as defined by the Board).
2. Responsible for the convening of pre and mid-season meetings of members.
3. Preparation of a list of events for the next season for inclusion in the Members' Handbook.
4. Dissemination of information to members re changes in the rules of play, etc.
5. The Officers making up the Bowls Committee are –
  - The Bowls Director
  - Deputy Bowls Director
  - Two Lawn Bowls Secretaries
  - Three Ordinary Members
  - Chairs of the three Lawn Bowls Pennant Selection Committees
  - Chair of the Indoor Bias Bowls Committee
  - Chair of the Night Pennant Committee
  - Umpires' Coordinator (ex-officio)
  - Coaches' Coordinator (ex-officio)
  -

### **38. ORDINARY COMMITTEE MEMBERS**

1. Together with the Lawn Bowls Secretaries coordinate all non-pennant events. Prepare entry forms for each event other than Club championships and put on slopes in the entry foyer outside the tournament office. (The Lawn Bowls Secretaries will prepare entry forms for Club championship events and place them in locker rooms).
2. Together with the Lawn Bowls Secretaries coordinate arrangements for special events allocated to the Club e.g. State and individual events. This includes liaison with the Greens Committee (availability of greens), the Catering Committee, the Bar Committee, the Umpire Chairperson, etc.
3. Appoint event managers for relevant events. The event manager is to use the Club pro-forma as a guide for the running of events including the collection of money, catering, floats, etc, and at the completion of the event, to record the financial results on the relevant form for the Treasurer.
4. In the absence of the Bowls Director and/or the Lawn Bowls Secretaries disseminate information to all members relevant to upcoming events including duty rosters for lunch and afternoon tea for pennant games.
5. Attend and report to the Bowls Committee Meetings.

### **39. LAWN BOWLS SECRETARIES**

1. Prepare agenda for and take minutes at Bowls Committee Meetings. Copies of minutes are to be displayed in the Men's locker rooms, as appropriate.
2. Process correspondence relating to all bowls matters.
3. Update Club notice-boards with appropriate material e.g. State and other Club Tournament details, etc.

4. LBA's are to be the first point of contact for dialogue with the State body, other Bowls Clubs and organisations.
5. Together with Members' Representatives, co-ordinate arrangements for special events allocated to the Club e.g. State and Club invitational events. This includes liaison with the Greens Committee (availability of greens), the Catering Committee, the Bar Committee, the Umpires Chairperson, etc.
6. Arrange invitations and guest lists for "special" days e.g. Gala Day, "A" Classic.
7. Collect fees and submit entries for Regional/State events. **NOTE:** When monies are collected for any reason, they should be passed to the Club Treasurer with an accompanying explanatory note for banking.
8. Prepare information relating to upcoming events and general members' information to be Announced to members at the appropriate time e.g. Pennant games, Wednesday Triples, etc.
9. Order Coaches Manuals and Rule Books for Umpires (and others).
10. Arrange preparation of certificates and cash amounts for all Men's Club Championship winners. Advise details of appropriate winners to the Facilities Director so that the Club honours boards can be updated.
11. Arrange purchasing and engraving of Club Championship trophies.
12. Advise the Club Almoner of any Club members known to be ill or injured.
13. Maintain control of the Club lockers in the Men's Locker Room. Record names, collect deposits and make refunds, as appropriate.
14. Order pens for presentation to the rinks achieving the highest shots up at pennant.
15. Order "8" badges for presentation to rinks who achieve an 8 on one end in a pennant match.
16. Arrange enrollment of members for coaching, umpires and measurers courses.

#### **40. PENNANT SELECTION COMMITTEES**

Selection Committees once elected shall appoint a Chairman from their own Committee. **Each Chairman will be a Member of the Bowls Committee.** The Selection Committees are responsible to the Bowls Committee for all pennant activities. In carrying out those overall responsibilities, the Selection Committee's duties shall include –

- (a) developing and presenting for consideration by the Bowls Section appropriate policies on selection and/or other matters relevant to the Pennant Competitions;
- (b) selecting players for pennant matches and posting those selections on the Pennant Notice Boards together with the names of the Side Managers and Umpires;
- (c) arranging all pennant matches, bankers' play and pennant practice; arranging pennant practice matches with other Bowls Clubs, as and when appropriate;
- (d) maintaining pennant records;
- (e) being available as a committee at mutually convenient times to meet players who wish to discuss their pennant selection and/or performance;
- (f) reporting to the Bowls Section on the results and achievements of the completed pennant season;
- (g) recommending to the Bowls Committee the number of sides to be entered into the pennant competitions for the ensuing pennant season;
- (h) reporting to pre and mid season meetings of members on pennant matters;
- (j) training of Side Managers.

#### **41. NIGHT PENNANT CHAIRMAN (being a member of the Bowls Committee)**

1. Responsible for and reporting to the Bowls Director for the conduct of the Club's Night Pennant activities.
2. With the assistance of the Night Pennant Secretary prepare an agenda for the AGM of those interested in playing night pennant. This meeting should be scheduled for the first week of October in each year.
3. The agenda for the AGM should include the following matters –
  - Minutes of the previous AGM
  - Business arising from these minutes
  - Outgoing Chairman's Report
  - Outgoing Chairman of Selectors' Report
  - Election of Office Bearers for the ensuing season – 3 Selectors; 2 Delegates to the Southern District Electric Light Bowls Association (SDELBA); 1 Secretary; 1 Publicity Officer.
  - General Business
4. Produce a report following the AGM for the Bowls Committee.
5. Arrange payment of team fees to the SDELBA.
6. Prepare a monthly report for the Bowls Committee during the period of the Night Pennant Season. Attend meetings of the Bowls Committee.
7. Ensure appropriate green fees are collected for all home games.

#### **INDOOR BOWLS COMMITTEE**

#### **42. INDOOR BIAS BOWLS CHAIR (being a Member of the Bowls Committee)**

1. Act as the official representative of the Club for all Indoor Bias Bowling activities conducted by the Committee and all relevant Association activities (VIBBA & ESIBBA).
2. Chair the Indoor Bias Bowls Committee.
3. Provide reports to and attend meetings of the Bowls Committee.
4. Provide reports for inclusion in the "Bowler".
5. Arrange trophies for championships and tournaments.
6. Arrange for the honours board to be updated.
7. Prepare a draft program of events for the following season. Submit the program to the Indoor Bias Bowls for adoption, subject to any amendments required.
8. Provide information for inclusion in the Members' Handbook. This will include the program of events and the names of members participating in Indoor Bias Bowls.

#### **43. INDOOR BIAS BOWLS VICE-CHAIR**

1. Stand in for the Chair of the Indoor Bias Bowls Committee in the absence of that officer.
2. Perform such other duties as may be determined by the Indoor Bias Bowls Committee.
3. Represent the Club as a delegate to the ESIBBA.

#### **44. INDOOR BIAS BOWLS SECRETARY**

1. Convene and attend Indoor Bias Bowls Committee Meetings and General Meetings (Annual and Special); prepare agendas; record minutes in conjunction with the Chairperson.
2. Process Section correspondence.

3. Arrange forms of invitation and appropriate invitation lists for Indoor Bias Bowls events as shown in the Members' Handbook.
4. Prepare 2 newsletters for circulation during the winter months.

