



# Regulations

**Date:** 20 January 2012

**WODONGA BOWLING CLUB INCORPORATED**

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# Regulations

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Date: Jun 2011

## **PART I – STATUS OF REGULATIONS**

### **Article I. REGULATIONS BINDING**

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- (a) These Regulations are made under **Rule 36** of the Constitution. Without limiting the Board's power under the Constitution, these Regulations or otherwise, the Board may review, amend and enforce these Regulations as it deems necessary or appropriate.
- (b) These Regulations are binding on all Members.

#### **Section 1.02 Interpretation**

These Regulations shall be interpreted in a manner consistent with the Constitution. Any word or phrase which is defined in the Constitution will have the corresponding meaning in these Regulations unless otherwise set out.

#### **Section 1.03 Definitions**

Words which are defined in the Constitution have not been redefined here.

**Act** means the *Associations Incorporation Act 1981 (Vic)* as amended or replaced from time to time.

**Affiliated Member** means a natural person recognised by Bowls Victoria and a Club as a member under their respective constitutions from time to time.

**Annual General Meeting** means a meeting of Members convened in accordance with **Rule 11**.

**Board** means the body consisting of the Directors under **Rule 16**

**Bowls** means the sport and game of bowls as determined by World Bowls with such variations as may be recognised by Bowls Australia or Bowls Victoria from time to time.

**Bowls Australia** means Bowls Australia Incorporated, the governing body for Bowls in Australia, or its successors.

**Bowls Victoria** means Bowls Victoria Incorporated, the governing body for Bowls in Victoria, or its successors.

**Chairman** means the Chairman of the Board of the Club elected in accordance with **Rule 17** from time to time.

**Club** means a Bowls club recognised by Bowls Victoria as a member of it from time to time and who Bowls Victoria has nominated for membership of the Region.

**Committee** means any committee of the Board created under **Rule 21.1** from time to time.

**Constitution** means the constitution of the Club as amended from time to time.

**Delegate** means a person appointed to represent the Club at the General Meetings of the Region or other meetings.

**Director** means a member of the Board elected or appointed under **Rule 17**.

**Financial Year** means the year ending on 31 December..

**General Meeting** means an Annual General Meeting together with any meeting of Members convened in accordance with **Rules 11 and 12**

**Member** means any person recognized as a member of the Club by the Board under **Rule 6** from time to time.

**Region** means Ovens and Murray Region.

**Register** means the register of Members kept in accordance with **Rule 8**.

**Regulations** mean any regulations made by the Board under **Rule 36**.

**Terms of Reference** means the terms of reference for Committees approved by the Board as amended from time to time. Such terms of reference will set out the authority of such Committees as delegated by the Board.

**World Bowls** means World Bowls Limited, the international governing body for Bowls, or its successors.

## **PART II – WODONGA BOWLING CLUB INC – STRUCTURE**

### **Article II. CLUB STRUCTURE**

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- (a) The Board is authorised to make necessary changes under **Rule 5.1** to the Club's organisation to ensure effective and efficient management of the Club.
- (b) In order to effectively manage the Club, the Club will have four arms of management under a designated Director as follows (this may vary from time to time to take best advantage of the individual skills of the Directors):
- (i) **Business Management**, covering;
    - 1) Finance,
    - 2) OH&S,
    - 3) Sponsorship, and
    - 4) Staffing
  - (ii) **Facilities Management**, covering;
    - 1) Greens,
    - 2) Clubhouse,
    - 3) Surrounds,
    - 4) Volunteers for Working Bees, and
    - 5) Cleaning.
  - (iii) **Entertainment Management**, covering;
    - 1) Bingo,
    - 2) Catering,
    - 3) Happy Hour, and
    - 4) Functions.
  - (iv) **Bowls Management**. There will be a President and Deputy President for Ladies and Men who will officiate at single and mixed gender events and other bowls activities as required. The Presidents and Deputy Presidents will be ex-officio members of all bowls committees and will co-ordinate single gender events as required.
    - 1) Match Committee. Will contain 5 men and 5 ladies.
    - 2) Selection Committee. Will contain 5 men and 5 ladies.
    - 3) Club Delegates – 1 x male & 1 x female, and
    - 4) Volunteers for assisting in running bowls events.

- (c) The Club Organisational Chart is shown at Annexure A.

## **PART III – MEMBERSHIP**

### **Article III. ELIGIBILITY AND PRIVILEGES**

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#### **Section 3.01 The eligibility and privileges for each membership category;**

**(a) Affiliated Member**

- (i) Any person over the age of eighteen years shall be eligible for Affiliated Membership of the Club.
- (ii) The method of election of Affiliated Members shall be as per **Rule 6.4**.
- (iii) The annual subscription for Affiliated Members shall be set by the Board.

**(b) Junior Member**

- (i) Any person under the age of eighteen years shall be eligible for Junior Membership.
- (ii) The method of election of Junior Members shall be as per **Rule 6.4**.
- (iii) The annual subscription for junior members shall be set by the Board but shall not exceed fifty per cent of the annual subscription of Affiliated Members.
- (iv) All junior members shall be subject to the following conditions, namely:
- (v) They shall be subject to the Rules and Regulations of the Liquor Control Act and all other statutes relating to the admission of persons under eighteen years of age to licensed clubs.
- (vi) They shall not be eligible to vote at any Club election.
- (vii) They shall not be permitted to offer themselves for membership of the Board or Men's/Ladies Section Committee.
- (viii) They shall not be entitled to speak at any Club meeting unless invited to do so by the Chair.
- (ix) They shall not be entitled to introduce guests or visitors to Club premises.

**(c) Social Member**

- (i) Any person over the age of eighteen years shall be eligible for Social Membership of the Club.
- (ii) The method of election of Social Members shall be as per **Rule 6.4**.
- (iii) The annual subscription for Social Members shall be set by the Board.
- (iv) A social member shall be entitled to all of the privileges of membership save and except for the following exclusions;
- (v) They shall not be entitled to play bowls on the Club greens unless invited to do so by the Men's/Ladies' Section Committee.
- (vi) They shall not be entitled to hold any office of the Club.
- (vii) They shall have no right to speak at, vote or take part in any meeting of the Club.

(d) **Honorary Member – Short Term**

- (i) Any bowler who attends the Club for the purpose of competing in any match or competition being conducted on Club premises or any official of any bowling/bowls club or bowling/bowls association attending in connection with such match or competition becomes an Honorary Member of the Club.
- (ii) Honorary Membership is granted only for the day or days on which they are competing in the match or competition or are attending as officials in connection therewith.

