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North Perth Bowling and Recreation Club Inc

North Perth Bowling and Recreation Club Inc Bylaws

The Club Bylaws

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## 1 Management

The management of the Club shall be vested in the Management Committee and Standing Committees as required from time to time.

### 1.1 Captain Mens' bowls

Shall be elected annually by all financial, male, ordinary, pensioner and honorary life members.

### 1.2 Captain Ladies bowls

Shall be elected annually by all financial, female, ordinary, pensioner and honorary life members.

### 1.3 The Club Captain

Shall be appointed annually by the Management Committee.

### 1.4 Mens' Bowls Committee

The Mens' Bowls Committee shall comprise of the Captain Mens' Bowls, Chairman Mens' Match Committee, Chairman of Selection Committees for Saturday and Midweek pennant, shall be nominated, seconded and elected annually by male financial, ordinary, pensioner and honorary life members of the Club.

### 1.5 Ladies Bowls Committee

The Ladies Bowls Committee shall comprise of the Captain Ladies Bowls, Chairperson Ladies Match Committee, Chairperson of Selection Committee, shall be nominated, seconded and elected by all female financial, ordinary, pensioner and honorary life members of the Club.

### 1.6 Standing Committees

Standing Committees - Bar (3), House (3), Media (3) and Grounds (3) and such other as may be required from time to time to carry-out the functions of the Club, shall be elected annually ;by all financial ordinary, pensioner and honorary life members of the Club.

### 1.7 Distribution of Committee Meeting Minutes

Following the approval of the Management Committee meetings minutes a copy shall be posted on The Club notice board.

### 1.8 Club Records

Committee members who cease to be a member of the management committee of The Club shall return all documentation pertaining to club business undertaken by them on behalf of the club. They shall also return any keys and any passwords used by them to carry out their work shall be changed.

## 2 Standing Committees

All Standing Committees shall be subordinate to the Management Committee, subject to its control, and report to the Management Committee through its Chairperson; Reports to be monthly in writing.

The President and Secretary shall be *ex-officio* members of all Standing Committees and notified of all intended meetings. They shall not have a vote in Standing Committees but may advise on policy and the duties and responsibilities of standing committees

## 2.1 Bar Committee

The role of the Bar Committee is to support the paid staff in providing a satisfactory level of service to Club members. At peak periods of demand to assist where necessary to optimise the cost of providing that service and at all times justify the use of paid staff.

Duties of the Bar Committee Chairperson are:

1. To work in harmony with the Bar Manager while overseeing the operations of the bar on behalf of the Management Committee
2. To ensure the economical use of the services of paid casual staff
3. To ensure procedures are maintained to secure cash, stock and bar premises
4. To maintain Management policy in bar pricing procedures and co-operate with the Bar Manager in implementing changes
5. To be satisfied the Bar Manager's ordering methods are satisfactory and low turnover stock is minimised
6. To ensure proper health and safety standards are maintained in the bar area
7. To ensure all paid staff and volunteer staff adhere to Club policy on dress standards when working in the bar.

## 2.2 Grounds Committee

The Grounds Committee is to maintain/oversee the grounds of the Club, lawns, verges and gardens in well cared for condition to enhance the greens, and Club buildings; to maintain the greens furniture in sound condition, and preservation when not in use. The Grounds Committee will also be available to assist the greenkeeper in renovation work as required.

Duties of the grounds committee Chairperson are:

1. To liaise with the greenkeeper in meeting the requirements of the Management Committee for all match and practice requirements
2. To ensure the greenkeeper maintains all greens equipment in good order and he adheres to all safe working practises in the use of machinery, fuels, chemicals, and fertilisers and all orders for resources are provided to the Treasurer
3. To liaise with all Selection and Match Committee Chairpersons to determine their green requirements and keep the greenkeeper informed of requirements and the rinks allocated
4. To arrange on pennant and match days for the flags and corner flags to be erected, mats and jacks to be set out, scoreboards to be cleaned and adjusted
5. At the end of each day ensure all such equipment in returned to its storage place
6. At the beginning and end of the bowling season ensure all shades are erected/removed for storage as the weather dictates

7. Establish and update annually a register of all tools and equipment for greens and other maintenance
8. Liaise with Bowls WA to attend green inspections and undertake or arrange any improvements to have the greens passed for pennant competition.

