

CASTLE HILL MEN'S BOWLING CLUB
REGULATIONS / BY-LAWS

Dress

The manner of dress for play shall comply strictly with the requirements of the Royal New South Wales Bowling Association Inc. other than in circumstances set out in the By-laws of the Registered Club.

Statement of Duties

The duties of the following office bearers, specific positions, sub-committees and other bodies are as follows:

1. Duties of President

- (i) See to professional management of the Club in accordance with the Constitution of the Registered club and the Constitution of the Club
- (ii) See that the duties of individual office bearers, specific positions, sub-committees and other bodies, as specified in their statement of duties, are properly carried out by them
- (iii) Represent and promote the Club at functions and meetings within Club, Community, Zone and Association circles, and liaise with representatives of those bodies for a similar purpose
- (iv) Ensure that the Club maintains a high profile within the Registered Club.
- (v) Preside over regular meetings of the Management Committee, and be aware of and informed about all significant and relevant matters affecting the Club, and
- (vi) Report to the Board of Directors of the Registered Club on matters relating to the Club.
- (vii) Following the Annual General Meeting each year and with the agreement of the Management Committee appoint a Chairman of Selectors from the successful nominees for Selection Committee
- (viii) With the agreement of the Management Committee appoint Chairmen of Match, Umpires and Coaches Committees
- (ix) With the agreement of the Management Committee appoint the Bowls Secretary and the Delegate to Zone 10.

2. Duties of Senior Vice President

- (i) Assist the President in the professional management of the Club, and
- (ii) Deputise for the President when he is unable to attend functions and/or meetings.
- (iii) Ensure new members are introduced to members of the club to best ensure they feel comfortable at the Club.
- (iv) Ensure new members are provided with appropriate information to best ensure they become familiar with the benefits and privileges of the Club, and
- (v) Ensure new members are obtaining appropriate coaching to best ensure they develop and enjoy their bowling and social experience.

3. Duties of Vice President

- (i) Assist the President and Senior Vice President in the professional management of the Club, and
- (ii) Deputise for the Senior Vice President when he is unable to attend functions and/or meetings.
- (iii) Ensure new members are introduced to members of the club to best ensure they feel comfortable at the Club.
- (iv) Ensure new members are provided with appropriate information to best ensure they become familiar with the benefits and privileges of the Club, and
- (v) Ensure new members are obtaining appropriate coaching to best ensure they develop and enjoy their bowling and social experience.

4. Duties of Committeeman

- (i) Receive all inwards correspondence, distribute copies to affected office bearers and report receipts to the next meeting of the Management Committee
- (ii) Prepare and circulate agendas for all meetings of the Management Committee
- (iii) Maintain proper files and minute books for all meetings
- (iv) Promulgate decisions and implement directions of the Management Committee through the dispatch of correspondence and otherwise
- (v) Notify the Registered Club each year of the names of office bearers etc. to be entered on the Honours Board

5. Duties of Selectors

- (i) Gain an understanding of the strategic direction and goals of the Club as established by the Management Committee
- (ii) Consistent with the strategic direction and goals established by the Management Committee evaluate player's performances and abilities with a view to selecting them for pennant games and social play when the format of the game warrants it
- (iii) Prepare and display on the Notice Board lists of teams chosen to play pennants
- (iv) Communicate with all players who are being moved (either promoted or demoted) before teams are placed on noticeboard
- (v) Listen to player's grievances regarding pennant selection, and
- (vi) Chairman of Selectors (or delegate) to attend monthly Management Committee meetings.

6. Duties of Bowls Secretary

- (i) Prepare an annual Programme of bowling events for the Club as follows:-

- i. As soon as practicable after receiving the Sydney North West Zone 10 Bowling Association programmes and the Ladies program prepare a draft programme (including Club Championships etc.) for the ensuing calendar year.
 - ii. Submit the draft programme to the Management Committee of the Club, in November each year, for approval, and
 - iii. As soon as possible thereafter, arrange for the approved programme including where possible AM/PM games to be displayed on the Notice Board.
- (ii) Ensure an appropriate register of members of the Club, (name, address, registered number etc.) and reconcile same from time to time with records maintained by the RNSWBA and advise that body of new members, deaths and changes to members details
 - (iii) Receive the annual listing of members from the RNSWBA, reconcile same with the records of the Club, and confirm payment by the Registered Club of the total registration fees before the closing date
 - (iv) Notify members via the Notice Board of all significant Zone and Association information, including State Championships etc.
 - (v) Ensure Club Ltd forwards entries and fees before the closing date for Zone and/or State Championships and Special Events
 - (vi) Provide at least one (1) month's notice, of impending events by posting appropriate Entry Sheets on the Notice Board, on which the time and date that entries will close is clearly stated
 - (vii) Oversee the running of all social games for affiliated players (men and mixed).
 - (viii) Oversee the running of Club Competition games for affiliated players (men and mixed) in accordance with the playing programme as defined by the Match Committee
 - (ix) Ensure that the local recorder is advised by telephone, before 5.30pm, on the day of play, of results of Pennant matches played at the Club
 - (x) Appoint Side Managers to each Pennant Team and ensure they are fully conversant with the role responsibilities
 - (xi) Maintain the coming events folder showing details of Carnivals and Tournaments at other clubs
 - (xii) Introduce new bowlers to a Club Coach and assist in their orderly induction into the Club
 - (xiii) Attend the monthly Management Committee meeting.