(e) **Honorary Member – Long Term**

- (i) Public officials, civic or parliamentary dignitaries, sponsors or their representatives or persons registered with an Australian State Bowling/Bowls Authority may be elected as Honorary Members of the Club, by the Board, on such conditions and for such period as the Board determines. Honorary Members shall be subject to the following conditions;
- (ii) They shall not have any right, title of interest in or to any property of the Club.
- (iii) They shall not be entitled to hold any office of the Club.
- (iv) They shall have no right to speak at, vote or take part in any meeting of the Club.
- (v) They shall not be entitled to introduce guests or visitors to Club premises.

(f) **Life Member**

A Life Member shall be appointed in accordance with Rule 6.5. and shall enjoy all rights and privileges of an Affiliated Member.

A Life Member shall not be relieved of any other financial obligation other than the annual membership subscription fees.

### **Section 3.02 SUBSCRIPTIONS AND FEES**

- (a) Subscriptions and fees are set by the Board annually in accordance with **Rule 7** and will be set out in the New Members Application Form and the Membership Renewal Notice. The fees structure is as follows;
  - (i) **Affiliated Members** Club annual fee plus State and Regional Affiliation Fee.
  - (ii) **Junior Members** Club annual fee plus State and Regional Affiliation Fee.
  - (iii) **Social Members** Club annual fee.
  - (iv) **Life and Honorary Members.** No Subscription Fee will be charged for Life or Honorary Members. However, Life Members wishing to play bowls will be required to pay the State and Regional Affiliation Fee.

## **PART IV - RESPONSIBILITIES OF THE BOARD**

### **Article IV. BOARD**

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#### **Section 4.01 Duties and Responsibilities**

- (a) The duties and responsibilities of the Board are contained in Annexures as follows:

- (i) **Chairman of the Board** – Annexure B
  - (ii) **Director of Administration** – Annexure C
  - (iii) **Director of Finance** – Annexure D
  - (iv) **Director of Facilities** – Annexure E
  - (v) **Director of Entertainment** - Annexure F
  - (vi) **Director of Bowling** – Annexure G
  - (vii) **Director** - Annexure H
- (b) Other than the Director of Administration and Director of Finance, all other Directors shall be allotted by the Board to undertake specific management functions as detailed in **Regulation 2**.

## **PART V – CLUB COMMITTEES**

### **Article V. COMMITTEES**

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#### **Section 5.01 Establishment of Club Committees**

- (a) Under **Rule 21.1** of the Constitution, the Board is entitled to establish Committees and to delegate functions, power and duties to such Committees. All Committees must act in accordance with their Terms of Reference (TOR), the Constitution and these Regulations, in particular this **Regulation 5**.

#### **Section 5.02 Standing Committees:**

- (a) The Board of Wodonga Bowling Club will establish such committees as they deem necessary and appropriate.
- (b) Each of the committees under the Director of Bowling will be controlled, co-jointly, by the Ladies' and Men's Presidents or in their absence or by their direction by the Deputy Presidents. Control of each committee will normally be, but not restricted to:
  - (i) Ladies only events – lady members to manage,
  - (ii) Men's only events – men members to manage, and
  - (iii) Combined events – whole committee to manage.
- (c) Committees established by the Board may include, but are not limited to:
  - (i) **Selection Committee** (Terms of Reference are contained in Annexure I);
  - (ii) **Match Committee** (Terms of Reference are contained in Annexure J);
  - (iii) **Facilities Committee** (Terms of Reference are contained in Annexure K);
- (d) These committees will be nominated and elected at the Annual General Meeting (AGM).
- (e) Each Committee will be empowered by the Board who shall determine in writing the duties and powers afforded to any committee and the committee shall, in the exercise of such delegated powers, conform to any directions or Regulations that may be prescribed by the Board.

#### **Section 5.03 Delegation to Committees**

- (a) The Board will establish Terms of Reference for all committees, including but not limited to those listed in **Regulation 5.2**.

- (b) The Board delegates to each of the committees listed in **Regulation 5.2** (and any others established by the Board from time to time) the functions, powers and duties which are set out in the particular committee's Terms of Reference.

#### **Section 5.04 Organisation of Committees**

- (a) Subject to anything in the Constitution, this Regulation or in the Terms of Reference, committees:
  - (i) will have as ex-officio members, the Directors who will be entitled to attend any committee meeting but not vote;
  - (ii) must conduct their meetings in the same manner as the Board would according to the procedures set out in the Constitution, subject to any necessary or incidental amendment;
  - (iii) must have a majority of the members of the committee at a meeting for there to be a quorum for the transaction of business;
  - (iv) must, within seven days of any meeting, send a copy of the Minutes and any supporting documents to the Director of Administration (or their nominee); and
  - (v) are not authorised, entitled or empowered to legally bind or to incur liabilities on behalf of the Wodonga Bowling Club, unless specifically authorised in its Terms of Reference.
- (b) The Board will determine how committee members will be elected and/or appointed from time to time.

### **PART VI - MISCELLANEOUS**

#### **Article VI. OTHER MISCELLANEOUS MATTERS**

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##### **Section 6.01 Club Staffing**

- (a) **Permanent Staff.** The Club will maintain the following permanent staff:
  - (i) Club Manager - Duties contained in Annexure M; and
  - (ii) Greens Keeper – Duties contained in Annexure N.
- (b) **Part Time/Casual Staff.** Casual or Part Time Staff will be employed from time to time to support the Club's business. The employment of these staff will be approved by the Director of Administration but managed by the Club Manager in accordance with the Terms of Reference (TOR) provided by the Board. The TOR are to contain:
  - (i) purpose of employment;
  - (ii) period of employment;
  - (iii) management responsibility; and

##### **Section 6.02 Code of Conduct – Rule 22.3**

- (a) Every person: spectator, player, club member, official, participant, administrator, coach, parent or member of the community involved with the sport, should work to ensure:
  - (i) inclusion of every person regardless of their age, gender or sexual orientation
  - (ii) inclusion of every person regardless of their race, culture or religion
  - (iii) opportunities for people of all abilities to participate in the sport and develop to their full potential



