

Camden Men's Bowling Club Incorporated

22 Cawdor Rd, Camden, NSW, 2570



Regulations

Of the Camden Men's Bowling Club

Adopted on the XXXXXXXX

“In pursuance of the powers conferred on it by the Constitution of the Camden Men's Bowling Club Incorporated, the Board of Directors hereby make the following Regulations of the business and affairs of the Club”

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Issue	Amendment Details	Date
1	New Document	

1. DEFINITIONS AND INTERPRETATIONS

- 1.1. In these Regulations, unless the contrary intention appears, all definitions and interpretations as outlined in the Constitution of the Camden Men's Bowling club shall be relevant to the definitions and interpretations in these Regulations.

2. FINANCIAL YEAR

- 2.1. The financial year of the Club shall start on the 1st July of each year and end on 30th June each year.

3. MEMBERSHIP FEES

- 3.1. The Board is empowered to set annual Membership fees.
- 3.2. All fees are due and payable on or before 30th June each year.
- 3.3. The Board may review the payment options of Members should they see fit. This may be necessary, but not limited to, in cases of hardship or on application in writing by individual Members.
- 3.4. New Members joining after 31st December will be entitled to a Membership subsidy as determined by the Board should they see fit.

4. BOARD OF DIRECTORS

- 4.1. The Board of Directors of the Camden Men's Bowling Club shall comprise of the following elected Members:
 - a) President
 - b) Vice Presidents (a maximum of two shall be elected, both having equal standing)
 - c) Secretary
 - d) Treasurer
 - e) Bowls Organiser

5. THE BOARD

- 5.1. A minimum of three (3) Members shall be present at any meeting of the Board.
- 5.2. The Board shall meet at any time a situation occurs that affects the Club and requires immediate attention. Full details of this meeting shall be disclosed at the next scheduled Board meeting.

5.3. All Board Members shall be signatories to the Club accounts of which any two must sign at any time.

6. ROLES AND RESPONSIBILITIES OF THE BOARD

6.1. President

6.1.1. The duties of the President shall be to;

- a) When in attendance the President should preside at all meetings as Chairman, other than Sub-Committee meetings, which he may attend as an ex officio Member.
- b) Ensure that all officials carry out the duties allotted to them under the Constitution or in these Regulations.
- c) To liaise with the Registered Club to ensure cooperation to the mutual benefit of the Registered Club and the Club.
- d) Act as a Club delegate when required.
- e) Act as the Club representative at any official function or whenever there is a need for tasks of this nature to be fulfilled.
- f) To act as Chairperson of any Disciplinary Committee on an as required basis.
- g) Present a report to the AGM.
- h) To liaise with the Green Keeper as required.

6.2. Vice Presidents

6.2.1. The duties of the Vice Presidents shall be to;

- a) Generally assist the President to carry out such duties as delegated and to be an understudy to the President if and when required.

6.3. Secretary

6.3.1. The duties of the Secretary shall be to;

- a) The elected Secretary of the Club shall be the nominated Public Officer of the Club in accordance with the Act.
- b) Keep a minute book of all proceedings of Club meetings, such book to be available for the inspection of Members at any meeting of the Committee.

- c) Display minutes of Committee meetings (e.g. on the Club Notice Board), so that they are available to all Members.
- d) Present an Annual Report.
- e) Attend to and keep records of all correspondence.
- f) Keep a register of Members, their addresses and telephone numbers.
- g) Make available all registers, minute and receipt books and any other records required to an auditor if necessary.
- h) Be available (or arrange for an assistant to be available) when required for some specific purpose (e.g.: collection of Membership subscriptions).
- i) To act as a delegate for the Club, as required and if delegated by the President.
- j) To liaise with the Registered Club to ensure cooperation to the mutual benefit of the Registered Club and the Club in conjunction with the President or if delegated by the President.
- k) To liaise with all other Members of the Board to ensure that all organisational matters that appertain to the bowls management within the Club are either met or complied with.
- l) To maintain a copy of Royal NSW Bowling Association Constitution and Regulations and the current years Conditions of Play in a fully amended state.
- m) To maintain a copy of Zone 5 Bowling Association Constitution and Regulations and the current years Conditions of Play in a fully amended state.
- n) Keep a file of Royal NSW Bowling Association Circulars and regularly check that all necessary procedures are being complied with.
- o) Keep a record of all subscriptions paid to ensure that the correct payments are made to the Royal NSW Bowling Association. Liaise with Royal NSW Bowling Association on this matter where necessary.
- p) Liaise with Zone 5 Bowling Association.
- q) Prepare all correspondence and ensure that all preparations are complete to ensure that any Annual General Meeting, General Meeting or election process proceeds smoothly in accordance with the provisions of the Constitution and these Regulations.

