

Camden Bowling Club Incorporated

22 Cawdor Rd, Camden, NSW, 2570



Regulations

Of the Camden Bowling Club

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

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Para	Amendment Details
	Camden Mens and Camden Womens Bowling clubs Unified.
1 st Sept 2025	Camden Bowling Club Regulations v3
14 th Feb 2026	Camden Bowling Club Regulations v4
15 th Mar 2026	Camden Bowling Club Regulations V5

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 Bowling Club (CBC) shall be relevant to the definitions and interpretations in these Regulations.

2. FINANCIAL YEAR

- 2.1. The financial year of the CBC 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 1st February may be entitled to a discounted membership. The discounted amount will be set at an amount at the discretion of the Board.
- 3.5. Members intending to play official club events are not entitled to a discounted fee.
- 3.6. Full members of other association bowling clubs may be entitled to a 'social' membership for the purpose of rolling up on Camden greens. This fee will in no way allow entry into any official club events other than social events as with any other visiting bowler. The amount will be set at the discretion of the Board.

4. BOARD OF DIRECTORS

- 4.1. The Board of Directors of the Camden Bowling Club (CBC) shall comprise of the following elected Members:
 - a) President
 - b) Vice President Men
 - c) Vice President Ladies
 - d) Director of Communications

- e) Director of Finance
- f) Director of Bowls Men
- g) Director of Bowls Ladies.

5. THE BOARD

- 5.1. A minimum of four (4) 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 CBC and requires immediate attention. Full details of this meeting shall be disclosed at the next scheduled Board meeting.
- 5.3. Signatories to the CBC club accounts shall be the President, Director of Communications, Director of Finance and one other member of the Board.

6. ROLES AND RESPONSIBILITIES OF THE BOARD

6.1. President

- 6.1.1. The duties of the President shall be as follows;
 - 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. The President, as an ex-officio member, shall have all the rights and obligations of the committee that they serve on. This includes the right to discuss, debate, make decisions, and vote.
 - 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 Licensed Club to ensure cooperation to the mutual benefit of the Registered Licensed and the CBC.
 - d) Act as a CBC delegate when required.
 - e) Act as the CBC 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 as follows;

- a) Generally, assist the President to carry out such duties as delegated and to be an understudy to the President when required.
- b) To handle all matters associated with sponsorship. Selling signs, arranging signage, negotiating with sponsors and sending out sponsorship renewals.
- c) To Oversee publicity on behalf of the club via the newsletter, Facebook and website.. Overseeing information to members and the public regarding successful competitions, winning teams and general information the members should know..
- d) These duties to be allocated between the Vice Presidents as they see fit.
- e) These duties can be delegated to an appropriate Club member.
- f) Co-ordinate Club activities to encourage social interaction of members and to encourage new membership.

6.3. **Director of Communications**

6.3.1. The duties of the Director of Communications shall be as follows;

- a) The elected Director of Communications of the CBC shall be the nominated Public Officer of the CBC in accordance with the Act.
- b) Keep a minute book of all proceedings of CBC 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 CBC 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 CBC, as required and if delegated by the President.

- j) To liaise with the Registered Licensed Club to ensure cooperation to the mutual benefit of the Registered Licensed Club and the CBC 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 CBC are either met or complied with.
- l) To maintain a copy of Bowls NSW Constitution and Regulations and the current years Conditions of Play in a fully amended state.
- m) To maintain a copy of Nepean Highlanders Bowls Constitution and Regulations and the current years Conditions of Play in a fully amended state.
- n) Keep a file of Bowls NSW 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 Bowls NSW. Liaise with Bowls NSW on this matter where necessary.
- p) Liaise with Nepean Highlanders Bowls.
- 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 Director of Communications may propose an assistant(s) to help him with his duties and to act as an understudy for those occasions when the Director of Communications is away. Any assistant(s) must be ratified by the Board.
- s) To liaise with the Green Keeper as required.
- t) To update the honour boards and champion winners photos as required.