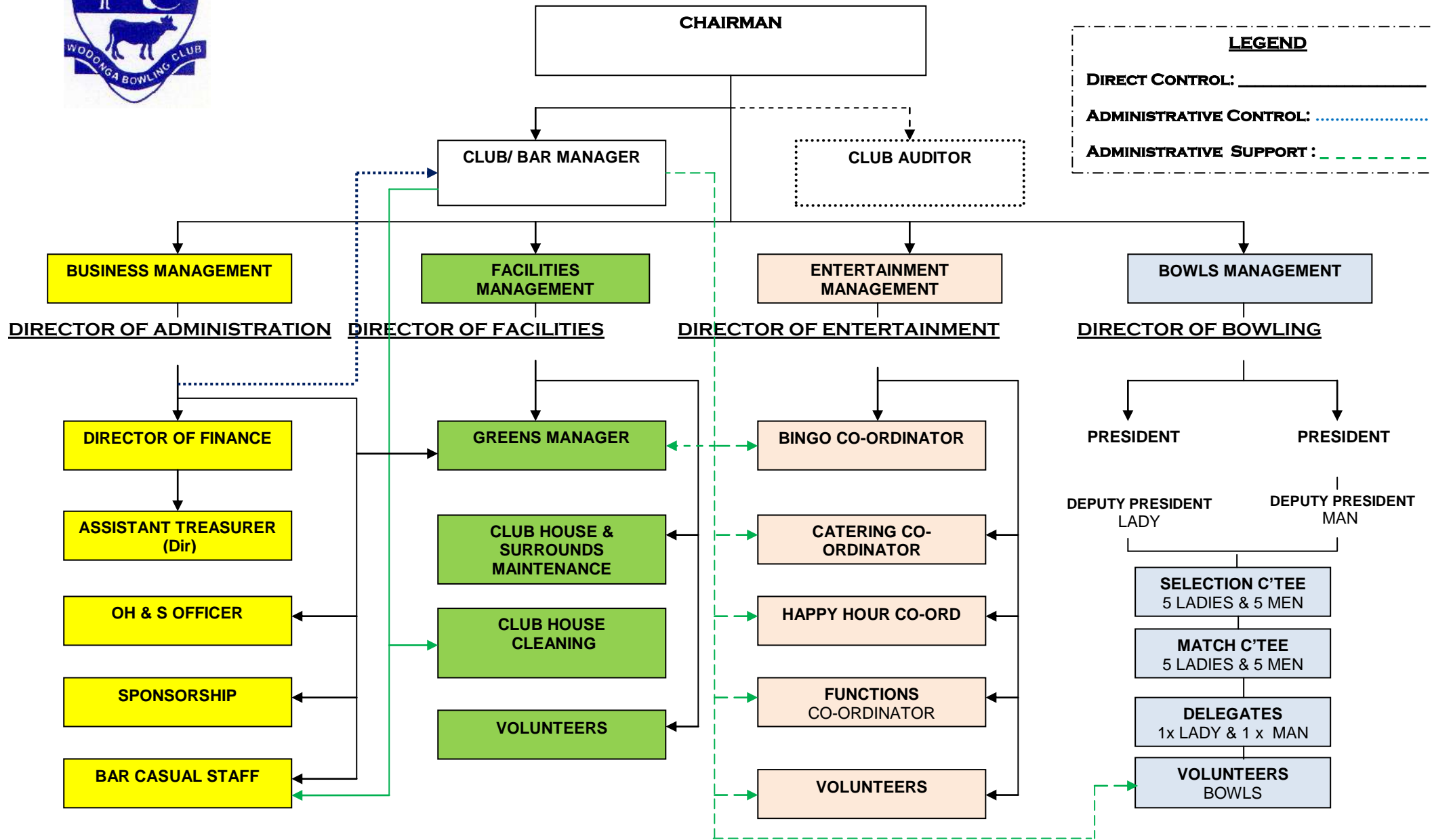
- (iv) respect is shown towards others, the Club and the broader community
  - (v) a safe and inclusive environment for all
  - (vi) elimination of violent and abusive behaviour
  - (vii) protection from sexual harassment or intimidation.
- (b) **Breaches of the Code.** Penalties will be issued once the breach has been confirmed through an appropriate assessment process by the Club. The following behaviours are considered breaches of the Code:
- (i) Violent or abusive behaviour towards another person;
  - (ii) Vilification of any kind towards another person;
  - (iii) Discrimination against another person based on their age, gender or sexual orientation;
  - (iv) Discrimination against another person based on their race, culture, religion or any other irrelevant personal characteristic;
  - (v) Sexual harassment or intimidation of another person;
  - (vi) Victimization of another person for exercising their rights through the Code of Conduct; and
  - (vii) Failure to maintain a safe environment.
- (c) The Club's **Code of Conduct** and complaints process is contained in Annexure L.

### **Section 6.03 Penalties**

- (a) The Board may impose Penalties in accordance with **Rule 10** to be applied for various breaches of the Code of Conduct or Rules set by the Board from time to time.

ANNEXURE A

**WODONGA BOWLING CLUB INC.  
ORGANISATIONAL CHART**



## ANNEXURE B

### DUTIES AND RESPONSIBILITIES OF THE CHAIRMAN OF THE BOARD

1. The Chairman of the Board, is responsible for;
    - (a) ensuring Club compliance with any Act or Regulation governing Clubs or their employees,
    - (b) ensuring good Corporate Governance,
    - (c) overseeing, through the various committees or Club employees, the total management of the Club,
    - (d) acknowledging the duties and responsibilities of other Directors and allowing them to perform their duties without interference,
    - (e) presiding at Board and General Meetings, regulate and keep order in all proceedings, and carry into effect the Constitution and Regulations of the Club but without involvement in conducting bowls events, matches, etc,
    - (f) the preparation for submission to the Annual General Meeting of the Club the report of the Board on the activities of the Club during the year,
    - (g) providing, or authorising other appropriate members to provide media comment on matters impacting on the Club,
    - (h) signing off on any legal document that causes liability to the Club,
    - (i) represent the Club on any legal matter or requirement impacting on the Club,
    - (j) in conjunction with relevant Director, issue and penalty or disciplinary action to members or Club employee, and
    - (k) ensuring that all Board Members are covered by Directors Liability Insurance.
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## ANNEXURE C

### DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF ADMINISTRATION

2. The Director of Administration is responsible for:
- (a) carrying out the duties usually associated with the office of Secretary, such as;
- (i) complete and lodge Annual Return to Consumer Affairs;
  - (ii) register email address with 'Clubs Victoria' for access;
  - (iii) maintain Authorised Signatories with bank;
  - (iv) prepare and dispatch Membership Renewal and Subscription Notices;
  - (v) maintain Club Telephone List ;
  - (vi) update records (Honour Board details etc) – held at McHargs;
  - (vii) submit Death Notices in local newspaper]
  - (viii) advise new members of approval to join Club;
  - (ix) maintain Membership Records;
  - (x) prepare and provide Directors with agenda for monthly Board Meetings;
  - (xi) record Minutes of Monthly Board Meetings;
  - (xii) action all correspondence and distribute;
  - (xiii) maintain a correspondence Register;
  - (xiv) provide relevant correspondence to Men's and Ladies committees;
  - (xv) maintain Club Notice Boards, where appropriate;
  - (xvi) in conjunction with the Club Manager, apply for Permits for Raffles and venue approvals;
  - (xvii) renew Insurance Policies;
  - (xviii) prepare for General Meetings (Notice to Members/Notice Board etc);
  - (xix) Maintain Employee Records; such as
- 1) Leave approvals;
  - 2) Leave records;
  - 3) 'Work-Safe' etc.
  - 4) Pay and Award conditions;
    - (xx) complete Bowls Victoria Annual and Bi-Annual Return (Members' Affiliation Fees etc.);
    - (xxi) complete Ovens & Murray Bowls Region Annual and Bi-Annual Return (Members' Affiliation Fees etc);
    - (xxii) authorise Clearance Applications;
    - (xxiii) maintain a sponsor register and ensure renewal of sponsorship.
    - (xxiv) appoint welfare officers for women and men;
    - (xxv) ensure the production and distribution of a Monthly Newsletter; and