### 2.3 House Committee

The role of the House Committee is to ensure all Club buildings are maintained in a good state of repair and conform to health and safety requirements and the club lease requirements.

The specific duties: of the Chairperson:

1. to ensure the cooling system is maintained in good working order
2. to encourage Committee members and Club members generally to effect such repairs and maintenance of the Club as fall within their capabilities
3. at the March meeting of the Management Committee to present a written outline of proposed budget expenditure the next financial Club year
4. to submit items of unexpected expenditure to the Management Committee for approval
5. to ensure all items purchased for maintenance are recorded and tax invoices submitted
6. to ensure health and safety requirements are adhered to
7. to ensure the club barbecue is cleaned and serviceable and adequate supplies of gas for the barbecue and outside heater are available
8. to ensure the Bendigo Shed is maintained in a clean and serviceable condition.

### 2.4 Media Committee

The specific duties: of the Chairperson:

1. Maintain and promote various communications across digital platforms such as Instagram, Facebook and website
2. Provide graphic content which is used in external communications
3. Maintain and produce the Club's weekly newsletter
4. Provide content for upcoming events to communicate with existing members and potential new audiences using various media outlets
5. Provide advice regarding building and maintaining the Club's brand
6. Provide feedback to the Committee on the usage and access to the clubs' digital platforms.

### 2.5 Kitchen Committee

The specific duties of the Chairperson:

1. Ensure kitchen and equipment is always kept clean
2. Organise roster for Friday kitchen teams
3. Arrange volunteers for preparing cooking and presenting foods for functions
4. Ensure kitchen stock items are available and replaced as needed.

5. Present to the management committee proposals for replacement or improvement of kitchen equipment
6. Recommend and arrange for food outlets on weekends or as required.

### 3 Club Colours and Insignia

1. The official colours of the Club shall be: Blue and White.
2. The Official Emblem is as shown below:



### 4 Captain Mens' Bowls

The Captain Mens' Bowls shall be responsible for the administration of Mens' Bowls events within the Club and maintain a close liaison with the Captain Ladies Bowls for mixed events, the Grounds Chairperson for greens availability and the Media Chairperson for supporting social needs.

Generally, he shall fulfil the Bowls Social role of trophy presentation, guest introduction and such like

Specific responsibilities shall be:

1. Hold meetings of the Men's Bowls section of the Club at least monthly;
2. Chair all such meetings or, in his absence the Committee shall elect a Chairperson;
3. Ensure the early formation of a bowls program for the year, liaise with the Chairman of Grounds on greens availability for the program and the Captain of Ladies Bowls for inclusion of mixed bowls events;
4. Submit the program to the Management Committee for endorsement;
5. Oversee the roles of match organisation
6. Appoint a selection committee to select teams for the Bowls WA Pennant Competition for both Saturday and midweek pennant competition and teams representing the club in other competitions
7. Liaise with the Ladies Bowls Captain to recommend all game entry fees for ratification by Management Committee;
8. Liaise with the Chairperson Media on requirements for social needs associated with matches;
9. Oversee the collection and dispersion of match fees, ensuring all monies collected are promptly distributed by way of prizes, expenses or to Club revenue;
10. On abandoned games adjudicate on prize and fees distribution or return to players;

11. Have umpires appointed for all pennant, open events and Club Championships, and encourage younger bowlers to undertake Umpire Accreditation Courses;
12. Encourage recruiting of new members and foster their introduction to the Club and competitions;
13. Receive and deal with complaints from members relative to bowls and selection disputes (Complaints relating to misconduct may, if necessary, be lodged with the Management Committee);
14. Organise Pennant Shirt orders from the Bowls WA approved supplier:
  - (a) to include the First and/or Surname or a nickname of the bowler on the front
  - (b) ensuring that any nickname was not deemed to be derogatory, disrespectful or likely to cause offence
  - (c) ensure all names on shirts meet the Bowls Australia specifications.

## 5 Captain Ladies Bowls

The Captain Ladies Bowls shall be responsible for the administration of Ladies Bowls events within the Club and maintain a close liaison with the Captain Mens' Bowls for mixed events, the Grounds Chairman for greens availability and the Media Chairperson for supporting social needs.