- r) The Secretary may propose an assistant(s) to help him with his duties and to act as an understudy for those occasions when the Secretary is away. Any assistant(s) must be ratified by the Board.
- s) To liaise with the Green Keeper as required.

6.4. Treasurer

6.4.1. The duties of the Treasurer shall be to:

- a) issue receipts for monies received, as required
- b) keep a record of receipts and disbursements of all monies which shall be open for inspection by Members of the Board at all times
- c) submit a Financial Statement at the regular Board meeting which covers all aspects of the financial transactions completed
- d) reconcile bank statements with the cash book each month and petty cash and / or float when required
- e) keep a petty cash and / or float to a limit decided by the Board as may be required for minor expenditures only, and record details of payments
- f) prepare financial statements and financial reports for presentation at the AGM;
- g) control all stock by recording all transactions and ensure that stock takes are conducted.
- h) ensure that all payments to creditors, Royal NSW Bowling Association and Zone 5 Bowling Association are paid on time and in full
- i) submit accounts of all financial records to an auditor as required and
- j) the Treasurer may propose an assistant(s) to help him with his duties and to act as an understudy as required. Any assistant(s) must be ratified by the Board

6.5. Bowls Organiser

6.5.1. The Bowls Organiser shall;

- a) Maintain accurate records of all organised bowling events, including Association events and competitions.
- b) Work in conjunction with the Match Committee and Selectors.
- c) Assist in the arrangement of special games of bowls and Pennant matches.

- d) Assist in the arrangement of social games of bowls and the selection of players thereof.
- e) Post on the notice board all team selections, fixtures and notices.
- f) Furnish match results to the Publicity Officer.
- g) Submit reports to the Board as required.
- h) The placing of a new Player Participation Sheet on the board for the next week.

7. ROLES AND RESPONSIBILITIES OF ASSISTANTS AND SUB COMMITTEES

7.1. Assistant Bowls Organiser

- a) The Assistant Bowls Organiser shall assist the Bowls organiser with his duties as delegated by the Bowls Organiser.

7.2. Match Committee

- 7.2.1. The Match Committee shall consist of five (5) Members elected at the AGM. The elected Members shall choose one from amongst them to be the Chairman of the Match Committee. This shall be declared to the Secretary within one week of the AGM.
- 7.2.2. The Bowls Organiser is ex-officio on this committee and shall have a deliberative vote
- 7.2.3. The Chairperson of the Match Committee shall have three major functions;
 - a) The organising of the Match Committee and meetings as required.
 - b) The organisation and administration of bowls played by the Club.
 - c) Report to the President or Secretary any issues related to the standard of the green if he feels that they are not maintained to a standard that is fit for play at club, district and state level.
- 7.2.4. The Chair and Members of the Match Committee who have been appointed and ratified by a general meeting shall carry out the following tasks;
 - a) Verify that arrangements have been made for any scheduled games. If not, institute remedial action.
 - b) Submit reports to the Working Committee at each scheduled meeting.

- c) Ensure that all matters pertaining to the playing of bowls (provision of cards, umpires and markers) have been organised. Assist the Bowls Organiser when required.
- d) Delegate to another Member(s) (if necessary) the task of organising the Club non-association games. This will entail deciding and announcing prior to the commencement of the game.
- e) The method of scoring.
- f) The method of determining winners in the event of drawn games.
- g) The presentation of prizes if required.
- h) The organisation of any raffle conducted.
- i) Assist with the collection of green fees.
- j) To arrange Championship matches and announce the draw including scheduled time and place for these matches, by placing the information on the Club Notice Board.
- k) Attach a 'Special Conditions of Play' for all events organised by the Match Committee if there are any.
- l) To arrange for ALL affected players to be notified if the schedule of play or team composition has to be changed, after the initial notification of the event.
- m) Members nominated for Championship matches and Games/Shields by the Match Committee, who are unable to play, must notify the Chairperson of the Match Committee or the nominated representative as soon as possible after the games are posted on the notice board.