- (xxvi) perform additional Duties as required by the Board'
- (b) ensuring Club compliance with any Government Act or Regulation pertaining to the running of a Club;
- (c) ensuring current registration with;
  - (i) Taxation Office – Business Registration (Club and Bingo Centre)
  - (ii) Liquor Licensing Board,
  - (iii) Bingo Licensing authority, and
  - (iv) Department of Justice – Incorporation.
- (d) ensuring the Members and Directors have indemnity against any liability,
- (e) ensuring employees are covered by Workers Compensation,
- (f) ensuring that the Club contributes to employee superannuation and regularly updates the Board on payments made,
- (g) administration of the Club Manager and other permanent/casual staff,
- (h) oversight of the general management of the Club,
- (i) maintaining and displaying of the following:
  - (i) Club No Smoking Policy,
  - (ii) Club Code of Conduct,
- (j) conducting and distribution of all correspondence in connection with the general business of the Club,
- (k) maintaining and keeping on Club premises a register of all categories of Members setting out in full the names and addresses of all the members together with the date of the latest payment of each member of their annual subscriptions,
- (l) security of the Club Common Seal, and
- (m) assuming the title of Public Officer of the Club.

## ANNEXURE D

### DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF FINANCE

3. The Director of Finance, is responsible for the following, part of which, with the approval of the Board, may be delegated to the Club's accountant or the Club Manager as appropriate;
- (a) the receipt of all moneys belonging to Club funds and arranging for the deposit of such monies with the Club's bankers,
  - (b) after approval by the Board, the payment of all accounts against the Club,
  - (c) payment of all employed staff salaries and the maintenance of records of taxation, superannuation and workers' insurance cover,
  - (d) the maintenance of correct records of accounts of all moneys received and expended in accordance with finance instructions,
  - (e) the preparation and submission of an audited financial statement to the Annual General Meeting of the Club,
  - (f) the preparation and submission of a statement of cash transactions and the financial position of the Club, including bank balances, at each monthly meeting of the Board,
  - (g) the maintenance of correct books of account (manual or electronic) showing the financial affairs of the Club and the particulars usually shown in books of a like nature,
  - (h) the receipt of Regular Bar Stocktake figures,
  - (i) ensuring that all Bar Stock and Club property received is correctly recorded and valued, and
  - (j) the maintenance of bar trading records.
  - (k) Ensuring that funds are available for the payment of Long-Service to employees.

## ANNEXURE E

### DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF FACILITIES

4. The Director of Facilities is responsible for:
- (a)** the upkeep of the Clubhouse, Greens and surrounds, including;
    - (i) regular maintenance,
    - (ii) facilities upgrades,
    - (iii) infrastructure management, and
    - (iv) electrical safety inspections.
  - (b)** maintaining a facilities, equipment and machinery maintenance and replacement programme and providing regular updates to the Board,
  - (c)** preparation and submission of a budget to support upkeep and maintenance of all Club facilities, machinery, equipment and infrastructure,
  - (d)** control and supervision of the playing area and power to prevent any play at any time (on consultation with the Club's Greens Keeper) when it is considered the area may be injured thereby any notice posted by the Director shall be sufficient, or
    - (i) In the absence of the Director of Facilities (Green Director) any member of the Match Committee shall have the power to prevent play at any time.
  - (e)** assuming the title of Greens Director when required to comply with the duties pertaining to Regional, State or National bowls compliance guidelines,
  - (f)** acceptance and approval of Greens maintenance programmes and presentation to the Board,
  - (g)** approval of all equipment and machinery maintenance and replacement,
  - (h)** the maintenance and erection of all Club signage,
  - (i)** ensuring compliance with any Act or local Regulation pertaining to signage,
  - (j)** producing and maintenance of Plans covering minimisation of power, water and gas,
  - (k)** correct use of bore, grey or recycled water,
  - (l)** regular review of utilities costs,
  - (m)** regular review of the use of chemicals in and around the Clubhouse,
  - (n)** rectification of any facilities OH&S issues,
  - (o)** ensuring a plan of all electrical, water and gas infrastructure is maintained,
  - (p)** ensuring any 'dig' compliance requirements are met before staff, Members and contractors perform any digging, and
  - (q)** ensuring compliance with the Act or Regulations pertaining to the Club's bore and administering same.
  - (r)** ensuring the maintenance of a Club property register which will include but not limited to;
    - (i) all property within the Clubhouse;
    - (ii) all greens maintenance equipment and tools;

- (iii) buildings and facilities, including infrastructure; and
- (iv) all external property such as greens scoreboards, rink numbers etc.



## ANNEXURE F

### DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF ENTERTAINMENT

The Director of Entertainment is responsible for:

- (a) providing or arranging catering support for functions and bowls related activities,
- (b) ensuring sufficient volunteers are available to support functions,
- (c) ensuring support to Bingo through rosters raised by Club Manager,
- (d) ensuring support for Happy Hours,
- (e) ensuring support to Major Club (not bowls activity based) raffles, eg. Christmas Raffle
- (f) ensuring regular entertainment is provided for members and guests,
- (g) the provision of support to funeral 'wakes',
- (h) setting of hire fees for the kitchen and Club facilities for functions,
- (i) approval of external functions, in conjunction with the Club Manager,
- (j) setting the guidelines for hire of the kitchen and facilities,
- (k) monitoring that the Club remains compliant with the Food Safety Handling Act,
- (l) ensuring the kitchen is maintained in a clean and safe state in order to meet all health regulations, and
- (m) for reporting any faulty catering or entertainment equipment to the Director of Facilities.

## ANNEXURE G

### DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF BOWLING

5. The Director of Bowling is responsible for:
- (a) ensuring Board support to the Bowling Presidents and committees,
  - (b) liaising with other Directors and their committees to ensure mutual support to bowls activities,
  - (c) liaise with Men's and Ladies' Presidents to ensure all tournaments and social bowls competitions, including BBQ & Bowls and Business House bowls are conducted in accordance with best practice,
  - (d) preparation and submission of a budget to support bowling tournaments,
  - (e) overview of the preparation and publishing of a Club Bowls Programme,
  - (f) preparing business cases in order to attract Interstate and State bowls events,
  - (g) recommending fees and charges for bowls related activities, after consultation with the Bowls Presidents and their committees,
  - (h) reporting any bowling equipment (umpiring, computer) maintenance to the Facilities Director,
  - (i) ensuring availability of bowls support consumables, eg. scorecards, bowls rings etc
  - (j) ensuring proper conduct on or around the Greens, and
  - (k) assisting in obtaining media coverage for bowls tournaments and other bowls related activities.