#### **45. INDOOR BIAS BOWLS CO-ORDINATOR**

1. Receive entries for Indoor Bias Bowls Competitions and/or championship events and remit fees to the Club Treasurer.
2. Supervise the draw for Indoor Bias Bowls competitions, championship, Interclub, Social days, Gala days, Tournaments and other events.
3. Where required, manage the conduct of Association events (ESIBBA/VIBBA etc.).
4. In conjunction with the chairperson of the Selection Committee, where appropriate, liaise with the coaches and umpires on matters affecting the performance of players and their knowledge of the laws of Indoor Bias Bowls.
5. Represent the Club as a delegate to the ESIBBA.
6. In conjunction with the Indoor Bias Bowls Committee appoint to members as managers for the following events – Tuesday Social; Thursday Night Social; Saturday Coaching; Saturday Championships; Sunday Social; Tournaments (Gala Days, Interclub, Bert Hartree); ESIBBA use of facilities.

#### **46. OTHER INDOOR BIAS BOWLS COMMITTEE MEMBERS**

1. Perform such duties as may be determined by the Indoor Bias Bowls Committee. These may include catering, membership and acting as equipment manager (mats, bowls, etc.).

#### **47. INDOOR BIAS BOWLS SELECTION COMMITTEE**

1. At the first meeting following the AGM elect a Chairperson.
2. At the conclusion of the Indoor Bias Bowls season (Mid-August), develop and present to the following Annual General Meeting (at the end of February) appropriate policies on selection and/or other matters relevant to the pennant competition.
3. Select players for ESIBBA pennant matches and post these selections on the Pennant Notice Board together with the names of Side Managers and Umpires.
4. Arrange and conduct all pennant matches and pennant practice.
5. Arrange pennant practice matches with other Clubs as and when appropriate.
6. Maintain the pennant records.
7. Be available at mutually convenient times to meet players who wish to discuss their pennant selection and/or performance.
8. Report to the Annual General Meeting on the results and achievements of the completed pennant season.
9. Recommend to the Indoor Bias Bowls Committee the number of pennant sides or teams to be entered in the ensuing season.

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## **1. PROCEDURAL MATTERS**

### **1.1 APPOINTMENT OF CLUB DELEGATES**

The delegates to the appropriate Lawn Bowling Associations and Regions will be appointed by the Board of Management. It is recommended that one of the Regional Delegates shall be the Bowls Director, and that the President and Secretary be delegates to Bowls Victoria.

### **1.2 APPOINTMENT OF COMMITTEES & SUB-COMMITTEES**

The Board of Directors shall appoint the following Committees, Sub-committees and Officers –

Strategic Planning Sub-Committee, Constitution Sub-Committee, Finance Committee, Sponsorship Officer, Catering Sub-Committee, Club Provedore, Food Safety Officer, Functions Sub-Committee, Rosters Sub-Committee, Uniforms Sub-Committee, Bar Manager, Club Nominee, Gaming Sub-Committee, Entertainment Sub-Committee, House Committee, Risk Management Officer, Greens Committee, Club Newsletter Editor, Club Webmaster, Club Almoner, Corporate Events Sub-Committee & the “Barefoot” Bowls Sub-Committee.

The Board may also appoint such other Committees, Sub-Committees or Officers as it shall deem necessary for the proper administration of the Club.

### **1.3 CHANGE OF MEMBER CATEGORY**

Any Member who changes to another category which carries a higher amount of Annual Subscription immediately becomes liable to pay the difference in amount.

### **1.4 CLUB COLOURS**

The official colours of the Club are BLUE (Pantone colour “Blue C”) and YELLOW (Pantone colour “107 C”).

### **1.5 DEATH OF A MEMBER**

On receiving advice of the death of a Member the following procedure is to be carried out by the appropriate Bowls Secretary;

- Mail a Club Bereavement Card (signed by the Bowls Secretary on behalf of the Club Members) posted to the address of the former member;
- After the family death notice has been published arrange for the Club’s obituary notice to appear in the same newspaper as soon as possible thereafter.

The wording of the Club’s obituary notice shall be as follows:

“(SURNAME) Members of the Glen Waverley Bowls Club Inc. regret the passing of their esteemed Life Member / Past President / Foundation Member / Super Veteran / Member (as appropriate) (Commonly used first name). Deepest sympathy to his/her family”.

The newspaper shall be requested to insert the relevant Association three line logo, for which the relevant code numbers are available in the Secretaries' Office.

The Club Secretary shall post notices on the Club Notice Boards and on the glass entrance doors to the main foyer and the North entrance, advising members of the name and date of death and (if known) the funeral arrangements.

If the death takes place during the Lawn Bowling Season, the Club Secretary shall arrange for the CLUB FLAG to be flown at HALF MAST (that is, two-thirds high on the Flag Pole) as a mark of respect for the deceased member and to alert Club Members that the Club has suffered the loss of a Member. The Club Flag is to be returned to normal Full Mast position following the funeral.

NOTE: National or State Flags are to fly at Half Mast ONLY at the direction of the Federal or State Government.

## **1.6 OPENING HOURS OF THE CLUBHOUSE**

The Clubhouse shall be open to members for such times and on such conditions as the Board of Directors may determine from time to time.

## **2. PROTOCOLS**

### **2.1 BADGES OF OFFICE etc.**

The Club shall provide badges of office (which shall remain the property of the Club, returnable on request) to Office Bearers as relevant.

The Club shall provide appropriate badges to all Life Members and Super Veterans (defined as a Member who has attained the age of eighty (80) years) which shall remain the personal property of such Members.

An Umpire's badge and a copy of the relevant IBB, ABC, BV and/or VIBBA current Rule Book shall be supplied to any member who qualifies as an Umpire, such Rule Book and badge to be returned on request or on ceasing to be accredited as an Umpire.

### **2.2 FLAGS AND PENNANTS**

On occasions when flags and pennants are displayed, they shall be hoisted as follows: -

- The National Flag:  
on the centre flag pole located on the Northern side of the Clubhouse, adjacent to "A" Green.
- The State Flag:  
on the Eastern of the three flagpoles between the Clubhouse and A green.
- The Club Flag:  
on the flag pole located North-West from the Clubhouse near the junction of greens A, B and C.



· A Pennant :

on Pennant Days (Tuesdays and Saturdays) on the flag pole located nearest to Waverley Road (the North-Eastern corner of "A" Green), to serve as a guide to visiting bowlers looking for the Club; and on either Pennant or other days the managers of the day shall have discretion to hoist such additional Pennants on such flag poles as they may choose: PROVIDED THAT different pennants should be used in rotation to spread wear and tear and to display honours equitably.

## 2.3 LAWS OF THE GAME OF BOWLS

The laws of the game of bowls, as adapted from time to time by Bowls Australia and any other Association with which the Club remains affiliated, shall apply to all games under the control of the Club.

Failure to observe any such laws shall render an offending player liable to disqualification from the relevant game, match or competition.

## 2.4 SMOKING

Smoking within the grounds is permitted only on the asphalted area immediately to the west of the Clubhouse. SMOKING IS PROHIBITED in the Clubhouse and all other external areas.

## 3. BOWLING MATTERS

### 3.1 CLUB COMPETITIONS AND ENTRY FEES

All entry forms for Club competitions shall include the following statements located above the space where the entrant's signature is placed:

*Eligibility for Entry*

*I am aware that I shall not be eligible to compete in the above competition(s) and/or championship(s) if I compete in any similar competition at another club or play pennant for another club during the current bowls season.*

All entry fees payable in respect of any competition and/or championship in which the entry must be lodged via the Club shall be **payable in advance** in accordance with the procedure determined by the Bowls Committee. This provision shall apply to all competitions and championships conducted at Association, Group and Club levels.