7.3. **Selectors**

- 7.3.1. The Selectors shall consist of five (5) Members elected at the AGM. The elected Members shall choose one from amongst them to be the Chairman of Selectors. This shall be declared to the Secretary within one week of the AGM.
- 7.3.2. The Chairperson of the Selectors Committee shall have two major functions;
 - a) The organising of the Selectors Committee and meetings as required.
 - b) The organisation and administration of selected sides playing for the Club.

7.3.3. The Chair and Members of the Selection Committee who have been appointed and ratified by a general meeting shall carry out the following tasks;

- a) Select teams representing the Club in Pennants, Pennant trials and any other Zone/State competitions which require official teams representing the Club. Be responsible for the posting of selected teams on the official notice board as soon as practicable in advance of such games and make such alterations they may from time to time deem necessary.
- b) Members selected for such matches shall if unable to attend notify the selectors as soon as possible after the posting of such notice.
- c) To arrange for all affected players to be notified if the schedule of play or team composition has to be changed, after the initial notification of the event.
- d) To recommend to the Board the proposed grades for Pennants. The final decision to accept these Pennant grades will rest with the Board. The proposed grades will be submitted to the Zone for their approval.
- e) To submit information as required to the Associations.
- f) Keep any records that are necessary.
- g) This Committee will also arbitrate on any disputes arising from the selection process with at least one (1) BoardMember present.
- h) Control the grading of players.

7.3.4. Voting

7.3.4.1. The Chairperson of each sub-committee shall have a deliberative vote and, if the voting is tied, a casting vote. The President, as ex-officio of each Sub Committee, shall have a deliberative vote.

7.4. **Recruitment Coordinator**

7.4.1. The Recruitment Coordinator shall;

- a) promote the Club and the sport of bowls.
- b) provide marketing ideas to assist the Club to increase Membership.

7.4.2. The elected Recruitment Coordinator shall from time to time or as directed by the Board, organise a sub-committee, of which he shall be Chairman, for social and

promotional events held at the Club. The duties and make-up of the Committee shall be as listed in the following paragraphs.

7.4.2.1. Social, Promotional and Recruitment (SPR) Committee shall consist of three elected Members. At the discretion of the Chairperson, as required from time to time, other Members may be asked to assist for special events.

7.4.2.2. The Chairperson of the SPR shall, with the assistance of the Social Committee, organise all social activities and functions, which entails:

- a) Organising any fund raising project (e.g. raffles) when an opportunity to do so is made available.
- b) Organising catering arrangements for all Club events.
- c) Organising “helpers” when a social event requires some extra assistance.
- d) Actively seeking any avenue of promotion or sponsorship.
- e) Notifying Members of coming events and other matters of interest to Members;
- f) Liaising with the Secretary/Treasurer for the provision of prizes; and
- g) Organising social excursions whenever possible.

7.4.3. The Recruitment Coordinator, as Chairman of this committee, shall have a deliberative vote.

7.5. **Welfare Officer**

7.5.1. The Welfare Officer shall;

- a) Take a proactive role in contacting Members who have medical or other issues and are unable to attend the club to offer assistance where necessary.
- b) Inform the Board of all such Members and their particular situation.
- c) Advise the Board on any help that may be afforded to Members requiring assistance.

7.6. **Publicity Officer**

7.6.1. The Publicity Officer shall;

- a) Obtain results from all games played at the Club and publicise them where applicable.
- b) Update the honor board as required.

8. DELEGATES

- 8.1. At the Annual General Meeting, a delegate/s shall be elected to represent the Club at all Zone 5 Bowling Association Delegates meetings and to any other body to which the Club is entitled to representation.
- 8.2. Delegates shall present a concise report of meetings attended at the next general meeting or Working Committee meeting following the delegates meeting.

9. PATRON

- 9.1. The duties of the patron are to;
 - a) Represent the Club on official occasions, as required.
 - b) To greet and welcome visitors on social occasions, as required.
 - c) To act as an emissary for the Club, as required.

10. COACHING

- 10.1. Coaching at the Club should be carried out by an Accredited Coach. If a Member is coached by somebody other than an Accredited Coach it will be that person's responsibility should any problems occur.
- 10.2. Any Member involved in any activity which includes children, shall sign a Child Protection Form prior to undertaking any coaching.

11. UMPIRES

- 11.1. The Chairman of Umpires shall maintain records of all Accredited Umpires at the Club.
- 11.2. The Chairman of Umpires will allocate Umpires according to experience and ability that is appropriate to the game being played.
- 11.3. If an Accredited Umpire is not available a responsible person will be delegated with the umpiring duties.