## **ANNEXURE H**

### **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR - (Without Portfolio)**

1. The incumbent of this position will be responsible for the following;
  - (a) assisting the Director of Administration to complete any secretarial tasks,
  - (b) oversee any special projects as directed by the Board,
2. Other duties as required.

## ANNEXURE I

### TERMS OF REFERENCE

#### SELECTION COMMITTEE

1. This Committee shall consist of a minimum of **ten (10)** members (5 ladies and 5 men) who will be responsible for the Selection of teams for Pennant.
2. As soon as possible after the election of the committee at the Annual General Meeting the Committee will meet to elect a Chairman.
3. The Selection Committee is empowered to;
  - (a) select all sides to represent the Club, and
  - (b) to expend funds, once approved by the Board, to support Pennant.
4. The Committee's responsibilities are:
  - (a) To prepare a Budget for any funding to support the Club's Pennant sides and present it to the Board through the Director of Bowling;
  - (b) to determine and make recommendation on the number of Pennant sides to represent the Club;
  - (c) prepare any necessary entry forms to be submitted to the governing body of Pennant within the region;
  - (d) to select Pennant sides to represent the Club;
  - (e) prepare and display the conditions governing selection;
  - (f) to display the selected Pennant sides each week;
  - (g) to appoint Team Managers for each Pennant Side; and
    - (i) brief Team Managers of their team duties,
    - (ii) ensure Team Managers understand the procedures for the compilation of the Pennant Team Sheets and requirements for submission to the Region Pennant Co-ordinator and the notifying of the Pennant Recorder of the results at the completion of each game.
  - (h) to advise the media of the Club's selected Pennant sides;
  - (i) appoint the appropriate number of umpires for home Pennant games;
  - (j) settle questions of eligibility;
  - (k) deal with any dispute on any matter concerning Pennant; and
  - (l) within seven (7) days of any meeting (other than selection of teams) of the Committee, send a copy of the Minutes and any supporting documentation to both Bowls Presidents, Director of Bowling and Director of Administration.

## ANNEXURE J

### TERMS OF REFERENCE

#### MATCH COMMITTEE

This committee shall consist of a minimum of **ten (10)** members (5 ladies and 5 men) who will be responsible for the Selection of teams and the conducting of Club Championships events and tournaments.

As soon as possible after the election of the Committee at the Annual General Meeting the committee will meet to elect a Chairman.

The Match Committee is empowered;

- (a) to run all Club Championships,
- (b) Tournaments and Social Bowls events approved by the Board, including those social events involving non-registered bowlers eg BBQ & Bowls and Business House Bowls, and
- (c) To expend funds, once approved by the Board, to support bowls events .

The committee is to meet as follows;

- (a) **Complete Committee (Ladies & Men).**
  - (i) At least 3 times annually,
  - (ii) to set policy,
  - (iii) to settle any disputes arising from tournaments, Championship or social bowls events,
  - (iv) to prepare and approve the Bowls Programme,
  - (v) to arrange and conduct mixed bowls events, and
  - (vi) to resolve any issues pertaining to the management of bowls, under the Committee's control, that will impact on all bowling members.
- (b) **Ladies' Component.** For the conduct of ladies only events.
- (c) **Men's Component.** For the conduct of men only events.

The committee's responsibilities are:

- (a) prepare and arrange for the publishing of the Club bowls Programme,
- (b) prepare a Budget for all bowls events for submission to the Board, through the Director of Bowling, for funding approval,
- (c) prepare and maintain an 'Operating Procedure' to assist committee members to organise and run events;
- (d) prepare the necessary entry forms for each Club Championship event;
- (e) conduct all Championship events according to Bowls Victoria rules for competition;

- (f) collect all Green, tournament/championship entry fees, raffle monies and reconcile and submit to the Club Manager or his representative for banking;
- (g) maintain a file on the conduct of special games/events (eg Jackpot pairs)
- (h) prepare flyers and entry forms for tournaments,
- (i) prepare Conditions of Play for all tournaments,
- (j) maintain a progressive scoreboard for tournaments,
- (k) assist in organising State Championship events when requested by the Ovens and Murray Bowls Region;
- (l) appoint the appropriate number of umpires and markers for events under their control;
- (m) settle questions of eligibility;
- (n) deal with any dispute on any matter concerning the games or their management;
- (o) provide information to the media on tournaments and championship events, and
- (p) within 7 days of any formal meeting present a copy of the Minutes to both Bowls Presidents, Director of Bowls and Director of Admin.

## ANNEXURE K

### TERMS OF REFERENCE

#### FACILITIES COMMITTEE

1. This committee shall consist of no less than **four** (4) who will be responsible for the maintenance of the Greens, Clubhouse and surrounds.
2. The committee will be chaired by the Chairman of Facilities.
3. The Facilities Committee is empowered:
  - (a) to expend funds for maintenance and new equipment once approved by the Board;
  - (b) complete any maintenance tasks required to maintain the Club's facilities, infrastructure and Greens and surrounds in good operating condition; and
  - (c) liaise with appropriate authorities in order to carry out its duties.
4. The committees responsibilities are:
  - (a) to prepare and submit a Budget to the Board for approval;
  - (b) to maintain and upgrade the Club's facilities, equipment and infrastructure as required and within the approved budget; liaise with appropriate authorities on all matters pertaining to functions under this Committee's control;
  - (c) the maintenance and erection of all Club signage;
  - (d) ensuring compliance with any Act or local Regulation pertaining to signage;
  - (e) effective and efficient use of power, water and gas;
  - (f) correct use of bore, grey or recycled water;
  - (g) regular review of utilities costs;
  - (h) regular review of the use of chemicals in and around the Clubhouse;
  - (i) rectification of any facilities related OH&S issues;
  - (j) preparing and maintaining a plan of all electrical, water and gas infrastructure;
  - (k) ensuring compliance with the Act or Regulations pertaining to the Club's bore and administering same;
  - (l) to obtain or approve contractors to obtain any required dig permits prior to commencement of any ground works; and
  - (q) within 7 days of any formal meeting present a copy of the Minutes to both Bowls Presidents, Director of Bowls and Director of Admin.