### **3.2 ELIGIBILITY FOR “NOVICE SINGLES” CHAMPIONSHIP EVENTS**

For the purpose of this matter: “Season” shall mean:

The Lawn Bowling season from September to the following April inclusive; and in relation to Indoor Bias Bowls, the Season from May to August, inclusive.

A member shall be deemed to have “Joined the Club” on the date of receipt of that person’s initial subscription as a restricted or full member:

PROVIDED that, in the case of a member transferring from another Lawn or Indoor Bias Bowls Club, the date of joining that other Club shall be deemed to be the date of joining the Glen Waverley Bowls Club. However, previous Indoor Bias Bowls membership shall not count when determining eligibility for entry to Lawn Bowls Novice Championship, and vice versa.

At the first meeting following the Annual General Meeting the newly elected Bowls Committee shall decide whether to conduct a “Novice Singles” events during the coming Season for First and Second Year Bowlers and, if so: shall determine a closing date for the receipt of entries for that event, such date being referred to as “the Cut Off Date”.

For the purpose of determining eligibility of a member as a “First and/or Second Year Bowler” the following provisions shall apply: -

Members who join the Club on or before the cut off date shall be eligible to compete in a Novice Singles event during that current season and the following season only;

Members who join the Club after the cut off date, shall be eligible to compete a Novice Singles event during the following two seasons only;

A member who wins the event in that member’s first year shall not be eligible to compete the following year.

### **3.3 PENNANT MATTERS**

On pennant playing days all announcements shall be as clear and brief as possible (consistent with courtesy). The Bowls Committee is responsible for determining the content and timing of such announcements. Visitors shall be given the opportunity to respond to their welcome.

### **3.4 PENNANT SELECTION – MEMBERS OF OTHER CLUBS**

All Pennant Selection Committees may seek members from other Clubs to act as substitutes where there is a short-fall in the numbers of our Club Members available for pennant selection. If not playing as a substitute, members from other Clubs must also be a bowling member of Glen Waverley Bowls Club.

### **3.5 SUPER VETERANS**

On advice to the Board of Directors members who have attained the age of eighty (80) years shall be granted such reduced Annual Subscription as is determined by the Board. They shall be presented with a super veteran’s badge at the first opportunity.

### **3.6 PENNANT SIDE MANAGER'S DUTIES**

Collect the Side folder from the Selectors by the required time. Check that it contains completed score cards, Pennant Check forms, envelopes containing player rating slips and spare Club identification discs. Check that the players' names are the same as those on the Pennant Selection Board.

Contact opposing Pennant Side Manager (PSM) and, jointly, randomly match teams; draw for rinks; and toss a coin for the chance to decide which Side plays first. Complete the scorecards and Pennant Check Form with the opposition teams' names. Hand the scorecards and player rating slips envelope to each team skip and inform them who will bowl first.

PSM's, whose Side is incomplete because of absence or late withdrawal, should ask available Selectors (Home Matches) or the opposing PSM (Away Matches) for help in finding a substitute and ensure that the relevant Bowls Victoria rules are followed.

After the match, collect the scorecards and player rating slip envelopes from each team's skip, complete the Pennant Check form in collaboration with the opposing PSM, and return the Side folder with scorecards, Pennant Check form and player rating slips to the Club as soon as possible. The skip is to sign the scorecard and note the time that the game finished. If possible, ring in the result to the Club for away games

NOTE: PSM's must be familiar with BV Rules for Competition and procedures for inclement weather.

### **3.7 BIG MATS**

The Greenkeeper or his Deputy, or the Chairman of the Greens Committee or a member of the Greens Committee, or if they not be present, a member of the Bowls Committee or Manager of the Event, is empowered to order the use of "big mats" for an individual or groups of players or for the entire number of players participating in an event, if it becomes obvious that damage is being done or has the potential to be done to greens or rinks during play,

The empowerment of the persons named above is to strictly follow the naming order as given.

### **3.8 GREENS CLOSURE**

The Greenkeeper or his Deputy, or the Chairman of the Greens Committee or a member of the Greens Committee, or if they not be present, a member of the Bowls Committee or Manager of the Event, is empowered to close or open greens during the course of play or before play commences as conditions dictate.

The empowerment of the persons named above is to strictly follow the naming order given.

### **3.9 EXTREME CONDITIONS**

For details relating to extreme conditions please refer to the latest Members Handbook under the heading "PENNANT – CANCELLATION OF MATCHES".

### **3.10 PLAYING TIMES**

The playing times and direction of play for all bowling fixtures are set out in the Member's

Handbook. These may change from time to time so Members should check at the beginning of each season for any amendments.

### **3.11 PENNANT – CANCELLATION OF MATCHES**

The details relating to this matter are set out in the Member's Handbook. Members should check at the beginning of each season to see what changes, if any, apply.

### **3.12 ETIQUETTE**

The Member's Handbook has a section dealing with this matter. Members are advised to familiarise themselves with the issues covered.

### **3.13 DRESS CODE**

The Member's Handbook has a section dealing with this matter. Members are asked to familiarise themselves with the issues covered.

### **3.14 GENERAL INFORMATION RELATING TO BOWLING**

The Member's Handbook contains a number of general items relating to bowling. These may be updated from time to time, so Members should check at the beginning of each season to check for any changes.

### **3.15 BOWLING FEES**

#### **Pennant Fees**

Pennant Fees for Tuesday and Saturday pennant (Lawn Bowls) shall be determined by the Board each year. In order to participate in pennant a member must have paid the appropriate season pennant fee for the relevant competition or else a standard green fee will apply. The Chairman of Selectors (or his/her deputy) has the discretion to waive the standard green fee only when an affiliated non-pennant playing member is asked to fill a casual vacancy in a side at short notice. Any such member who continues to play pennant on a regular basis will be required to pay a green fee thereafter.

#### **Green Fees**

Green Fees for Lawn Bowls and Mat Fees for Indoor Bowls will be determined by the Board each year.

#### **Event Fees**

Event Fees for both Lawn and Indoor bowls will be approved by the Bowls Director on an event by event basis in consultation with the Club Treasurer.

#### **Please Note:**

1. Each event manager is to prepare a financial analysis of the event. Form EPG01, available from the Treasurer, can be used as a guide.
2. The minimum net income(profit) after taking all income and expenses into account is to be not less than \$3 per person
3. Income includes entry fees, raffle and/or trading table
4. Expenses include prize money, catering and any other expense directly related to the event
5. Bar income is excluded.

6. **Event Cash Report ECR01-12** is to be completed at completion of the event and passed to the Treasurer together with the net cash received.
7. A summary of the event and financial outcome will be provided to the Board by the Bowls Director and/or Treasurer

### **3.16 PENNANT AFTERNOON TEA BREAK**

All sides playing at home (at Glen Waverley Bowls Club) will have a compulsory afternoon tea break unless agreed otherwise by the Side Managers. Only Sides 1 and 2 will be able to agree to play through.

## **4. ADMINISTRATION**

### **4.1 ANNUAL GENERAL MEETING TIMETABLE**

#### **At least 8 Weeks prior to the Annual General Meeting**

The Club Secretary will place a prominent notice on the Notice-board advising members that if they wish to submit a motion, or to raise an item of General Business at the AGM that this must be handed to the Club Secretary before the Notice of Annual General Meeting is issued. The date for lodgment of motions is to be included in this notice.