12. PENNANT PLAY

- 12.1. The Selectors shall select Pennant Sides as delegated by the Board from a list posted by the Selectors for Members to nominate their availability prior to the Pennant Season.
- 12.2. All Members selected for a position in a Pennant Side shall indicate as soon as possible their availability to play when the Pennant Selection sheet is posted. Should a player not indicate

their availability by the time stated it may be presumed by the Selectors that the position is vacant and an alternate selection be made.

- 12.3. Any Member found disputing a selection other than with a selector and / or showing dissension towards a selector or selection may be liable to appear before the Board and give reason why he should not be suspended.

13. STATE AND ZONE CHAMPIONSHIPS

- 13.1. All Members of the Club shall be eligible to nominate for any official Association Championships.
- 13.2. Payment of the entry fee (if any) into events is the responsibility of the Member.
- 13.3. All Members playing in Association Championships shall wear the Club's official uniform and conform to all Royal NSW Bowling Association Conditions of Play associated with these events.

14. CLUB CHAMPIONSHIPS

- 14.1. Objectives
- a) To provide 14 days' notice to Members of their involvement in a competition to enable them to plan their activities accordingly.
 - b) To enable Members to know in advance the involvement required if they wish to enter a competition.
 - c) To ensure there can be no grounds for disputes in playing the competitions.
 - d) To be scheduled and played prior to other non-Championship events.
- 14.2. The only games to take precedence over Club Championships shall be official Zone, State and National games. No other games shall rank above Club Championships.
- 14.3. All Club Championships shall be listed on weekends only unless a recommendation to the Board by the Match Committee to play at other times is accepted by the Board. No Club Championships shall be listed on Long Weekends, Mothers Day, Fathers Day or Public Holidays. Other games and tournaments shall be scheduled by the Match Committee and these schedules shall be presented to the Board for endorsement prior to them being listed.
- 14.4. The dates for each round including the final shall be posted before calling for nominations.
- 14.5. Nominations shall close fourteen (14) days before the first round. Nomination fees must accompany entry nominations.

- 14.6. After the close of nominations a draw shall be made in the Club with at least two (2) Members present, one of whom shall be a Member of the Match Committee. These two Members shall sign the draw sheet.
- 14.7. In the event of inclement weather or the greens being unplayable that round shall move to the next practicable date as determined by the Match Committee. This shall be nominated as soon as the unplayable round has been postponed and the draw amended accordingly.
- 14.8. Club Championships shall be played under the "play or forfeit rule" i.e. play on, or before, due date. However, where circumstances prevail, a bowler or team can request the game be played before the next scheduled round. If mutual agreement is reached the player / team requesting the extension must notify the Bowls Organiser. If, under any circumstance, the game is not completed by the scheduled date (i.e. the next round) the player / team requesting the extension forfeits the game and notifies the Bowls Organiser.
- 14.9. Opposing skips may agree to play a given round earlier than the listed date. The agreeing skips shall notify the Bowls Organiser of the agreed date and time. The Bowls Organiser, or his assistant(s), shall confirm if green space is available. In the event of inclement weather or the greens being unplayable at that time, the original date shall become the listed date.
- 14.10. Members who are Zone or State officials may request the postponement of a game if they have an obligation to fulfill a duty in their official capacity on the scheduled date of a championship game.

15. LAWS OF THE GAME

- 15.1. All Association games shall be played under the rules, regulations and Conditions of Play as laid down by Bowls Australia, Royal NSW Bowling Association and Zone 5 Bowling Association.

16. SPECIFIC CLUB CHAMPIONSHIP CRITERIA

16.1. Major Singles

- 16.1.1. The Major Singles championship may be contested by any Member of the Club regardless of experience, skill level or prior achievements.
- 16.1.2. All entrants in this event must be prepared to mark games as required and scheduled by the Bowls Organiser.

16.2. Minor Singles and ‘C’ Singles

- 16.2.1. The Minor Singles championship may be contested by Members of the Club who have not won a Major Singles championship or Minor Singles championship, at any Club, in any preceding championship year.
- 16.2.2. The “C” Singles championship is aimed at ‘C Grade’ Members of the Club. No Member who has won any Club Championship at any club in any preceding championship year may enter. The final decision on eligibility for the ‘C’ singles will be made by the Selectors.
- 16.2.3. In any championship year, eligible players may choose to contest either the Minor Singles, or the “C” Singles, but not both competitions.
- 16.2.4. All entrants in the Minor and ‘C’ Singles must be prepared to mark games as required and scheduled by the Bowls Organiser.