## ANNEXURE L

# Wodonga Bowling Club



## CODE OF CONDUCT

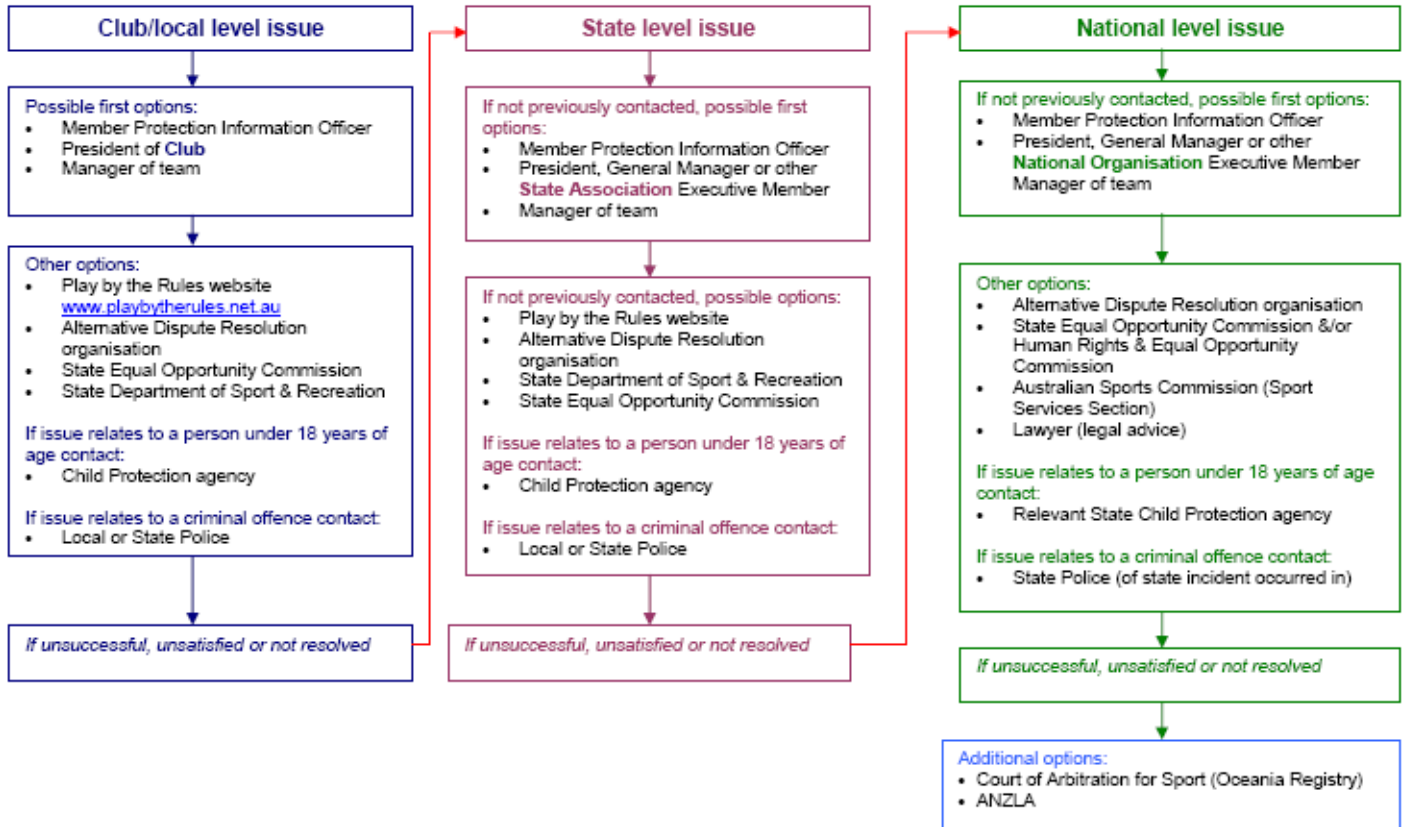
### General Code of Behaviour

- Ensure respect is shown towards others, the Club and broader community.
- Recognise all volunteers who are giving up their valuable time.
- Don't use ugly remarks based on race, religion, gender or ability.
- Violent and abusive behaviour will not be tolerated.
- sexual harassment or intimidation will not be tolerated.
- Learn the rules of Bowls and always play to them.
- Never argue with an Umpire, opposition player or official. If you have a problem, discuss it amicably.
- Verbal abuse, swearing and unsportsmanlike conduct are reportable actions and will not be tolerated on the greens or around the Club and will be subject to disciplinary action by the Club.
- Strive to be the best of your ability at all times, both at practice and during games.
- Respect the time and efforts put in by your players, coaches and officials. They deserve your support and full commitment.
- Encourage your team mates and players even when they make mistakes. Remember every player makes errors and has 'off' days. Never ridicule opponents or team mates.
- Accept that at times you may not be selected. When not selected encourage your team mates and be prepared to play at all times.
- Respect your opponents and appreciate their good play. Without the opposition you would not be able to play the game in the first place.
- Play to enjoy the game of Bowls and improve your skills.
- Always think safety, to avoid injury to yourself and others.
- Set an example. If you want to be treated in a certain manner, then act that way to others. Be encouraging, fair and show respect.
- Encourage and assist all players regardless of their skill level to become involved in the game.



## Complaints Flowchart

If you need information, advice, to make a complaint or to raise a concern in relation to inappropriate behaviour in sport (such as harassment, discrimination or abuse), this chart may assist in working out who to contact and how. Start at the level (club, state or national) that the incident occurred.



## ANNEXURE M

### DUTIES OF THE CLUB MANAGER

#### *Registered and Licensed Clubs Award 2010*

In accordance with the Award and including, but not limited to:

- (i) ensure maintenance of Club Key Register
- (ii) ensure new member applications are available within the Club
- (iii) ensure maintenance of Club Gaming Licence
- (iv) ensure maintenance of Club Liquor Licence
- (v) Monitor Club expenses
  - Bar prices
  - Bar stock levels
  - Bar casual staff usage
  - Catering
  - Cleaning
  - Maintenance
  - Bingo; and
  - Event Daily Financial Sheets
- (vi) maintain and display the following
  - (a) Fire Plan
  - (b) OH&S Plan
  - (c) Evacuation Plan
  - (d) Record of Emergency contact numbers

#### **BINGO Responsibilities:**

- (a) Order BINGO supplies when required (from BSG);
- (b) Ensure BINGO Volunteers are available, prior to the Tuesday;
- (c) Set up for BINGO on Tuesdays:
- (d) Set up tables in function room from floor plan;
- (e) Cover function room tables with green cloths from storeroom;
- (f) Place white rubbish bags on tables;
- (g) Place RESERVED signs on tables;
- (h) Set up additional tables from Storeroom as required and rearrange tables in members' area;
- (i) Get Game tickets from cupboard in board room and record details on running sheet;
- (j) Organise and get In-House Jackpot games and record series and game numbers;
- (k) Set up ticket seller's tables at end of bar;
- (l) Set up Mr Jack-Pot ticket sellers table and display board

- (m) Turn on computer and Modem at 2.30pm to enable Jackpot details to be updated by BSG.