#### **At least 6 Weeks prior to the Annual General Meeting**

The Club Secretary will issue a Notice of Annual General Meeting (AGM).

This notice will include the following items –

- (a) Time, date and place of the AGM.
- (b) Advice that a copy of the Minutes of the previous AGM is posted on the notice-board.
- (c) The Agenda for the AGM. (See below).
- (d) Calling for nominations for all elective positions i.e. all positions on the Board; the elective positions on the Bowls Committee; the three Pennant Selection Committees.
- (e) Nomination form with eligibility conditions included
- (f) Advice that proxy forms, for those unable to attend the AGM, are available from the Secretary.
- (g) Advice of items of General Business and/or Notices of Motion submitted by Members to be considered at the AGM.

#### **2 Weeks prior to the AGM**

Nominations for all elective positions close with the Club Secretary.

The Secretary shall immediately post on the notice-board details of all nominations received.

NOTE: The Secretary will, however, have posted nominations as they are received if so instructed by the Board.

Should nominations exceed the number of vacancies for any position or committee the Secretary shall –

- (a) Prepare ballot papers for the election at the AGM.
- (b) Arrange for the Board to appoint at least two (2) scrutineers to conduct the ballot/s at the AGM.

## **AGM Agenda**

- (a) Opening of meeting; welcome; apologies.
- (b) Adoption of the Minutes of the previous AGM.
- (c) Conduct of elections should this be required.
- (d) Adoption of the Annual Report of the BOM (Board).
  
- (e) Adoption of the Club Financial Statement.
- (f) Adoption of the Auditor's Report.
- (g) Presentation of the "Statement of Annual General Meeting" by the Public Officer.
- (h) Advice of Annual Subscriptions.
- (i) Election of Auditor.
- (j) Declaration of the Election Results & Induction of the new Board.
- (k) Consideration of any Special Resolutions to be put to members by the Board. Explanatory notes are to be attached.
- (l) Consideration of any General Business or Notices of Motions advised to the Secretary by members within the required time.
- (m) Close of meeting.

### **4.2 APPOINTMENT OF SCRUTINEERS**

Club By-law 3.4.4 makes provision for the appointment of at least two Scrutineers to supervise ballots for positions on the Bowls Committee and the Pennant Selection Committees. These Scrutineers will also be responsible for supervising ballots held for the election of positions on the Board of Management.

The Scrutineers will be appointed by the Board. Scrutineers must be full or life members of the Club. One of those appointed will be nominated as the chair. The chair will be responsible for conducting the ballot.

The method of conducting a ballot is set out in Section 2 of the Standing Orders & Rules of Debate.

### **4.3 HONORARY SOLICITORS**

The Board of Directors may from time to time appoint one or more qualified legal practitioners to be Honorary Solicitor or Solicitors on such terms and for such period as it may determine.

### **4.4 MEMBER PROTECTION POLICY**

The Club is bound by the Member Protection Policy (hereafter referred to as "The Policy") adopted by Bowls Victoria. The Policy may be revised from time to time, with the Club continuing to be bound by the most recent version.

The purpose of The Policy is to outline procedures for dealing with matters relating to harassment and discrimination. The Policy also includes screening procedures to ensure that unsuitable persons are not appointed to positions requiring coaching of and/or traveling with Club members under the age of 18.

#### 4.5 PRODUCTION OF PROGRAM HANDBOOK

- i. Production of the Members Program Handbook is the responsibility of the Bowls Director, on behalf of the Board, who is hereby authorised to:
  - delegate specific duties at his/her discretion;
  - set up a timetable for completion of “copy” for inclusion in the Handbook; and
  - arrange, edit and submit to the printer for a first draft print.
- ii. The PROGRAM HANDBOOK COMMITTEE shall comprise;
  - The Bowls Director;
  - The Bowls Secretaries
  - The Bowls Coordinators;Liaison will also be required with the Club Secretary (membership details), Umpire & Coach Coordinators and the Greens Director.
- iii. The first meeting of this Committee shall be held following the AGM each year to consider the timetable and draft bowls program for the ensuing year – and to revise last year’s handbook for any changes that may have taken place.
- iv. The draft program for the ensuing year is to be submitted to the June Board Meeting for “approval in principle”.
- v. Due to the fact that some Office Bearers may change at the Club Annual General Meeting retiring Office Bearers are responsible for personally briefing their respective successors of all action taken by the change-over dates.
- vi. The new Bowls Committee and the new Board are responsible for “signing-off” the draft bowls program by the end of June.
- vii. The Sponsorship Officer will provide the Committee with signed-off art work etc. for all sponsors appearing in the handbook no later than 15 July.
- viii. By the end of July the printer will provide a “proof” copy of the revised details of the Handbook for the coming season. The handbook committee will be responsible for ensuring the accuracy of the final copy before it is returned to the Printer.

#### TIME-TABLE FOR PRODUCTION OF THE HANDBOOK

(NOTES:

1. *The dates shown in this timetable are DEADLINES. It is most desirable that the required action is completed BEFORE the respective deadline dates.*
2. *The printer will accept last minute telephone advice of changes to the Nominal Rolls until a day or two before the commencement of printing).*

**Action Date Required Action**

<b>March 1</b>	The <b>Sponsorship Officer</b> commences selling advertising space and sponsorship packages.
<b>April 1</b>	The <b>Club Competition Co-coordinators</b> to draft a program for the coming season.
<b>May 1</b>	The <b>Bowls Committee</b> to draft the fixtures program for the coming season and any other relevant events for inclusion in the draft.
<b>May 2</b>	The <b>Program Handbook Manager and/or Committee</b> to meet and consider the draft program and any changes to the handbook. The <b>Club Secretary</b> to prepare lists of Office Bearers. The <b>Coaching Coordinator and the Umpires Coordinator</b> provide updated information on coaches and umpires. The <b>Indoor Bias Bowls Secretary</b> provides a draft program for the coming season. The <b>Chairperson of the Entertainment Sub-Committee</b> provides updated information of entertainment activities. The <b>Corporate Functions Secretary</b> to provide updated information on private functions and permanent arrangements at the Club. The <b>Bowls Director and President</b> to provide updated information. The <b>Sponsorship Officer</b> to provide art work from the sponsors.
<b>June 1</b>	The <b>Club Secretary</b> to provide a list of financial Full members, financial pennant players, Veteran members, Indoor Bias Bowls members and Social Members.
<b>June 15</b>	The <b>Program Handbook Manager</b> to provide 1 <sup>st</sup> draft program to the Board for approval in principle.
<b>June 30</b>	Final date for all inclusions from the <b>Club</b> into the Handbook.
<b>July 15</b>	The <b>Sponsorship Officer</b> to provide final art work from the sponsors. <b>Selectors</b> to provide dates and times for Pennant Practice and Practice matches.
<b>July 15</b>	The <b>Bowls Committee</b> to provide a copy of the Club Pennant Draws from Bowls Victoria.
<b>July 15</b>	The <b>SDELBA (Tuesday Night Pennant) Secretary</b> to provide updated information for the coming season.
<b>July 15</b>	The <b>Program Handbook Manager</b> to provide a final draft program to the Board for approval.
<b>July 29</b>	The Final Draft to be presented to the “ <b>Printer</b> ”.
<b>July 31</b>	“ <b>Printer</b> ” forwards one copy to the Program Handbook Committee for proof reading.
<b>August 2</b>	<b>Program Handbook Manager</b> to liaise with the <b>Bowls Director</b> before authorizing the printing of the Handbook.
<b>August 3</b>	The “ <b>Printer</b> ” to be advised to proceed with the printing of the Handbook.