16.3. Major Pairs

- 16.3.1. The Major Pairs championship may be contested by any Member of the Club, regardless of experience, skill level or prior achievements.

16.4. Minor Pairs

- 16.4.1. The Minor Pairs championship may be contested by Members of the Club who have not won a Major Pairs championship or Minor Pairs championship, at any Club, in any preceding championship year.

17. GAMES OTHER THAN CLUB CHAMPIONSHIPS

- 17.1. Games played on an annual basis (other than Club Championships) shall be scheduled by the Match Committee. These games may be played at times recommended by the Match Committee and endorsed by the Board. Conditions of Play for these games shall be proposed by the Match Committee and ratified by the Board prior to the event being posted.

18. ATTIRE

- 18.1. All bowlers shall comply with the requirements of the Royal NSW Bowling Association Regulations for attire.
- 18.2. In games which are not considered Association events, attire shall be as a minimum club uniform, unless otherwise stated in the Conditions of Play for the event. Club uniform being either cream or royal blue pants, official club, alternate social club or plain white polo shirt.

19. APPROACH

19.1. Only the President or Secretary shall approach the Operational Manager of the Registered Club or the Green Keeper on any matter concerning the Club or greens, unless this authority has been delegated by any of the above officers to any other Member for the day.

20. INCLEMENT WEATHER POLICY

20.1. In the event that the prevailing weather conditions jeopardise the health or safety of players or officials, reference shall be made to the Inclement Weather Policy. Refer Appendix A.

21. BARE FOOT BOWLS POLICY

21.1. Bare foot bowlers will not be permitted on the greens except as outlined in the terms and conditions of the Bare Foot Bowling Agreement and / or in consultation with the Bowls Organiser.

22. CONDUCT OF A MEETING

22.1. General

22.1.1. If any Members, including Committee Members, continually obstruct the orderly procedure of business at any constituted meeting, they shall, on the majority vote of those present, be ordered to leave the meeting and the details of such action shall be recorded in the minutes.

22.2. Quorum

22.2.1. Should there be insufficient Members present to form a quorum at any Annual General, Special General, Board or Sub-Committee meetings within thirty (30) minutes of the time set down to commence, then the meeting shall be adjourned to the same place and at a time to be determined within twenty-eight (28) days of the date of such adjournment. Quorums for the various types of meetings of the Club are set out in the relevant sections of the Constitution and the Regulations. If after due notice of the amended date and time of such meeting, and at that time, there should still be insufficient Members to form a quorum, then the Chairperson shall quote this clause of the Regulations and declare those Members present form a quorum and should proceed with the meeting.

22.3. **A Notice of Motion**

22.3.1. Details of a Notice of Motion shall be defined as a short, clear and direct statement, in writing, that has a clear objective. It should not be of such a length or complexity that it may be misconstrued or amendments required.

22.4. **Minutes**

22.4.1. Minutes of any meeting of the Club or Board shall be endorsed at the next corresponding meeting and shall be moved to be considered a true and accurate record of the matters stated in such minutes. The minutes of the Annual General Meeting (AGM) or of a Special General Meeting (SGM) will only be adopted as a true and accurate record of the meeting after they have been moved and seconded by Members who were at the meeting at the next AGM or SGM. These minutes shall be signed by the sitting Chairman.

22.5. **Annual General Meetings (AGM)**

22.5.1. The Annual General Meeting shall be held within six months from the end of the Club financial year and a Notice of the Meeting will be given to all Members by placing a copy of such Notice on the Notice Board at least twenty one (21) days prior to the scheduled day. For those Members who have advised the Club of their email contact details the Club will endeavor to send the notice via the internet. This shall constitute due notice of the AGM.

22.5.2. A quorum at an Annual General Meeting shall consist of one tenth of the Members, or twenty Members, whichever is the greater.

22.5.3. The President, or if the President is absent the Vice President, shall preside at all Annual General Meetings. Should neither President nor Vice President be in attendance after fifteen (15) minutes those Members present, should there be a quorum, shall elect a Chairperson from among them and the meeting shall proceed.