**Additional Responsibilities:**

- (a) Flush Beer lines every 2 weeks;
- (b) Banking – Every Monday or after Function/Tournament if required;
- (c) Collect mail daily - P.O. Box 215 – Key in Key Press located inside stock room door from bar and sort (Treasurer or Admin officer) also check mail box at front of premises;
- (d) Liaise with Match Committees to determine requirements for bowls events;
- (e) Liaise with Director of Entertainment to determine requirements for:
  - (i) Friday-Night 'Happy-Hour';
  - (ii) Functions – (also liaise with function contact person (from Function Sheet);
- (f) Assist Director with Monthly bar stock-take;
- (g) Take venue bookings for functions and for social/non-registered bowlers wishing to participate in BBQ & Bowls and to liaise with the Match Committee and the Men's and Ladies' Presidents to ensure sufficient personnel are available for cooking and overseeing bowling activities.
- (h) To ensure that the fire extinguisher and fire blanket are available when the BBQ is in use.

## **ANNEXURE N**

### **DUTIES OF THE CLUB'S GREENS KEEPER**

As contained in the Registered and Licensed Clubs Award 2010

## ANNEXURE O

### DUTIES OF CASUAL BAR STAFF

1. The duties of the Casual Bar staff are as follows:

(a) **Set up bar for trade**

- (i) Stock fridges and change kegs as required;
- (ii) Change post mix when empty;
- (iii) Change beer and post mix gas when empty;

(b) **General cleaning of bar (in conjunction with cleaning duties)**

- (i) Ensure floors have been mopped with hot soapy water;
- (ii) Sweep floors and remove any foreign matter;
- (iii) Ensure floor drains are clean;
- (iv) Wipe down all surfaces;
- (v) Wipe till keys with disinfectant;
- (vi) Wipe bar telephone with disinfectant;
- (vii) Ensure glass washer is clean, no residue in drain and is filled with glass cleaner (bottle under bar);
- (viii) Ensure sink has been cleaned and there is no rubbish in the drains;
- (ix) Empty bins of any rubbish, includes bins in front of bar;
- (x) Remove any rubbish from stock room and empty bins;
- (xi) Sweep stock room floor and cool room if necessary;
- (xii) Ensure glass chillers are full'
- (xiii) Ensure bar and benches are tidy and devoid of any unnecessary paperwork and clutter;

(c) **Opening Procedures**

- (i) Unlock bar shutters and surrounding doors. Put the lock on the fridge near the coffee machine;
- (ii) Put out bar mats and drip trays on top of var;
- (iii) Turn on TV's as required;
- (iv) Turn on glass washer and make sure it is full with glass cleaner (found under bar);
- (v) Turn on all glass chillers if they have been turned off;
- (vi) Turn on beer lines under beer taps and place drip trays on bar underneath each beer tap;
- (vii) Turn beer gas on and EMU (electronic measuring unit);
- (viii) Turn on fans or air conditioning if needed and lights;
- (ix) Put out ice bucket;
- (x) Check that kegs are full
- (xi) Open up safe and take out till tray, turn on till 1 (till 2 is only used for functions or extremely busy days);
- (xii) Count float using register record receipt, must be \$300 for till 1 (\$200 for till 2 when used);
- (xiii) Make sure members' area in front of bar and function room are clean and tidy;
- (xiv) Ensure tables are set up and chairs neatly around tables and that sufficient drink coasters are placed on tables;
- (xv) Stock up chips and lollies in bar;

**(d) Daily Procedures**

- (i) Serve customers;
- (ii) Respond to phone calls and take messages as required;
- (iii) Take function bookings and record all detail on Function Booking Sheet (folder is held at bar near telephone), ensure Manager is made aware of booking;
- (iv) Make sure bar is clean and tidy at all times;
- (v) Wash glasses and wipe down tables as required;
- (vi) Stock fridge and change kegs and post mix when needed;
- (vii) Attend to cleaning schedule during quiet periods (refer cleaning duties);
- (viii) Ensure raffle and prizes are organised for bowls events (arrange with match Committee member) and balance the money;
- (ix) Receipt money taken for social bowls/tournaments/raffles on Daily Financial Statement and fill in detail as required;
- (x) Receipt any monies from functions, coffee machine, ticket machines etc and record;
- (xi) Change till receipts as needed when running low, you will notice a pink line on paper when it is to be changed (failure to do so may jam the till);
- (xii) Set up for functions as required;
- (xiii) Run off till at end of day's trading and balance (separate float from day's takings);
- (xiv) Ensure that the fire extinguisher and fire blanket are made available when the BBQ is in use;

**(e) Closing Procedures**

- (i) Pick up all glasses from inside and outside of Clubhouse and wash, refill chillers;
- (ii) Remove bar mats and wipe down bar when hang mats back over the bar;
- (iii) Pull down and lock shutters;
- (iv) Wipe down all tables in members; area and place chairs on top of tables;
- (v) Collect all drink coasters and discard all wet/damaged coaster;s
- (vi) Remove all rubbish and empty bins;
- (vii) Turn off beer and gas, also EMU;
- (viii) Wash all drip trays in sink with hot soapy water and leave to drain;
- (ix) Wipe down sinks and bench surfaces;
- (x) Run off till, balance and separate float, lock all money in safe;
- (xi) Turn off any air conditioning, fans or heaters;
- (xii) Turn off TVs and PA system (in tournament room);
- (xiii) Shut all windows and blinds;
- (xiv) Lock all doors to the club and turn out lights, leave lights on that have a blue sticker on them;
- (xv) Ensure that both Men's and Ladies' toilets are checked, windows shut and lights turned off at both ends of premises;
- (xvi) Ensure all outside lights over greens have been turned off;
- (xvii) Close and make sure both bar access doors are shut and locked;
- (xviii) Make sure all cupboards in the kitchen are locked before leaving the premises;
- (xix) Turn on and arm security system near bar last thing before you leave via kitchen door;

**(f) Stock**

- (i) When stock arrives check –
  - (A) That it is in good condition and not damaged
  - (B) Fresh food – the temperature will need to be checked with a thermometer and recorded on a sheet (you will find a master copy in the food safety manual) and placed in kitchen fridge
  - (C) That the dates are in a reasonable use by date range
  - (D) That the right stock has arrived, as ordered, from the original order form
  - (E) Put stock away in it's appropriate storage area
  - (F) If the stock is not in suitable condition for sale it must be returned to the supplier and a credit obtained for new stock
  - (G) Sign off and put invoice in folder (in second drawer under till 1)
  - (H) Check dates and rotate stock

**(g) Cleaning Duties**

- (i) Post mix machine and guns (weekly);
- (ii) Wipe over bar and cupboards daily;
- (iii) Clean mirror and glass shelves daily;
- (iv) Tidy cool room and sweep daily;
- (v) Wipe over bar fridge daily;
- (vi) Wipe over beer fridge and clean glass door daily (disinfect handle)
- (vii) Wipe over coffee machine daily and empty bin;
- (viii) Clean out glass chillers weekly;
- (ix) Top up glass cleaner detergent daily;
- (x) Sweep and wash floors and bar floor mats daily;
- (xi) Remove everything from under bar and wash with hot water and detergent weekly;
- (xii) Remove stock bottles from behind bar, wipe and dust weekly;
- (xiii) Clean sink and stainless steel weekly using appropriate cleanser.