**4.6 BALLOT FOR THE ELECTION OF OFFICERS OF THE CLUB**

The ballot for the election of all Officers of the Club, both the Board of Management and the Bowls Committee, shall be conducted at the Club Annual Meeting by at least two Scrutineers appointed by the Board (see 4.2 above). The method shall be as follows, or in such other way as the Board may from time to time direct –



- (a) The method of voting in person or by proxy shall be by crossing out the name of the member or members nominated who are 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 with the proviso that the Chairman stand aside if a casting vote is required for the position for which he or she is a candidate.

#### **4.7 SIGNING IN OF VISITORS**

Visitors, other than Honorary Members as defined in the By-laws, must sign in if they are not affiliated with Bowls Victoria or similar organization in another State, attending Bingo or a Corporate Event. Non-member Bingo players are regarded as OCCASSIONAL members and their name and address is to be entered once only in an appropriate Register as set out in the Club By-laws. Details of Corporate events are recorded in a Corporate Events Register. All Registers and a list of current members must be available for inspection by Licensing Inspectors and/or the Police.

#### **4.8 BAR OPENING HOURS**

Opening hours shall be determined by the Bar Committee from time to time.

#### **4.9 USB INFORMATION STICKS**

Each Director, and other relevant Committee Members, are required to place all information they hold about the running of the Club on a USB stick. These sticks are to be handed to the Secretary for safekeeping in case anyone, or more, of the providers of the information is unable to continue in their role – in which case the information can be provided to their successor.

#### **4.10 FOOD SAFETY**

The refrigerator Temperatures must be checked weekly and entered into the Food Safety Book. This is a requirement of the City of Monash. (October 2013 Board Minutes).

#### **4.11 INTERVIEW OF PERSONS APPLYING FOR MEMBERSHIP OF THE CLUB**

Former Members returning to the Club, and New Members, may be interviewed before their application is accepted. (March 2014 Board Minutes). (January 2016 Board Minutes).

#### **4.12 CORPORATE FUNCTIONS**

A document setting out the hiring details will be required to be completed by any organization wishing to hire the Club rooms for an event. This will set out the responsibilities of both parties. Suitable bond conditions will be included in the document. (March 2014 Board Minutes).

A pricing schedule is to be drawn up and approved by the VP Activities. A 30% discount is to apply to Members who hire the Club rooms.

Corporate bookings will not be taken for the following under age events – 18<sup>th</sup> Birthday parties

or similar events where the activity is for people less than 21 years of age or where security is an issue; 21<sup>st</sup> birthday parties that are not arranged by and attended by the family. (December 2015 Board Minutes).

Corporate functions are to permitted wherever possible, provided that the Club is advised and that cooperation from members is sought if there could be a clash of activities. (October 2016 Board Minutes).

#### **4.13 HONORARY MEMBERSHIP FOR MAJOR SPONSORS**

Platinum and Gold Sponsors may be offered Honorary Membership of the Club. By-Law 2.3 applies. (June 2014 Board Minutes). (January 2016 Board Minutes).

#### **4.14 EMERGENCY PROCEDURES**

Details of emergency procedures are contained in the Members' Handbook. July 2014 Board Minutes).

#### **4.15 BREACHES OF THE CLUB LIQUOR LICENCE**

Any visiting Club (or organization) that contravenes our Liquor Licence shall be notified in writing of their misdemeanor. (February 2015 Board Minutes).

#### **4.16 MERIT AWARDS CRITERIA AND NOMINATION FORM**

A merit Award may be awarded for recognition of long and dedicated service of a member.

1. The award shall be conferred only at the discretion of the Board.
2. Nominations for a Merit Award shall be forwarded to the Club Secretary.
3. Any current Club member may nominate a candidate for a Merit Award.
4. Nominations should include the member's reasons for recommending a candidate for a merit award.
5. No person shall be awarded a Merit Award unless they have the unanimous support of the Board.
6. The candidate must satisfy at least one of the following criteria:
  - (a) Shown outstanding achievement in their field of endeavour.
  - (b) Demonstrated outstanding commitment to the health and wellbeing of the Club.
  - (c) Commitment to sports endeavours to the benefit of others.
7. Satisfaction of the criteria described above does not infer automatic awarding of a Merit Award. These criteria are for the guidance of the Board when assessing nominated candidates.
8. The nominee would normally be expected to have at least 10 year's membership of Glen Waverley Bowls Club.
9. There will be an initial intake of eight (8) members, thereafter not more than two (2) annually.
10. Recipients of this award are not entitled to any special privileges of the Club. (December 2016 Board Minutes).

**GLEN WAVERLEY BOWLS CLUB INC.**

**MERIT AWARD – NOMINATION FORM**

**NAME OF NOMINEE:** .....

Does the nominee satisfy both conditions 6 & 8 of the criteria listed overleaf?

If so, in respect of condition 6 are you nominating them in respect of condition 6a, 6b or 6c?  
Please specify: .....

Your reasons for nominating this member are (please provide a specific and detailed response).

Has the nominee made a significant contribution in any other area of service to the Club that you believe should be taken into consideration by the Board?

YOUR NAME: .....

YOUR LENGTH OF MEMBERSHIP: .....

Signature: ..... Date: .....

**5. FINANCIAL**

**5.1 GOODS PURCHASED BY MEMBERS FOR CLUB USE**

The Board will delegate responsibility for the purchase of goods and services to specified Club Members/positions from time to time.

The monetary limits for these delegations of expenditure will also be specified.

Where possible the Club will provide a credit card to those members making regular purchases.

Receipt of the relevant goods or provision of the relevant services must be verified and all invoices must be certified prior to passing to the Club Treasurer for payment.

**5.2 GST SUB-ENTITIES**

For the purposes of the “Goods and Services Tax” legislation of the

Commonwealth and in accordance with instructions and guidelines issued by the Australian Taxation Office, the following non-profit “Sub-entities” are hereby established and created within the Club, namely: Catering; Raffles; Bar; Gaming; Entertainment; and Trading Tables.

### **5.3 REFUNDS ON LEAVING THE CLUB**

No subscriptions are to be refunded to a member on leaving the Club. (October 2013 Board Minutes).

### **5.4 SURCHARGE & SALE OF GOODS**

Goods purchased by the Club for re-sale to members, such as badges, hat-bands, etc., shall bear such surcharge (if any) as may be determined from time to time by the Board.

## **6. GENERAL MATTERS.**

### **6.1 RAINWATER CAPTURE AND IRRIGATION SYSTEM**

#### **FEATURES OF THE STORAGE FACILITY**

The new storage installation comprises five 35,000 litre steel tanks with poly liners inside. The tanks are sited on the western banks of B and C greens, and numbered 1 to 5 from south to north. Each tank is interconnected in series at their base. Therefore, their contents self-level as rain and excess irrigation water is pumped in from the nearby collection pit. To facilitate maintenance, one or more tanks can be isolated from the system by shutting off the valve on the northern side of each tank. Periodic removal of sediment from the bottom of the collection pit and annual testing of water from the pit for contaminants leached from periodic greens’ treatments has been recommended. The frequency of these tasks will be determined by experience.