6.4. Director of Finance

6.4.1. The duties of the Director of Finance shall be as follows:

- a) Issue receipts for monies received, as required.
- b) Keep a record of receipts and disbursements of all monies which shall be always open for inspection by Members of the Board.
- 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, Bowls NSW and Nepean Highlanders Bowls are paid on time and in full.
- i) Submit accounts of all financial records to an auditor as required.
- j) The Director of Finance may propose an assistant(s) to help him/her with his duties and to act as an understudy as required. Any assistant(s) must be ratified by the Board.
- k) Allocate approved operational funds to each area of Club operations.

6.5. Director of Bowls Men

- 6.5.1. The Director of Bowls Men shall be a conduit between the Board and the Mens Match Committee and the Selection committee. He shall consult with the managers of those committees and bring any problems to the Board. He shall not be a member of those committees.
- 6.5.2. He shall be a delegate to the Nepean Highlanders Bowls and Bowls NSW as required and be up to date on all communications with those bodies.
- 6.5.3. Shall be provided with operational funds as required and agreed to by the Board.
- 6.5.4. May propose an assistant if required and be ratified by the Board.

6.6. Director of Bowls Ladies

- 6.6.1. The Director of Bowls Ladies shall be a conduit between the Board and the Ladies Match Committee and the Selection committee. She shall consult with the managers of those committees and bring any problems to the Board. She shall not be a member of those committees.
- 6.6.2. She shall be a delegate to the Nepean Highlanders Bowls and Bowls NSW as required and be up to date on all communications with those bodies.

6.6.3. Shall be provided with operational funds as required and agreed to by the Board.

6.6.4. May propose an assistant if required and be ratified by the Board.

6.7. Co-Ordinator of Bowls

6.7.1. This role is to work with and co-ordinate activities of all aspects of the day to day bowling activities including, but not limited to

6.7.1.1. Organising game day and umpires

6.7.1.2. Managing Greens and Community engagement through liaison with Green Keeper and barefoot Bowls

6.7.1.3. Provide assistance to coaching activities

6.7.1.4. Provide assistance to Membership and Recruitment Officer.

6.7.2 This role can attend Board meetings but does not have voting rights at such meetings.

6.8. Co-Ordinator of Match & Selection

6.8.1. This role is to work with and co-ordinate the match committee (which may be split into a men's match committee and a ladies match committee if required)

6.8.2. To work with and co-ordinate selection activities in conjunction with the Selectors Committee.

6.8.3 This role can attend Board meetings but does not have voting rights at such meetings.

6.9. Match Committee

a) The Match Committee will be comprised of a maximum of 5 men and 3 women members. These members to be selected from Men's and Ladies Match Committees

b) Elect one among them to be Manager. This to be communicated to the Director of Communications within one week of their first meeting after the AGM.

c) In general, operating conditions the Match Committee can be split to include a specific Men's Match Committee and a Ladies Match Committee, as described below if required

6.10 Mens Match Committee shall;

c) Maintain (or delegated to a Match Committee Member) accurate records of all organised club bowling events...

- d) Work in conjunction with the Selectors and Director of Bowls Men
- e) Assist in the arrangement of special games of bowls and Pennant matches.
- f) Assist in the arrangement of social games of bowls and the selection of players thereof.
- g) Ensure that all notices are posted on the board for all team selections, fixtures and notices are kept up to date and relevant. Keep the board maintained in a tidy fashion.
- h) Furnish match results to the Publicity Officer.
- i) Submit reports to the Board as required.
- j) The placing of a new Player Participation Sheet on the board for the next week.
- k) Liaise with the green keeper on daily matters related to fixtures and allocated green space as required.
- l) Liaise with external contractors making use of the greens outside of the CBC schedule

6.10. Ladies Match Committee

- b. The Ladies Match Committee shall organise Ladies championships and Major Club competitions, if required
- c. Ratify the method of scoring.
- d. Ratify the method of determining winners in the event of drawn games.
- e. The presentation of prizes if required.
- f. The organisation of any raffle conducted.
- g. Assist with the collection of green fees.
- h. To arrange Championship matches and announce the draw including scheduled time and place for these matches by placing the information on the CBC Notice Board. Notification may also be made via electronic media via the Director of Communications or web master.
- i. Attach a 'Special Conditions of Play' for all events organised by the Match Committee if there are any.
- j. To arrange for ALL affected players to be notified if the schedule of play or team composition needs to be changed, after the initial notification of the event.