**Note** For Casual or Part Time staff, please liaise with Club Manager prior to commencing duty for briefing and any specific instructions

## ANNEXURE P

### DUTIES OF THE CLEANER

**Note:** Place a 'WET FLOOR' caution sign in the area where working (OH&S Requirement).

#### General Requirements for all Toilets

- 1,
  - (a) Empty ALL rubbish bins including cubicle bins and replace bin liners;
  - (b) Check the requirements for paper replacement in both the hand towel dispensers and toilet paper holders ensuring there are spares available;
  - (c) Check and replace any fresheners as required;
  
2. **Men's Toilet**
  - (a) Flush/scrub (with hot water) and spray main urinal with disinfectant
  - (b) Top up main urinal scent bombs if required;
  - (c) Clean then disinfect push buttons and urinal water tank and wipe dry;
  - (d) Flush/scrub (with hot water) small porcelain urinal and spray with disinfectant and wipe dry;
  - (e) Top up small urinal scent bombs if required;
  - (f) Clean and wipe all toilet seats with disinfectant and wipe dry;
  - (g) Clean and scrub all toilet bowls inside and out then spray with disinfectant and wipe dry;
  - (h) Clean then disinfect push buttons and toilet tanks and wipe dry;
  - (i) Ensure that toilet bowl disinfectant bombs are still working and replace if necessary;
  - (j) Clean and disinfect toilet paper dispenses and wipe dry;
  - (k) Wipe clean ledges, window sills and tops o doors for dust/grim;
  - (l) Clean and disinfect door handles and locks and wipe dry;
  - (m) Clean and polish mirrors with glass cleaner;
  - (n) Clean and polish basins and taps, refill soap dispensers if required;
  - (o) Wash and mop floors;
  - (p) Note any maintenance requirements and report to Club Manager;
  
3. **Ladies' Toilet**
  - (a) Clean and wipe all toilet seats with disinfectant and wipe dry;
  - (b) Clean and scrub all toilet bowls inside and out then spray with disinfectant and wipe dry;
  - (c) Clean then disinfect push buttons and toilet tanks and wipe dry;
  - (d) Ensure that toilet bowl disinfectant bombs are still working and replace if necessary;
  - (e) Clean and disinfect toilet paper dispensers and wipe dry;
  - (f) Wipe clean ledges, window sills and tops of doors for dust/grime;
  - (g) Clean and disinfect door handles and locks and wipe dry;
  - (h) Clean and polish mirrors with glass cleaner;
  - (i) Clean and polish basins and taps, refill soap dispensers if required;
  - (k) Replace tissue box if required ensuring spare is available;
  - (l) Wash and mop floors;
  - (m ) Note any maintenance requirements and report to Club Manager;



#### **4. Toilet Passage and Ladies' Rest Room Area**

- (a) Vacuum/mop floors where applicable;
- (b) Mop Ladies' room floor when open;

#### **5. Club Entrance Toilets (Disabled, Men's and Ladies')**

- (a) Clean and wipe all toilet seats with disinfectant and wipe dry;
- (b) Clean and scrub all toilet bowls inside and out then spray with disinfectant and wipe dry;
- (c) Clean then disinfect push buttons and toilet tanks and wipe dry;
- (d) Ensure that toilet bowl disinfectant bombs are still working and replace if necessary;
- (e) Clean and disinfect toilet paper dispensers and wipe dry;
- (f) Wipe clean ledges, window sills and tops of doors for dust/grime;
- (g) Clean and disinfect door handles and locks and wipe dry;
- (h) Clean and polish mirrors with glass cleaner;
- (i) Clean and polish basins and taps and refill soap dispensers if required;
- (j) Replace tissue box if required ensuring spare is available;
- (k) Dust and remove any cobwebs;
- (l) Wash and mop floors;
- (m) Note any maintenance requirements and report to Club Manager;

#### **6. Club Entrance Foyer and Board Room**

- (a) Empty ashtray at front steps;
- (b) Remove any rubbish from front entrance steps and immediate garden area;
- (c) Mop tiles area;
- (d) Vacuum all carpeted area in foyer and board room;
- (e) Clean all glass doors inside and out;
- (f) Clean, disinfect and wipe dry all door handles;
- (g) Wipe over board room table;

#### **7. Function Area**

- (a) Mop all tiled areas including front of bar area and dance floor after any function;
- (b) Vacuum all carpeted area;
- (c) Dust and wipe clean all ledges and bench tops. Clean (glass cleaner) inside and out all exit doors facing greens;
- (d) Clean, disinfect and wipe dry all door handles and locks;
- (e) Clean kitchen access door glass, inside and out;
- (f) Wash, disinfect and wipe dry kitchen access doors inside and out;

#### **8. Main Bar and Members' Area**

- (a) Vacuum all carpeted areas, including tournament room;
- (b) Clean (glass cleaner) inside and out all exit doors facing greens;
- (c) Clean, disinfect and wipe dry all door handles and locks;
- (d) Dust and wipe clean all ledges and bench tops, including tournament room;

#### **9. Kitchen**

- (a) Mop floors;
- (b) Wipe down all sinks and benches;

## 10. Weekly Tasks

- (a) Dust all ledges and fixtures and remove any cobwebs within all toilet areas;
- (b) Dust and remove cobwebs from all fixtures and walls in foyer, board room, function room, main bar, members' area, including tournament room;
- (c) Dust piano;
- (d) Mop and polish dance floor;
- (e) Clean inside all windows (all areas);
- (f) Vacuum Secretary's office (see Club Manager for access);

## 11. Before Leaving

- (a) Take ALL rubbish out to skips, empty bins, clean and replace bin liners;
- (b) Empty mop bucket and stow in cleaner's closet;
- (c) If floors aren't dry, ensure signage is left in a prominent position for members' safety;
- (d) Advise Club Manager of any noted maintenance requirements –
  - (i) blown lights
  - (ii) cracker light switches
  - (iii) Broken fixtures
  - (iv) Cracked glass
  - (v) Cracked/broken tiles
  - (vi) Broken cleaning equipment etc.
- (e) Advise Club Manager of any cleaning product replacement requirements;
- (f) Ensure cleaner's closet is left clean and tidy.