7. Duties of Match Committee

- (i) Conduct, in an orderly fashion, all Club Championships and Minor Events in accordance with, but not limited to, the following:
 - i. Determine, subject to the approval of the Management Committee, the Conditions of Play to apply to these events, display same prominently on the Notice Board below all Entry Sheets, and specify on all Entry Sheets that any member entering his name for that event automatically agrees to be bound by those Conditions of Play.

- ii. Conduct the draw (with at least two (2) members of the Match Committee present) immediately following the closure of entries, and display the result thereof on the Notice Board.
- iii. Ensure that, in so far as is practical, all Championships, etc. commence and finish in accordance with the Annual Programme, and in the event that this is not possible on any occasion (due to bad weather, etc.) reschedule dates and times for unplayed or unfinished games and promulgate same on the Notice Board.
- iv. Where a team is unavailable to play at the scheduled date/time, and on the basis that their opponents are in agreement, Match Committee can allow the game to be played at an agreed date/time prior to the next scheduled round, as long as a result is achieved before the next round. In the event that the re-scheduled game cannot be played, it is expected that the team that requested the re-schedule would forfeit. The priority of when to play re-scheduled games should be Sunday pm, followed by Saturday pm, then Wednesday PM. Bowls Secretary should be consulted to agree available green space.
- v. Post the result of each Club Competition game on the Draw Sheet as soon as possible after its completion
- vi. Notify Australian Associated Press the results of all semi-final and final games (men and mixed) on the day of play
- vii. Decide whether any Condition of Play has been breached, fix the penalty therefore and, should an appeal be made to the Management Committee against any such penalty, provide a report to that body outlining the relevant circumstances.
- viii. Roster members of the Match Committee to act as the Controlling Body from time to time, and
- ix. Give the Chairman of Umpires, whenever possible, at least four (4) weeks notice of the days on which Umpires and/or Measurers will be required.
- (ii) Be responsible for conducting any section of a State Championship (directed by the Sydney North West Zone 10 Bowling Association to be played on the Club's greens) in accordance with the requirements set down by that body
- (iii) Chairman of Match (or delegate) to attend monthly Management Committee meetings.

8. Duties of Welfare Officer

- (i) Make contact with members who are in ill health and keep other members informed of their progress.

9. Duties of Publicity Officer

- (i) Collate and furnish reports and results to the local media.
- (ii) Compile and edit regular news bulletins for the information of members, and
- (iii) Publicise the activities of the Club when requested by the Management Committee.

10. Duties of Umpires

- (i) The Chairman of Umpires to inform all Umpires of changes to the laws of the game of bowls when promulgated.

- (ii) Attend, whenever possible, meetings of the Sydney North West Zone 10 Bowling Association Umpires Panel.
- (iii) Act as Umpires for bowls events when requested or as rostered.
- (iv) Encourage members of the Club to become umpires, and
- (v) Maintain umpiring standards at the Club
- (vi) Chairman of Umpires (or delegate) to attend monthly Management Committee meetings.

2.11 Duties of Club Coaches

- (i) Coach prospective bowlers to an appropriate standard prior to them playing on the Club's greens.
- (ii) Notify Selectors and the President of the Club when that stage has been reached, so that arrangements can be made for a new bowler to be introduced to members and welcomed when he plays his first game, and
- (iii) Attend whenever possible, all seminars held for Coaches by the Sydney North West Zone 10 Bowling Association Coaching Panel
- (iv) Chairman of Coaches (or delegate) to attend monthly Management Committee meetings.

2.12 Duties of Delegate

- (i) Represent and present the views of the Management Committee of the Club at meetings of the Sydney North West Zone 10 Bowling Association.
- (ii) Vote at those meetings as directed by the Management Committee, and present a report of those meetings to the Management Committee
- (iii) Attend the monthly Management Committee meetings.

Confirmed by Castle Hill Men's Bowling Club Management Committee

16/08/2014

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Committeeman