- k. Members nominated for Championship matches and Games / Shields by the Match Committee, who are unable to play, must notify the Manager of the Match Committee or the nominated representative as soon as possible after the games are posted on the notice board.

7. ROLES AND RESPONSIBILITIES OF ASSISTANTS AND SUB COMMITTEES

7.1. Selectors Committee

- 7.1.1. The Selectors Committee shall consist of five (5) Men Members and (3) Lady Members elected at the AGM. The elected Members shall choose one from amongst them to be the Manager of Selectors. This shall be declared to the Director of Communications within one week of the AGM.
- 7.1.2. The Manager of the Selectors Committee shall have two major functions;
- a) The organizing of the Selectors Committee and meetings as required.
 - b) The organisation and administration of selected sides playing for the CBC.
- 7.1.3. The Chair and Men 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 CBC in Pennants, Pennant trials and any other Regional / State competitions which require official teams representing the CBC.
 - b) The lady members of the Selection Committee shall be included in selecting Open Teams.
 - c) 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. Notification may also be made via electronic media via the Director of Communications or web master.
 - d) Members selected for such matches shall, if unable to attend, notify the selectors as soon as possible after the posting of such notice.
 - e) To arrange for all affected players to be notified if the schedule of play or team composition must be changed, after the initial notification of the event.
 - f) 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 Region for their approval by the Director of Communications.
 - g) To submit information as required to the Associations.

- h) Keep any records that are necessary.
 - i) This Committee will also arbitrate on any disputes arising from the selection process with the Bowls Director present.
- 7.1.4. Control the grading of players.
- 7.1.5. The ladies on the Selection Committee shall organise and run the ladies social events on a weekly basis.
- 7.1.5.1. This includes placing nominations sheets on the notice board.
 - 7.1.5.2. Doing the draw and filling out cards.
 - 7.1.5.3. Declaring the winners
 - 7.1.5.4. Making any awards as necessary.
- 7.1.6. Voting
- 7.1.6.1. 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.
- 7.1.7. Side Managers
- 7.1.7.1. Managers must be members of Bowls NSW. This can be a nominated player of each side who can delegate scoring etc, to another person but the nominated manager must sign any official documents.
 - 7.1.7.2. Selectors shall nominate a side manager for each pennant grade. Typically, these positions are held by Ladies who are members of Camden Bowling Club. Men who are members of Camden Bowling Club may also be considered for these positions should they wish to nominate.
 - 7.1.7.3. As a preferred selection criterion, Ladies who have a partner playing in a grade shall be given precedence over other Members should they wish to Manage. In the case of more than one Lady having a partner in a grade, the incumbent Lady for that grade will be given precedence. Should there be no Ladies falling into the above category, incumbent managers will be given precedence. Beyond the above criteria, Selectors will nominate a manager who they feel is best suited for the position.

7.2. Membership and Recruitment Manager

- 7.2.1. The Membership & Recruitment Manager shall
- a) Record details of all members on Bowlslink including financial status and membership category.
 - b) Process all transfers from and to the club via Bowlslink. Ensure all transfer fees are paid by the Director of Finance.
 - c) Enter name of members wishing to play in Region and State events from the notices on Mens and Ladies notice boards if they do not wish or cannot do so themselves.
 - d) Ensure fees for Region events are paid by the Director of Finance.
- 7.2.2. The Recruitment Coordinator shall;
- a) promote the CBC and the sport of bowls.
 - b) provide marketing ideas to assist the CBC to increase Membership.
- 7.2.3. 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 CBC. The duties and make-up of the Committee shall be as listed in the following paragraphs.
- 7.2.3.1. 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.
- 7.2.3.2. 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 CBC 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 Director of Communications / Director of Finance for the provision of prizes; and
 - g) Organising social excursions whenever possible.
- 7.2.4. The Recruitment Coordinator, as Chairman of this committee, shall have a deliberative vote.