#### **RAIN WATER CAPTURE FEATURES**

Rain water flows into the collection pit from the Clubhouse roof and from the drains underneath A, B and C greens. Irrigation water not retained by the greens also flows into the collection pit via the greens’ drainage system. Water collected in the pit is pumped into the storage tanks at a rate of 300 litres a minute. If the inflow rate is greater than the pumping rate, the water level in the pit rises to a point where the excess flows out into the nearby street stormwater drain. This water loss is not expected to happen unless a sustained downpour occurs. The pump is started and stopped by a floatation device in the collection pit when the water rises above or falls below a set level. Tank number 4 is fitted with a floatation device that stops the collection pit pump when all tanks are full. An indicator of the level of water in each tank is visible from the green-side of each tank. If the collection pit pump is not working when the tanks are not showing as full, the likely cause is a tripped circuit-breaker. If this occurs, the circuit-breaker should be checked and reset. The circuit breaker is located in the small cabinet on the external back wall of the green-side toilet block.

#### **IRRIGATION SYSTEM FEATURES**

Irrigation can be performed directly from the new rainwater tanks or from the existing mains water pressure tank at the rear of the Clubhouse. Whenever there is sufficient rainwater in the storage tanks, these should be used for irrigating the greens by having the red valve lever parallel to its pipe (open) and the blue valve lever at 90 degrees (closed) to the mains water

pressure tank pipe. These levers are reversed when using the mains water pressure tank. The irrigation pump for the rainwater tank system is housed in a separate cabinet located between tanks 2 and 3. Two switches need to be turned on after the irrigation choices have been set in the existing control panel between A and B greens. Regular backwashing of the irrigation filter system will be necessary using the polypipe hose provided. A water usage meter is installed in the rainwater tank irrigation system. Pre and post irrigation readings should be taken to record usage rates for each irrigation setting. This data, together with recent rainfall and climate conditions, could be used to determine the best irrigation settings for optimum grass growth and green speeds throughout the outdoor playing season.

#### **FUTURE WATERING SYSTEM ADDITIONS**

It is proposed to link the mains water and rainwater irrigation systems with the 22,000 litre polypropylene tank located at the rear of the Clubhouse. Including this storage facility (which is the only storage tank that can be filled from an external source) will allow excess rainwater to be diverted into this tank when more rainfall is forecast, or allow the excess tanker water (6,000 litres) to be pumped into the mains water tank or the rainwater capture tanks during a tanker fill, thereby avoiding any waste. Since the time this information sheet was first prepared, approval has been given and work has commenced by the contractor.

#### **6.2 ANIMALS ON THE BOWLS CLUB PREMISES**

No animals are permitted in the Bowls Club premises – excluding Guide and Service Dogs. (August 2015 Committee of Management Minutes).

## **C. STANDING ORDERS & RULES OF DEBATE**

### **INDEX**

- 1. Preface**
- 2. General Meetings, Election Procedures and Proxies**
- 3. Meeting Procedures and Rules of Debate**
- 4. Appendices**

## **SECTION 1. PREFACE**

- 1.1 SOURCE OF AUTHORITY. The Standing Orders should be read in conjunction with the Rules and the By-laws. Standing Orders are binding on members until they are rescinded by the Board of Directors
- 1.2 APPLICATION OF STANDING ORDERS. The Standing Orders and Rules of Debate as in force from time to time, shall apply to all the General Meetings of the Club, and may apply to meetings of the Board of Directors and appointed Club Committees and Sub-Committees, to such extent as may be relevant.
- 1.3 INTERPRETATION AND DEFINITIONS. In these Standing Orders, unless the contrary intention appears, the words and expressions shall have the same meaning as are ascribed to them by the Rules.
- 1.4 NON-COMPLIANCE WITH STANDING ORDERS. Non-compliance with a Standing Order shall not render any proceedings void unless the Voting Members at a General Meeting so direct.
- 1.5 LIST. The Standing Orders are arranged and listed approximately in the order in which events relating to a meeting actually occur.
- 1.6 NOTES. Some Standing Orders are expanded by Notes which appear at the end of the relevant subject.
- 1.7 APPENDICES. Specimen forms etc are shown in this section.

## **SECTION 2. GENERAL MEETINGS, ELECTION PROCEDURES AND PROXIES.**

### **2.1 BALLOTS FOR ELECTIONS**

- 2.1.1 Election of offices and/or positions as described in the Club Rules and By-laws shall be conducted in accordance with these Standing Orders.
- 2.1.2 All elections will be undertaken at the Annual General Meeting.
- 2.1.3 The Club Secretary will prepare appropriate ballot papers.
- 2.1.4 On each ballot paper there shall be shown the names of all candidates, the number of positions to be filled and the number of names to be deleted. To record a valid vote the names of the candidates not being voted for are to be deleted, leaving the exact number of names as there are vacancies, no more and no less.
- 2.1.5 The names of candidates for election to office shall be shown on the ballot papers in sequence as drawn by lot conducted by the Scrutineers.
- 2.1.6 All current financial full and life members are entitled to vote for all positions other than selectors. Voting for pennant selectors will be as set out in the Club By-laws.

- 2.1.7 Voting will be by secret ballot.
- 2.1.8 If two or more candidates for any vacancy receive an equal number of votes, the result shall be determined by lot conducted by the Scrutineers.
- 2.1.9 If the margin between votes cast for any two (2) candidates is less than five percent (5%) of their combined votes in a ballot, there shall be a recount.
- 2.1.10 Standing Order 2.1.9 shall not be deemed to restrict the right of the Scrutineers to conduct a recount of the votes in any ballot, at their absolute discretion.
- 2.1.11 Whenever nominations are to be taken at an Annual General Meeting, the following procedures shall be adopted:

The Chairman shall announce details of the vacancies to be filled at the meeting (namely the Offices and the number of vacancies) and, in respect of each separate Office, shall call for nominations of eligible candidates by eligible proposers and seconders;

In the event of only one valid nomination, the Chairman shall declare that candidate duly elected;

In the event of more than one valid nomination for any particular office, the Chairman shall call on the Scrutineers to conduct an election for that Office;

In anticipation, the Club Secretary shall have caused to be made available sufficient ballot papers to be distributed to eligible members, under the supervision of the Returning Officer, either as members arrive at the meeting or when it is found that a ballot is required;

The Scrutineers shall instruct the Members to WRITE IN the name of the candidate they wish to vote for.

The Scrutineers shall supervise collection of the ballot papers and then retire for the vote count.

When the result of the count is finalised, the Scrutineers shall certify the result and hand it to the Chairman who shall announce the name of the successful candidate and declare that person duly elected.

## **2.2 MEMBERS MAY BRING BUSINESS BEFORE A GENERAL MEETING**

### **2.2.1 Club Policy determined by Members**

A member may bring a matter before a Club General Meeting, either as an Ordinary Resolution or as a Special Resolution, by giving the relevant Secretary a written Notice of Motion of that business at least 7 weeks prior to the scheduled date of the meeting:

### **2.2.2 Procedure for General Business**

General Business raised at a Club General Meeting shall take the form of a Question, a Comment or a Recommendation and shall be raised only by a member informing the relevant Secretary of the nature of the proposed business in writing to the Club Secretary at least 7 weeks prior to the scheduled date of the meeting

## **2.3 AGENDA**

- 2.3.1 The Agenda and Order of Business at a General Meeting of the Club shall be in accordance with Club Rules and as outlined in the Manual of Procedure.



- 2.3.2 Should any matter of urgency arise a Member may move “That Standing Orders be suspended” for a stated period of time to allow the urgent business to be brought forward on the Agenda.

