BY-LAWS and REGULATIONS
OF THE
TURRAMURRA MEN'S BOWLING CLUB

JANUARY 2010

1. DUTIES OF OFFICERS

1.1 President

(a) To represent the Men's Club with the main focus of promoting the best traditions of the Game of Bowls.

(b) He shall, if present, take the chair at all meetings.

(c) He shall be an ex-officio member of all Committees with the exception of the Selection Committee when selection is taking place.

(d) He shall be an ex-officio Director of the Board in terms of Clause 27(b) unless elected or appointed as a Director in terms of Article 27(c) of the Turramurra Bowling Club Limited Constitution.

1.2 Vice President

(a) To work with the President and Committee for the smooth running and well-being of the Club.

(b) To conduct the meetings in the absence of the President and to represent him when he is unavailable.

1.3 Secretary

(a) Issue all notices and keep minutes of meetings.

(b) Receive and despatch correspondence and submit such Reports as may be required from time to time by the Management Committee and/or the Registered Club.

1.4 Treasurer

(a) Receive all monies and pay accounts after due and proper authorisation.

(b) Maintain proper books of account and submit detailed statements to the Management Committee as required and to the Annual General Meeting.

(c) Supply such information, details and statements as may be required by the Board of the Registered Club from time to time.

1.5 Bowls Administrator

(a) Under the policy direction and within the guidelines of the Match Committee, he shall perform those aspects of the playing of bowls by the Club as are set out in these duties.
(b) In conjunction with the Chairman of Selectors organise and run Pennant trial games as appropriate with other clubs.
(c) Act as chairman of the Match Committee.
(d) Using teams provided by the Chairman of Selectors, organise and run inter-club matches and pennant matches.
(e) Organise, draw and run Club Championships in conformity with the play or forfeit dates specified by him on the draw.
(f) Arrange for markers to be available for Singles matches at Turramurra ie Club, Zone and State.
(g) In conjunction with the Chairman of Umpires, ensure that Umpires are available when required.
(h) Arrange for Club members to play in Zone and State events.
(i) Make arrangements for and supervise the playing of Zone and State events at Turramurra.
(j) Forward appropriate match results to the media.
(k) Advise the recorder of the results of Pennant matches played at Turramurra, forward result sheets to Zone Headquarters and record the progressive performances of Pennant teams.
(l) Place on the notice board brochures and entry forms relating to Carnivals organised by other clubs.
(m) Prepare the Club Programme for the year for review by the Match Committee and approval by the Management Committee and keep it up to date.
(n) Provide for use by the Club:-
    (i) Score cards of the required type
    (ii) Entry forms for all competitions
    (iii) Draw sheets for knock out competitions
    (iv) Advice Sheets for the President or his Deputy
(o) Provide the "Start Up" kit for new bowlers
(p) Report on his activity and that of the Match committee to the regular meetings of the Management Committee.

1.6 Assistant Bowls Administrator

(a) To work in conjunction with the Bowls Administrator in the performance of the above duties.
(b) To relieve as Bowls Administrator in his absence.
(c) Other tasks as required by the Management Committee.

1.7 Chairman of Selectors

(a) Under the policy direction and within the guidelines of the Match Committee, he shall organise those aspects of the playing of bowls by the Club as are set out in these duties.
(b) Supervise the Selectors in arranging players and teams for Wednesday and Saturday casual bowls, Pennants, Special Events and inter-club events and competitions at which the Club is to be represented.
(c) He shall be a member of the Match committee.
(d) Establish and post on the appropriate notice board Selectors Duty Roster.
(e) Post on the Notice Board all team selections.
(f) Keep such records as are necessary to enable proper selection of teams and games.
(g) Report on his activity to the regular meetings of the Management Committee.

1.8 Delegate

(a) Attend meetings to the Sydney Northern District Bowling Association (Zone 9) Inc. and any other body to which the Men's Club is entitled representation.
(b) Present to each Management Committee meeting, a concise report on rulings etc. of each Association meeting attended since the last meeting.
(c) Delegates shall vote when necessary in accordance with the instructions of the Management Committee, or on their own initiative when required, and speak at the Association Meeting upon a subject if instructed to do so by the Committee.
(d) Should the Delegate be unable to attend a meeting of the Association, the Secretary, or failing him, the Delegate, may appoint a deputy to act at such meeting.
(e) Other tasks as required by the Management Committee.