22.5.4. Postal, absentee and proxy voting is not allowed.

22.5.5. The business of the Annual General Meeting shall include;

- a) To receive and adopt the minutes of the previous Annual General Meeting.
- b) To receive reports and financial statements for the year's activities.
- c) To appoint a returning officer, if required.

- d) To elect a Board and Subcommittees including Assistant Bowls Organiser, Welfare Officer, Publicity Officer, RSO Delegate(s) and Recruitment Officer.
 - e) To elect a patron(s), if required.
- 22.5.6. The President must vacate the chair immediately before the elections take place and the position filled by an Acting Chairperson or Returning Officer until the ballot for President is complete. The elected President will assume the chair after the ballot for the position has been declared.
- 22.5.7. To conduct business of a special nature, a Notice of Motion, in writing must be given to the Secretary in sufficient time to allow such Notice of Motion to be placed on the notice board fourteen (14) full days prior to the Annual General Meeting. This sub clause applies to all General Meetings.
- 22.5.8. Other special business, which deals with internal functions of the Club, may be brought before the meeting. These are, but are not limited to;
- a) Change to banking signatories (if required).
 - b) Nomination and election to Life Membership. This shall be in accordance with the process detailed in the Constitution.
 - c) To appoint delegates to the Zone 5 Bowling Association or its successors.
 - d) To consider honorariums, if the subject is raised.
 - e) To ratify any Regulations that have been accepted by the Board, but have not been accepted by a General Meeting.
 - f) Notices of Appreciation where a Member or known associate is deemed worthy of such recognition.
 - g) To make any presentations that are due and deserved Member recognition.
 - h) Any other general business raised (All general business conducted must be recorded in the minutes of the meeting).
 - i) The date of the next Annual General Meeting is decided.
 - j) Closure of meeting.

22.6. Special General Meetings (SGM)

- 22.6.1. A SGM may be called in accordance with the Constitution.
- 22.6.2. A quorum at a Special General Meeting shall consist of one tenth of the Members, or twenty (20) Members, whichever is the greater.
- 22.6.3. The President, or if the President is absent the Vice President, shall preside at all SGM. Should neither the President nor Vice President be in attendance, after fifteen (15) minutes those Members present, should there be a quorum, shall elect a Chairperson and the meeting shall proceed.
- 22.6.4. The method of conducting an SGM is similar to the procedures used for conducting an Annual General Meeting. The preliminaries will be the same as will the closing of the meeting. However, the main content of these meetings is dependent on the subjects listed on the agenda.
- 22.6.5. There is no requirement that specifies which day an SGM must be held.
- 22.6.6. If, for a valid reason, the date of the SGM is changed, then fourteen (14) full days notice shall be given of the change of date. This fourteendays notice starts from the date of the posting of the new date, and the postponed meeting shall be held within twenty eight (28) days of the original meeting date.

22.7. Working Committee Meetings

- 22.7.1. Working Committee meetings shall be scheduled by the Board as required. As a minimum, they shall be held at least every three months. At least one of these meetings, apart from the AGM, shall be an open meeting for all financial Members to attend. Ideally this would be scheduled at a six month interval from the AGM.
- 22.7.2. The Working Committee shall consist of the elected Board, the Match Committee Chairman, Selection Committee Chairman, and Recruitment Coordinator and all Members shall have equal voting rights on this Committee.

22.8. Meetings

- 22.8.1. The following agenda must be followed at Annual General Meetings;
 - a) Opening of meeting (time);
 - b) Recognition of Members passed
 - c) Apologies

- d) Confirmation of Minutes from the last AGM meeting
- e) Business from minutes
- f) Correspondence (in/out)
- g) President's Report
- h) Treasurer's Report
- i) Secretary's Report
- j) Bowls Report
- k) Recruitment Report
- l) Zone 5 Delegate
- m) Confirmation of reports
- n) Nomination of a Returning Officer and two assistants
- o) Election of the Board and other positions as stated on the agenda
- p) Election of Club Patron
- q) Election of Delegate(s) to the RSO.
- r) Appointment of Auditor
- s) Notice/s of Motion
- t) To decide any Honoraria (if any) to be paid
- u) General business
- v) Next meeting
- w) Closure of meeting (time).