NOTE: The preparation of the Agenda has two principal objectives;

- (a) To ensure that all items of business will be dealt with and considered in proper order; and
- (b) to give notice to Members of the business to be dealt with so they will not be taken by surprise and will have time to consider the proposed business, thus enhancing the quality of decisions taken by the meeting.

It is prudent for the Secretary to arrange the Agenda in conjunction with the Chairman, but if this is not possible it should be checked for accuracy with another senior Officer.

## **2.4 PROXIES**

- 2.4.1 Each Voting Member shall be entitled to appoint another Voting Member as his Proxy by notice given to the Secretary of the Club in the form shown in the Club By-laws.
- 2.4.2 The notice may direct the Proxy whether to vote in favour or against any motion or proposed resolution. The notice may also direct the proxy which candidates to vote for in the event of a ballot for a position.
- 2.4.3 To be effective the notice must be received by the Club Secretary (as appropriate) not later than twenty-four (24) hours before the scheduled time for the meeting.
- 2.4.4 Prior to a meeting the Secretary shall inspect the proxies which have been lodged to ascertain their validity both as to form and time of lodgement, and as to the eligibility of the Appointee to act as Proxy.
- 2.4.5 Proxies shall be excluded for the purpose of ascertaining if a quorum of members is present at a meeting.
- 2.4.6 Proxies votes shall be included in the votes counted in both a Show of Hands and a Poll.

## **SECTION 3. MEETING PROCEDURES AND RULES OF DEBATE**

### **3.1 THE CHAIRMAN**

- 3.1.1 The following are the more important duties of the Chairman:

The Chairman shall correctly open the Meeting with the statement “I now declare this meeting open” or words to that effect.

He shall conduct the Meeting within the Rules and By-laws of the Club and these Standing Orders.

He shall preserve order and if this is impossible, adjourn the Meeting for a short period or until another day, and leave the Chair.

He shall allow to speak all those entitled to speak within the framework of good conduct, the Rules, By-laws and Standing Orders.

With the consent of the majority of those present, the Chairman may terminate debate after reasonable discussion has taken place. He shall announce the outcome of Motions.

Other than at the Club's Annual General Meeting he shall strive to have all the listed business of the Meeting effectively determined within the time allowed for the Meeting. If the Meeting appears likely to run over time he shall call for a motion from the Floor on the most effective way of conducting the business in hand, such as an extension of time, deferment of specific items, or an Agenda alteration.

He shall ensure that an adequate record is kept of the proceedings of the Meeting, and sign the Minutes of the previous Meeting.

He shall properly close the Meeting when business is completed or when the Meeting is out of control, with the formal statement "I declare this Meeting closed at (state the time)".

He shall remain impartial throughout the Meeting.

A Chairman has no definite term of office and may be removed at any time. When a new Chairman is desired the motion should be "that (another person, named) take the Chair."

If the Chairman leaves the Meeting before the business is completed the Meeting may elect a new Chairman and complete the business which remains to be transacted.

## **3.2 RULES OF DEBATE**

### **3.2.1 AUTHORITY OF CHAIRMAN AND CONDUCT OF MEMBERS**

- 3.2.1.1 Any member wishing to speak shall rise and address the Chairman.
- 3.2.1.2 When the Chairman rises all Members shall be seated.
- 3.2.1.3 All remarks shall be addressed to the Chairman, and any question to another Member shall be put through the Chairman.
- 3.2.1.4 If two or more speakers rise, the Chairman shall call on the first one observed by him; subject to the power of the Meeting to resolve that another person be heard, and subject also to the Chairman's prerogative to choose speakers alternately supporting and opposing the proposal.
- 3.2.1.5 No interruption of a Speaker is allowed except for three "formal" motions; and/or a Point of Order which must be taken immediately the alleged breach occurs.
- 3.2.1.6 **POINT OF ORDER.** A Point of Order shall be raised immediately the alleged breach occurs, even when another Member is speaking. The Member making the Point of Order shall put it in the form of a question and say: "Mr. Chairman is it in order that the speaker etc. etc.?" He should state his objection briefly and not make a speech. Points of Order are allowed on these three grounds: -

- (a) That the speaker is breaching the Rules, By-laws or Standing Orders.
- (b) That the speaking is going beyond the scope of the question.
- (c) That the Speaker is using unacceptable language.

The Chairman's ruling on all Points of Order and Procedure shall be final unless a Motion is moved, seconded and carried "that the Chairman's ruling be disagreed with". The Mover may speak briefly in support of his motion and the Chairman may explain why his ruling was given. The Chairman shall take the vote.

- 3.2.1.7 The Chairman of a General Meeting at which a quorum is present may, with consent of the Meeting, adjourn the Meeting from time to time and place to place without further notice.

### **3.3.2 MOTIONS AND AMENDMENTS – BASIC REQUIREMENTS**

- 3.3.2.1 All Motions and Amendments should be handed to the Chairman in writing in the form of a Motion. They should be clearly expressed and capable of only one interpretation. If the Chairman (at his discretion), agrees to accept an oral motion, the Secretary should write it out at the Mover's dictation. The Chairman should then read it aloud and ask the Mover to confirm it is correctly worded.
- 3.3.2.2 All motions and amendments shall be moved and seconded. If no Secunder is found the motion or amendment lapses.
- 3.3.2.3 A motion or amendment may be seconded, to allow discussion to take place, but the Secunder need not support the proposal.
- 3.3.2.4 An amendment should be relevant to the question and so framed that it forms, together with that part of the original motion which is unaffected by it, a sensible and consistent proposal. It shall not be a direct negation of the original motion. An amendment is a motion which seeks to make an original motion more acceptable to the meeting by altering it in some way. The following types of amendments are acceptable:
- (a) To leave out certain words.
  - (b) To leave out certain words in order to insert others.
  - (c) To insert certain words.
  - (d) To leave out all the words after the (first) word "that" and substitute other words with a different meaning.

### **3.3.3 SPEAKING TO MOTIONS AND AMENDMENTS**

- 3.3.3.1 A speaker shall keep to the question before the Meeting. A speaker who digresses from the subject may be called to order by the Chairman.
- 3.3.3.2 By permission of the Chairman a speaker may speak briefly in personal explanation of his own previous statement, but he shall keep strictly to the point which has been misunderstood. His explanation must not interrupt another speaker.

- 3.3.3.3 A speaker shall not speak twice to the same question (except in explanation) unless he is the Mover of the original motion exercising his right of reply. (See Note).
- 3.3.3.4 A speaker shall not move or second more than one amendment to an original motion.
- 3.3.3.5 The Mover and Secunder of a motion or amendment may speak to subsequent amendments.
- 3.3.3.6 An amendment shall not be moved or seconded by one who has already spoken to the original motion or a previous amendment.
- 3.3.3.7 A motion that “the meeting go into Committee” may be duly moved, seconded and carried so there shall be no restriction on the number of times one may speak to a question.
- 3.3.3.8 The Mover of a motion which is opposed may reply to the arguments raised before the motion is put to the vote but he shall not raise new matter. His reply ends the debate if there are no amendments. If an amendment is moved the Mover of the original motion may speak to it and also exercise his right of reply before the first amendment is put. The Mover of an amendment has no right of reply. (See Note)
- 3.3.3.9 There shall be no further discussion after a motion has been put to a vote. No amendment shall be moved after the substantive motion has been put to a vote.
- 3.3.3.10 A Member speaking to a motion or amendment shall be entitled to speak for not more than five minutes, EXCEPT if a speaker has an important contribution to make it is permissible for another Member to move that his time be extended.