2. COMMITTEES

2.1 Selection Committee

(a) Under the policy direction and within the guidelines of the Match Committee, it shall be responsible for organising those aspects of the playing of bowls by the Club as are set out in this section.
(b) It shall be responsible for selecting and arranging players and teams for Wednesday and Saturday casual bowls, Pennants, Special Events and inter-club events and competitions at which the Club is to be represented.
(c) Except as provided for in Clause 2.1(a) the players for all matches shall be selected in such a manner as the selectors may determine, except for such games and competitions where it has been determined that players shall arrange their own teams and entries.
(d) Whenever players are selected, other than for casual bowls, their names shall be posted on the Notice Board. Any member so selected and who is unable to play shall advise the selectors at the earliest moment so that a substitute may be chosen before the event.
(e) An individual Selector shall organise and run Wednesday and Saturday Casual Bowls.

2.2 Match Committee

(a) The match committee shall consist of the Bowls Administrator, Chairman of Selectors and at least one other Bowling Member appointed by the Management Committee. The Bowls Administrator shall act as chairman of the Match Committee.
(b) The match committee shall be responsible for the control and management of the outdoor bowling activities and competitions of the Men's Club.
(c) It may issue policy directions and guidelines to any committee or sub-committee of the Men's Club engaged in these activities. These shall be observed by that committee or sub-committee. When formulating such directions or guidelines the Match Committee shall co-opt as a member the Chairman of the relevant committee.
(d) It shall review the Programme for the Year submitted by the Bowls Administrator and, after any alterations it may make, present it to the Management Committee for approval. After approval it shall be placed on the notice board. It may be altered from time to time by the Bowls Administrator without further approval but when this is done the members of the Match Committee shall be informed of the alteration.
(e) The Match Committee shall adjudicate on any complaints on bowls matters referred to it by members of the Men's Club and furnish a reply to the member who complained.
(f) The Match Committee shall act as the Controlling Body at Club Level and is also responsible for maintaining associated records and regulations in the Match Committee's files. Refer also Section 6.

2.3 Coaching Committee

(a) The coaching committee shall be comprised of all coaches and shall meet at least quarterly. Minutes of each meeting shall be kept and presented to the Turramurra Bowls & Membership Committee (TB&MC).
(b) The Chairman shall be elected by members of the Coaching Committee.
(c) Chairman is to provide a brief report to the monthly Turramurra Bowls & Membership Committee Meeting.
(d) Coaches duties shall be to instruct new players in the game of Bowls and to assist other members who may be desirous of receiving instruction.
(e) Advise Duty Selector of a new bowler's first game.
(f) Ensure membership application has been approved by the Board before a new bowler's first game.

2.4 Umpires Committee

(a) The Umpires Committee shall be comprised of all National Umpires and Measurers and shall meet regularly to keep up to date with the law and measuring techniques. Minutes of each meeting shall be kept and presented to the Turramurra Bowls & Membership Committee (TB&MC).

(b) The Chairman shall be elected by Members of the Umpires Committee.