7.3. Mens and Ladies Welfare Officers

7.3.1. The Welfare Officers shall;

- a) Identify Members who have medical or other issues that render them unable to attend the Camden Bowling Club.
- b) Post a get-well card to the member on behalf of the Camden Bowling Club membership.
- c) Should the member specifically ask for assistance, inform the Board of the request and work with the Board to activate the assistance required.

7.4. Publicity Officer -duties will be managed by the Director of Communications or an appointed Assistant Director of Communications, if needed.

7.4.1. The Publicity Officer shall;

- a) Obtain results from all games played at the CBC and publicize them where applicable.
- b) Advertise Invitation events and club social functions to the general public and other clubs.
- c) Record and publicize official events.

8. DELEGATES

8.1. The Bowls Directors shall represent the CBC at all Nepean Highlanders Bowls Delegates meetings and to any other body to which the CBC is entitled to representation.

8.2. The Bowls Directors shall present a concise report of meetings attended to the Board and 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 CBC on official occasions, as required.
- b) To greet and welcome visitors on social occasions, as required.
- c) To act as an emissary for the CBC, as required.

10. COACHING

10.1. Coaching at the CBC shall be managed by an appointed Coaching Co-Ordinator. All coaching will be carried out and by an Accredited Coach. If a Member is coached by somebody other than an Accredited Coach it will be those people's responsibility should any problems occur.

- 10.2. Any Member involved in any official CBC activity which includes children, shall have a current Working With Children check.
- 10.3. All new memberships shall be signed off by an accredited club coach prior to their membership being formally accepted. This shall be done on the new members application for membership form.

11. UMPIRES

- 11.1. The Chairman of Umpires shall maintain records of all Accredited Umpires at the CBC.
- 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.
- 12.4. The selectors are responsible for filling out the game cards for pennants and recording the results in Bowls Link. This task may be delegated to another member if necessary.

13. STATE CHAMPIONSHIPS

- 13.1. Only full Members of the CBC whose nominated Club is the CBC are eligible to nominate for Club Major Singles, Club Major Pairs, Club Championship Triples and Club Championship Fours. For all other listed Association Championship events, entry shall be as per Bowls NSW COP's.
- 13.2. Payment of the entry fee (if any) into these events is the responsibility of the Member.
- 13.3. All Members playing in Association Championships shall wear the CBC's official uniform and conform to all Bowls NSW COP's associated with these events.

13.4. These games will be played under the format set by Bowls NSW in the relevant COP's.

14. CBC 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. CBC Major Championships shall be played as knockout competitions. Minor Championships may be played as Sectional or Knockout Competitions. The Match Committee to advise the Board on the type of competition to be played.

14.3. The only games to take precedence over CBC Championships shall be those listed in the Bowls NSW COP's. Dispensation for these games shall be made in person to the Match Committee. Dispensation for any other games shall be at the discretion of the Match Committee with the endorsement of the Board. The rules outlining this shall be stated in the COP's for each event.

14.4. All CBC 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 CBC 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.

14.5. The dates for each round shall be posted before calling for nominations. The date of the final shall be at the discretion of the Match Committee.

14.6. Nominations shall close fourteen (14) days before the first round, or, a change agreed to by the Board. Nomination fees must accompany entry nominations unless decided otherwise by the Board. Following the finalization of the draw entrants in each event must pay entry fee whether they play or forfeit.

14.7. After the close of nominations, a draw shall be made by the CBC 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.

- 14.8. 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 practicable following the unplayable round and the draw amended accordingly.
- 14.9. CBC 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.
- 14.10. 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.
- 14.11. Members who are Region 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 Laws of the Sport of Bowls, latest edition, and Regulations and Conditions of Play as laid down by Bowls Australia, Bowls NSW, and Nepean Highlanders Bowls.