NOTE: (Ref 3.3.3.3) FRESH MATTER. Although an amendment must relate to the matter involved in a motion and not to something else, it is not interpreted as the same matter and accordingly, being fresh matter, previous speakers are at liberty to speak to it.

### **3.3.4 LIMITATION ON MOTIONS AND AMENDMENTS**

- 3.3.4.1 No motion shall be accepted by the Chairman which is the same in effect as one which has already been negated except on a Notice of Motion.
- 3.3.4.2 If a motion is capable of amendment in different ways the Chairman should ask for all amendments to be handed up in writing. He will then decide the order in which they will be moved, which will depend on where they will stand in the substantive motion, if they are agreed to. No amendment can be accepted to the first part of a motion after the second or subsequent parts have been amended.
- 3.3.4.3 When an amendment is moved to an original motion no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion.

3.3.4.4 Amendments are voted upon before the motion.

### **3.3.5 ACTION FOLLOWING A VOTE ON AN AMENDMENT**

3.3.5.1 If the first amendment is negated the original motion again becomes open to amendment.

3.3.5.2 If the first amendment is carried, the motion as amended becomes the substantive motion and is again open to amendment. When the substantive motion is put to the Meeting and carried it becomes the Resolution.

### **3.3.6 AMENDMENTS TO MOTIONS ON NOTICE**

3.3.6.1 Amendments may be moved to Motions on Notice provided they are within the scope of the Notice, and can involve the Club in no greater obligations than the Notice specifies.

### **3.3.7 MOTIONS TO CLOSE A DEBATE (FORMAL MOTIONS)**

3.3.7.1 A motion that “the meeting proceed to the next business” is used to shelve the matter under discussion and avoid a vote. It may be moved on either a motion or an amendment. If carried it terminates discussion on the matter before the Meeting. Business shelved by this resolution may be brought up at another Meeting.

3.3.7.2 A motion “that the question be now put” is used to close debate and have a vote taken. It may be moved on either a motion or an amendment. If used as an amendment it affects only the amendment and does not prevent the Mover of the original motion exercising his right of reply.

3.3.7.3 A motion “that the speaker no longer be heard” is used to terminate an address by a speaker who has outworn the patience of the Meeting. If the motion is carried the speaker must cease speaking and resume his/her seat. The Chairman should try to obtain a fair hearing for the speaker if he /she appears to be in order.

NOTE: These motions may be used to close a debate or to silence a particular speaker. They may be moved without previous notice by a person who has not previously engaged in the debate. They shall not be debated, amended or adjourned. They may be moved while another person is speaking.

### **3.3.8 ADJOURNMENT MOTIONS**

3.3.8.1 Any Member who has not already spoken may move for the adjournment of the debate, the adjournment of the Meeting, or “that the Chairman leave the Chair”. The two adjournment motions may be amended, but only as to time and place. These motions may not be moved a second time until a reasonable period has elapsed.

- 3.3.8.2 No business shall be transacted at an adjourned meeting other than the business left unfinished at the Meeting at which the adjournment took place. Where a Meeting has been adjourned for twenty-eight (28) days or more a like notice of the adjourned Meeting shall be given as in the case of a General Meeting.

NOTE: (Ref 3.3.8.) A Motion for a brief adjournment may be appropriate to allow a Chairman to bring order to an unruly meeting.

### **3.3.9 WITHDRAWAL OF MOTION OR AMENDMENT**

- 3.3.9.1 No Motion or Amendment which has been moved and seconded shall be withdrawn without the consent of the Meeting.

### **3.3.10 RESOLUTIONS**

- 3.3.10.1 If the first amendment is carried the motion as amended becomes the substantive motion, and is again open to amendment. When the substantive motion is put to the Meeting and carried it becomes the resolution.
- 3.3.10.2 Resolutions may not be rescinded until six (6) months have elapsed except on a Notice of Motion, notified in the same manner as prescribed in Rule 18 and Standing Orders.
- 3.3.10.3 Whether or not they are present at the relevant Meeting, all resolutions passed at:
- (a) a General Meeting of the Club shall be conclusive and binding on all Members of the club; and
  - (b) a General Meeting of a Section shall be conclusive and binding on all Members of that Section.

### **3.4 VOTING ON MOTIONS AND CONDUCT OF A POLL**

- 3.4.1 Voting on motions at General Meetings of the Club or its constituent Sections may be by either "Show of Hands" or by "Poll" (secret ballot).
- 3.4.2 Votes may be cast either in person or (as provide by Rule 22), by proxy votes which shall be included in the votes counted in both a show of hands and a poll.
- 3.4.3 Each member shall have only one vote on any question:  
PROVIDED that the Chairman shall have both a deliberative and a casting vote but is not bound to exercise either. Where voting is equal, the Chairman may declare the subject motion or amendment to be "not carried".
- 3.4.4 As provided by Section 29 of the Act, a Special Resolution shall be deemed to be "carried" where not less than three-fourths of the total valid votes cast (whether in person or by proxy) are in favour of the proposed Special resolution.
- 3.4.5 An Ordinary Resolution shall be deemed to be "carried" where not less than half of the total votes cast are affirmative; except in the case of a vote where a two-thirds majority is necessary.

- 3.4.6 The Chairman shall announce whether the vote resulted in the motion being passed or lost and, in the case of a motion for a Special Resolution being passed, the fact that it was “duly passed by the necessary three-fourths majority”.
- 3.4.7. A declaration by the Chairman that a motion or amendment has been “carried”, “carried unanimously”, “carried by a three-fourths majority” or “lost” on either a show of hands or a poll, together with an entry to that effect in the minutes of the relevant meeting, shall be evidence of the fact so recorded, without proof of the number or proportion of votes cast in favour or against.
- 3.4.8. The following issues shall be resolved by poll:
- (a) all Special Resolutions;
  - (b) all issues involving individual members;
  - (c) where the Chairman is of the opinion that the issue is too sensitive for a show of hands;
  - (d) where the result of a show of hands is too close to be decided accurately and rapidly, either in the opinion of the Chairman or at the request of not less than ten (10) voting members present; or
  - (e) on demand by not less than one-third of the voting members present.
- 3.4.9. A poll that is demanded on the election of a Chairman for the meeting or on a question of an adjournment shall be taken forthwith; however, a poll on any other question shall be taken at such time before the closure of the meeting as the Chairman may direct.
- 3.4.10 Prior to taking a poll on a motion or any proposed resolution, the Chairman shall appoint such number of Vote Counters as may appear to be necessary from eligible members present at the meeting:  
PROVIDED that members of the Board of Directors or of a Section Committee and any persons who have moved, seconded or spoken on the subject motion shall not be eligible to be appointed as Vote Counters.
- 3.4.11 Members eligible to vote shall be provided with a voting paper or papers which shall contain a FOR/AGAINST choice in respect of each motion.
- 3.4.12 The Vote Counters shall:
- (a) collect the voting papers;
  - (b) retire to count the votes;
  - (c) certify the result in writing; and
  - (d) hand the written certification, together with the voting papers, to the Chairman who shall be responsible for their subsequent destruction.
- 3.4.13 The resolution of a poll shall be deemed to be resolution of the meeting and the actual number of votes cast on a poll for or against a motion or amendment shall remain confidential.