Duties of Club Chairman of Umpires

1. Chair Club National Umpires Panel.
2. Organise Roster of National Umpires for Club Competition Events, Pennant Matches, Mid week Triples Matches and other Zone Events played at own Club. In so doing, ensure that all umpires regularly have the opportunity of being Umpire for the Day so as to maintain their experience and enthusiasm.
3. Conduct Meetings of Club National Umpires and Measurers at least four (4) times a year – these meetings to include practice of Green Measuring Techniques. Inform Zone Panel Secretary when the meetings have been held.
4. Conduct Annual General Meeting of National Umpires and Measurers to elect Chairman of Umpires for the following year.
5 Provide a brief report to the monthly Bowls & Membership Committee Meeting.
6. Ensure that the Club has an adequate number of Umpires. The recommended quota of Umpires is suggested to be about 10% of bowling members. Encourage **new** bowlers to take up umpiring or measuring and introduce them to the necessary courses.
7. With measurers, conduct own courses to cover the syllabus and then arrange with the Zone Umpires Panel for them to be examined.
8. On receipt of List of National Umpires and Measurers **due for re-accreditation** that year:-
   (a) Inform those due for re-accreditation of date, time and place and check whether they wish re-accredit and whether they will be available on the set date.
   (b) Inform the Panel Secretary immediately of any variations.
   (c) Ensure that those re-accrediting are fully prepared for their Law and Measuring Technique Exams.
9. Liaise with the Zone Umpires Panel through its Chairman or Secretary:-
   (a) Umpiring problems at the Club – raise with Zone Panel who, if they cannot provide the answer, will then take it up with the RNSWBA Umpires Advisory Panel.
   (b) Distribute material received from the Zone Panel Secretary to all Club Umpires and Measurers if appropriate.
   (c) Action **promptly** all requests from the Zone Panel Secretary.
10. Ensure reasonable Club attendance, with yourself, at Zone Annual General Meeting of National Umpires.
11. Liaise with the Club Match Committee to ensure that it abides by RNSWBA and Zone Conditions of Play.
12. Liaise with the Club Match Committee/ Bowls Administrator to ensure that on relevant days :- (a) The name of the Duty Umpire is announced and, if he wishes, given the opportunity to address the players. (b) The Duty Umpire is informed of the name of the Representative of the Controlling Body of the Day.
13. Liaise with the Turramurra Bowls & Membership Committee in the active promotion of the status of Umpires within the Club.

3.0 GAMES

3.1 Wednesday and Saturday Bowls

The main bowling days for the Men's Club.
Cost, as determined by the Board's Finance Committee, will provide participants with the following;

(a) A game of bowls.
(b) Afternoon tea, usually of sandwiches, tea or coffee but may be varied on special occasions.
(c) Prize money as determined by the Board, dependent upon number of players participating, with additional funds allocated on Sponsored Days.

3.2 Other Regular Men's Casual Bowls

(a) 1st Sunday Morning of each month = "Hookers Handicap Men's Pairs"

Fees, as determined by the Board's Finance Committee, with an additional cost being an amount agreed upon by regular players to cover lucky draw prizes in addition to trophy engraving and functions for regular players. Includes game, sausage sizzle or varied lunch ("function") with sponsored prize money dependent upon number of players participating.

(b) 4th Sunday of each month = am &/or pm Men's Triples

Cost, as determined by the Board's Finance Committee, includes game, sandwiches, tea or coffee, with Sponsored prize money dependent upon number of players participating.

Single Entries are most welcome in addition to nominated teams.

The aim of these days is to have fun without too much emphasis on bowling ability or the finer points in the art of the game. Games, draw and handicap arrangements are organised by volunteers and new Bowlers and/or visitors are most welcome.

4.0 HANDICAP SYSTEM

The handicap system adopted by the Men's Club ranges from Minus 10 (for Top No. 1 Pennant standard bowlers) to a Plus 10 (for beginners etc) and are set by the Selectors each year for use in the Club Handicap Pairs Championship. Allocated handicaps may also be used as a base for casual games, eg "Hookers Handicap Men's Pairs", with variations to individual handicaps at the discretion of the organisers depending on performance, eg loss of points after a win!

5.0 RE-IMBURSEMENT OF EXPENSES

(a) President, Vice President, Secretary

Provided further that nothing herein contained shall prevent the payment to the President, Vice President or Secretary by way of re-imbursement for travelling or other expenses properly incurred by him in the course of his duties, or otherwise in the business and affairs of the Club.

The President or his nominee shall have a bar account for entertainment of Visitors to the Club.

(b) Committee Members

Sundry expenses for miscellaneous items of equipment will be paid, but receipts will be required and the Executive reserves the right to reject exorbitant claims. Claimants have a right to appeal to the Committee.

All claims for re-imbursement of expenses must be accompanied by relevant receipts otherwise claims may be rejected, except items under $10 once it has been approved. Where receipts are not available, full details of item/s making up the claim must be provided.

6.0 CONTROLLING BODY – CLUB LEVEL

The Match Committee shall act as the Controlling Body at Club Level – refer also 2.2(f).

The order of Preference to preside over and sit at the top table for Men's Bowling days is as follows;
1. President 2. Vice President 3. Bowls Administrator, 4. Chairman of Selectors
5. Asst. Bowls Administrator 6. Delegate 7. Secretary 8. Treasurer