16. SPECIFIC CBC CHAMPIONSHIP CRITERIA

- 16.1. The official club championship events shall be open events excepting where the winners go on to state competitions i.e. mens singles, mens pairs, ladies' singles & ladies pairs.
- 16.2. Both men and ladies are entitled to run events called championships which are gender specific if so desired.
- 16.3. Juniors may only play in Open Championship events with the endorsement of the junior coordinator.
- 16.4. **Major Singles**
- 16.4.1. The Major Singles championship for each gender may be contested by any Member of the CBC, of that gender regardless of experience, skill level or prior achievements.

- 16.4.2. All entrants in this event must be prepared to mark games as required and scheduled by the Bowls Organiser.

16.5. Minor Singles and ‘C’ Singles

- 16.5.1. The Open Minor Singles championship may be contested by Members of the CBC who have not won a Major Singles championship or Minor Singles championship, at any Association Bowls Club.
- 16.5.2. The Open “C” Singles championship may be contested by Members of the CBC irrespective of gender and whose nominated club is the Camden Bowling Club who have not won a Major Singles championship, Minor Singles, or a C singles championship at any Association Bowls Club.
- 16.5.3. The final decision on eligibility for the ‘C’ singles will be made by the Selectors.

Note: In some circumstances, due to age, health, playing ability or other relevant reason, application may be made in writing to the selectors for inclusion in this event. These applications shall be reviewed by both Selectors and the Board and a decision made. All applications shall be kept on record.

- 16.5.4. In any championship year, eligible players may choose to contest either the Minor Singles, or the “C” Singles, but not both competitions.
- 16.5.5. All entrants in the Minor and ‘C’ Singles must be prepared to mark games as required and scheduled by the Bowls Organiser.

16.6. Major Pairs

- 16.6.1. The Major Pairs championship for each gender may be contested by any Member of the CBC, of that gender regardless of experience, skill level or prior achievements.

16.7. *Open* Minor Pairs

- 16.7.1. The *Open* Minor Pairs championship may be contested by Members of the CBC irrespective of gender whose nominated club is the Camden Bowling Club, and who have not won a Major Pairs championship or Minor Pairs championship, at any Association Bowls Club.

17. GAMES OTHER THAN CBC ASSOCIATION EVENTS (REFER BOWLS NSW COP'S FOR A LIST OF OFFICIAL EVENTS)

- 17.1. Games played on an annual basis (other than CBC Association Events) shall be scheduled by the Match Committee. These games may be contested by Members of the CBC whose nominated club is the Camden Bowling Club, These games may be played at times recommended by the Match Committee and endorsed by the Board.
- 17.2. Conditions of Play for these games shall be proposed by the Match Committee and ratified by the Board prior to the event being posted. This may include but not limited to games being played under a sectional format, sets play or other.
- 17.3. All information regarding the conditions of play shall be posted along with the entry form

18. ATTIRE

- 18.1. The official club uniform shall be that endorsed by the board. The ladies may wear either their ladies uniform or the official club uniform on ladies days or at Open Club events.
- 18.2. Members representing the club at higher events (Region or State) must wear Official Club uniform.
- 18.3. Association Championship Events (as listed in Bowls NSW COP's)
 - 18.3.1. All bowlers shall comply with the requirements of the Bowls NSW Regulations for attire.
- 18.4. Official Club Events other than Association Championship Events
 - 18.4.1. In official club games, including Saturday Bowls, attire shall be as a minimum the current CBC uniform, unless otherwise stated in the Conditions of Play for that event. The current CBC uniform is either cream or royal blue shorts or pants, official CBC BA shirt, the official alternate social shirt or plain white polo shirt, white jumper or official vests, jackets and hoodies. Approved lawn bowls shoes shall be worn in all organised events. Team members of the same team shall be attired the same as their team mates.
- 18.5. Social Mufti Bowls

18.5.1. The dress code for social bowls, including Tuesday and Thursday bowls, shall be as a minimum, approved bowls shoes, polo shirt, dress pants or shorts, or dress track pants. Jumpers and jackets as required.