22.8.2. The agenda of all other meetings shall be determined by the Secretary and / or meeting convenor.

22.8.3. No Member of the Board or Working Committee shall leave a meeting without the permission of the Chairperson.

22.8.4. All Members or invitees who attend any meeting are subject to the requirements of confidentiality. No Member or invitees are to discuss confidential matters with others until the details of the subject are released by the Committee for general distribution after the subject is discussed and a decision made; and

- 22.8.5. Duly appointed assistants may attend meetings under the following circumstances;
- a) they do not have a vote
 - b) they cannot participate in discussion unless requested
 - c) they will act as an understudy to further their knowledge of the position
 - d) to note any specific task(s) that may arise that are relevant to the position that is held by the assistant. The assistant may be required to ensure that the tasks are completed and
 - e) if any sensitive subject is to be discussed, any assistant present may be asked to leave the meeting
- 22.8.6. Members wishing to address the Committee on a specific matter should request and be granted permission to attend by a Member of the Board. Members who avail themselves of this opportunity must leave the meeting after their business has been stated and discussed. A decision may or may not be given immediately as some further investigation may be required.

22.9. Absence of Committee Members from meetings

- 22.9.1. Any Member of the Committee absenting themselves from three (3) consecutive meetings of the Committee shall be deemed to have vacated their seat unless a satisfactory explanation is submitted and accepted by the Committee.

23. CLUB POLICIES

- 23.1. All policies listed below are endorsed by the Club and shall be adhered to by all Members of the Club.
- 23.2. The policies adopted by the Club are;
- a) Member protection policy
 - b) Spectator behavior policy
 - c) Team selection policies, both open and junior
 - d) Disability inclusion policy
 - e) Play By The Rules Working with children checks
 - f) Alcohol policy
 - g) Communication policy

- 23.3. All club policies listed above, while not individually signed by the Board, are active documents within the club. These will be maintained by the Club Secretary and a copy available within the club for reference by Members on request.
- 23.4. Any Member found in breach of these policies shall be subject to the guidelines stated in this document.
- 23.5. For any unlawful acts including unlawful acts towards children, these shall be immediately referred to the relevant State authorities.

24. COMPLAINTS HANDLING

- 24.1. A Member Protection Information Officer (MPIO) registered by the Australian Sports Commission shall be nominated from within the club if one is available. Should no Member be available, the Royal NSW Bowling Association MPIO shall be utilised.
- 24.2. The MPIO shall be the first point of contact for complaint handling within the club. If the MPIO is unavailable or is not a preferred option the President or his delegate shall be approached. Should neither of these people be a preferred option the complainant shall be informed of their options for contacting an independent MPIO.
- 24.3. Complaint handling shall follow the guidelines set down in the 'Play By The Rules' fact sheets or documents applicable to the process required to be carried out.
- 24.4. The President or his delegate shall be nominated as the Complaints Handler should the complaint escalate to that level. The State Authority shall be nominated as the Complaints Officer for issues that require that level of mediation.

25. DISCIPLINARY PROCEDURE

- 25.1. Any Club Member will be subject to the guidelines and procedures of the NSO Disciplinary Procedure if he;
- a) Is found not adhering to the Club Code of Conduct
 - b) Is found to be acting in a manner not becoming a Club Member
 - c) Performs any other action that would bring the Club or its Members into disrepute.
 - d) Does not conform and is in breach of the policies of the Club.
 - e) Should a Member be found to have breached the Code of Conduct, the necessary actions will be taken by the Board of the Club in accordance with the Club Constitution.

Appendix A

Inclement Weather Policy

1. SCOPE

- 1.1. This policy shall be used in conjunction with the Rules of Bowls laid down by Bowls Australia and the Rules, By Laws and Conditions of Play specified by Royal NSW Bowling Association.
- 1.2. The Camden Men's Bowling Club (the Club) primary concern is that Members and visitors participate in the game of bowls in the safest environment possible and with minimum risk of harm. The Club also realizes that all players are responsible for their own health and safety and if any player feels at risk during a game played at the Club they shall appeal through their Skips in a team event or individually in a singles event to the Umpire and the Umpire shall allow that player to stop playing at any time. If this situation arises, the Rules and By Laws of the game shall be used for this situation. While every effort shall be made for the health and safety of players, it shall be understood that all players playing at the Club do so at their own risk.
- 1.3. This policy is not binding but is seen by the Club as their support to Umpires and Controlling Bodies. The Club encourages a common sense approach and consideration of the comfort and well-being of all individuals including participants and officials.
- 1.4. This Policy shall be used as a guide for the Umpire and Controlling Body in any game organised and played at the Club. The Board of the Club endorses a duty of care to players and will support the Umpires and Controlling Bodies when they are making decisions regarding Inclement Weather and play is postponed or abandoned.
- 1.5. Weather conditions can vary greatly in Australia and the Board of the Club does not intend to second-guess the judgment of the Umpire and Controlling Body at any given game. The decision whether to suspend or discontinue play is at the discretion of the Umpire. The following provides guidelines in assisting the Umpire and Controlling Body in making that decision.
- 1.6. This policy will form part of the Conditions of Play for any game played at the Club. At the calling of the cards all players shall be informed of this policy and it shall be made available to any person wishing to read it.