18.5.2. Not approved for social bowls are any garment with offensive artwork, t shirts, dirty or torn work wear, football style shorts and unapproved footwear.

18.6. Rolling Up

18.6.1. Clean and tidy dress. Approved bowls shoes or totally flat footwear as approved by the Board or coaches.

Note: Flat footwear with an integrated grip sole e.g. Dunlop Volleys, are not approved and shall not be worn.

19. APPROACH

19.1. Only the President or Director of Communications shall approach the Operational Manager of the Registered Licensed Club or the Green Keeper on any matter concerning the CBC 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. If the prevailing weather conditions jeopardize 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 AGM and General meetings will be one tenth of the membership or twenty members, whichever is the greater. 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 CBC 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 CBC 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 thirty five (35) days prior to the scheduled day. For those Members who have advised the CBC of their email contact details the CBC 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 except for the follow;

22.5.4.1. An absentee ballot will be made available to any member representing the club at a higher level of competition on the day of the meeting.

22.5.4.2. An absentee ballot will be limited to election of officers. It will not apply to Notices of Motion.

22.5.4.3. The voting slip must be initialed by the Director of Communications.

22.5.4.4. After the member has voted it must be placed in an envelope marked 'Ballot for..... (a specific office) and handed to the returning officer at the meeting.

22.5.5. If the member is then present at the meeting his voting slip will be destroyed and he will vote at the meeting.

22.5.6. If a nominated candidate withdraws prior to the vote all remaining votes on an absentee ballot will be valid.

22.5.7. 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.

22.5.8. 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.

22.5.9. To conduct business of a special nature, a Notice of Motion, in writing must be given to the Director of Communications 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.

- 22.5.10. Other special business, which deals with internal functions of the CBC, 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 Nepean Highlanders Bowls 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 a SGM is like 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. These fourteen days' 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 Ladies Match Committee Manager, Men's Match Committee Manager, Selection Committee Manager, Recruitment Coordinator and Membership Manager 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) Director of Finance's Report
 - i) Director of Communications' Report
 - j) Bowls Report
 - k) Recruitment Report
 - l) Nepean Highlanders Bowls 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 CBC Patron
- q) Election of Delegate(s) to the RSO.
- r) Appointment of Auditor
- s) Notice/s of Motion
- t) To decide on 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 Director of Communications 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.
- 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. CBC POLICIES

23.1. All policies listed below are endorsed by the CBC and shall be adhered to by all Members of the CBC.

23.2. The policies adopted by the CBC 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
- h) Smoking Policy
- i) Player Forfeit Procedure Policy
- j) Player Reimbursement Policy

23.3. All CBC policies listed above, while not individually signed by the Board, are active documents within the CBC. These will be maintained by the CBC Director of Communications and a copy available within the CBC 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, 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 CBC if one is available. Should no Member be available, the Bowls NSW MPIO shall be utilized.
- 24.2. The MPIO shall be the first point of contact for complaint handling within the CBC. 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 CBC Member will be subject to the guidelines and procedures of the NSO Disciplinary Procedure if he;
 - a) Is found not adhering to the CBC Code of Conduct
 - b) Is found to be acting in a manner not becoming a CBC Member
 - c) Performs any other action that would bring the CBC or its Members into disrepute.
 - d) Does not conform and is in breach of the policies of the CBC.
 - e) Should a Member be found to have breached the Code of Conduct, the necessary actions will be taken by the Board of the CBC in accordance with the CBC 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 Bowls NSW.
- 1.2. The Camden Men's Bowling CBC (the CBC) 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 CBC 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 CBC 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 CBC do so at their own risk.
- 1.3. This policy is not binding but is seen by the CBC as their support to Umpires and Controlling Bodies. The CBC 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 CBC. The Board of the CBC 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 CBC 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 CBC. 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

Regulations of the CBC

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- 2.1. Bowls Australia advises that where possible, CBCs 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 CBC 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 always 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 decide 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