2. GENERAL

- 2.1. Bowls Australia advises that where possible, clubs should usually continue play or competition where they are able to do so, however, players and official's safety will remain the paramount consideration. The Club will make every effort to support this.
- 2.2. All players, through their Skips in a team or side event, or individually in singles, have the right to appeal to the Umpire if they find the weather conditions distressing. If the Umpire allows the players appeal he / she shall impose the rules set down by the SSO in regards to substituted players, or if the team appeals he / she shall consider all other options. Only the rink making the appeal shall stop play if the appeal is allowed.
- 2.3. The Controlling Body also has the right to appeal to the Umpire and should do so if they feel the players are endangering their health. If the Controlling Body appeals and the Umpire allows it, ALL players MUST leave the green.
- 2.4. The Umpire should suspend play / competition for up to 2 hours if the adverse weather condition may improve. Where conditions have not improved in that time, the Controlling Body should cancel the play / competition for that day and reschedule. No player may leave until this decision has been made. Any player or team leaving prior to this decision will incur a forfeit.
- 2.5. If an appeal has been allowed and the weather improves, either the players or Controlling Body may appeal to the Umpire to resume play. Only if the weather has improved would the Umpire give permission.
- 2.6. The Controlling Body in conjunction with the Match Committee may approve rescheduling play / competition to another day or weekend if the Umpire determines that conditions are unsafe for players, officials or spectators. Typical reasons for this include consistent heavy rain, snow, slippery conditions, extreme heat or cold, strong winds, bad light and lightning.

3. HOT WEATHER

- 3.1. Players, officials and spectators should at all times be encouraged to wear hats or other head protection.
- 3.2. Drinks should be available where play / competition take place. Tap water will be available free of charge and in unlimited quantities.
- 3.3. When the temperature reaches 30 degrees, play / competition may be interrupted at 20 minute intervals for a period of 10 minutes, during which time, drinks should be made available. The

request for this shall be made to the Umpire who will allow any player or team the time specified above.

3.4. Where the temperature reaches 35 degrees and there is a high humidity, it is recommended that play / competition be discontinued. The following should be considered.

- a) It will be at the discretion of the Controlling Body to determine whether to discontinue play. They shall then make an appeal to the Umpire. In making the decision, the Umpire will take account of all relevant factors including the age and health of players and officials, the level of humidity and the amount of shade or shelter available. To obtain accurate information regarding temperature and humidity the government weather site should be addressed. The link is 'www.bom.gov.au'. All players still have the right to appeal at any time as specified in Paragraph 1.2.

4. WET / COLD WEATHER

4.1. When severe winter weather is forecast, the Umpire should initiate procedures and monitor weather reports. He / she may contact local and state agencies for input on weather and road conditions. He / she should review such things as the present weather condition and the traffic conditions within the immediate area as well as outlying roads upon which players and officials are arriving. Based on this information, the Umpire will decide whether to cancel play / competition.

4.2. If the ground is slippery from frost, snow, rain or mud or if the temperature drops below 8 degrees C it is at the discretion of the Umpire to determine whether to discontinue play. In making the decision account should be taken of all relevant factors including the age and health of players and officials, the weather conditions and climate for that part of the country, the wind-chill factor and the amount of shelter available at the venue.

4.3. If it is raining heavily, play / competition should be discontinued for a period of up to 2 hours. If it continues to rain heavily during that time, it is recommended that play / competition be discontinued. It is at the discretion of the Umpire to determine whether to discontinue play.

5. OTHER ADVERSE CONDITIONS

5.1. If there are other adverse conditions present such as storms and lightning, the Controlling Body shall make a decision on whether to suspend play.

Note: The information in this procedure has been taken from Circulars and recommendations supplied by the RSO, SSO or NSO