Generally, she shall fulfil the Bowls Social role of trophy presentation, guest introduction and such like.

Specific responsibilities shall be:

1. Hold meetings of the Ladies Bowls section of the Club at least monthly;
2. Chair all such meetings or, in her absence the Committee, shall elect a Chairperson;
3. Ensure the early formation of a bowls program for the year; liaise with the Chairman of Grounds on greens availability for the program and the Captain of Men's Bowls for inclusion of mixed bowls events;
4. Submit the program to the Management Committee for endorsement;
5. Oversee the roles of match organisation
6. Appoint a selection committee to select teams for the Bowls WA Pennant Competition for both Saturday and midweek pennant competition and teams representing the club in other competitions
7. Liaise with the Mens' Bowls Captain to recommend all game entry fees for ratification by Management Committee;
8. Liaise with the Chairperson Media Entertainment on requirements for social needs associated with marches;
9. Oversee the collection and dispersion of match fees, ensuring all monies collected are promptly distributed by way of prizes, expenses or to Club revenue
10. On abandoned games adjudicate on prize and fees distribution or return to players;
11. Have umpires appointed for all pennant, open events and Club Championships, and encourage younger bowlers to undertake Umpire Accreditation Courses;
12. Encourage recruiting of new members and foster their introduction to the Club and competitions

13. Receive and deal with complaints from members relative to bowls and selection disputes (Complaints relating to misconduct may, if necessary, be lodged with the Management Committee)

## 6 Sponsorship Officer.

This honorary position is by appointment of the Management Committee and responsible to the vice president of the Club through regular dialogue. The Sponsorship Officer will be an Ordinary, Pensioner or Life Member of the Club who is committed to obtaining financial support for the Club through sponsorship of events and activities of the Club together with advertising in the Clubrooms and the boundaries of the Club grounds in accordance with the provisions of the lease agreement with the City of Vincent.

The Officer will have written authority and support from the Management Committee to approach corporate, commercial and private business operators in pursuance of his role.

Through the Vice President of the Club the Officer will obtain the personal support of the President and/or their nominee(s) in negotiating any major sponsorship proposal. The Officer in the name of the Club may carry out all lesser transactions personally.

## 7 Duties of Club Captain.

1. Will support the Chairman and Officers in their duties at all times.
2. May be a member of any Standing Committee and attend meetings of the Management Committee if requested by the Committee or an aggrieved member, but shall not take part in any deliberation or vote.
3. Provided that they are not members of the respective Selection Committee they shall act as arbitrators between any player or players and the Selection Committee if and when so called upon.
4. They shall endeavour to resolve any disputes between members but if unsuccessful shall refer the dispute to the Secretary.
5. They shall at all times ensure the promotion and good fellowship amongst Club members.
6. They shall at all times foster the game of bowls and instruct new members in the etiquette and rules of the game of bowls and the rules of the club.
7. In the absence of the President, Vice President, Captain Men's Bowls or Captain Ladies Bowls shall welcome all guests and visitors to the Club
8. Have under their control all junior members and shall instruct them in the etiquette and rules of lawn bowls.
9. Promote standards of behaviour which encourage a family atmosphere by curbing bad language, drunken or offensive behaviour.

## 8 Umpires.

All members of the Club who are qualified Umpires in accordance with the Requirements of Bowls WA shall constitute the Umpires panel of the Club.

1. They shall be responsible for the allocation of Umpires to all Association and Club competitions.
2. They shall liaise with the Selection and Match committees.



3. They shall, when required, assist the Club Bowls Captains in the instruction of new members.
4. They shall prohibit the use of any bowl or bowls regarded as illegal.

## 9 Club Coach.

A Club coach will be appointed each season by the Management Committee on recommendation of the Captain Mens' Bowls and Captain Ladies Bowls. The Club coach shall be responsible for the instruction of new bowlers. The Club coach will encourage suitable candidates to seek qualification as coaches.

## 10 Bowling Greens

### 10.1 Drinks on Greens

At no time is it permissible to take drinks of any kind whatsoever onto the Greens, except in the case of medical emergency.

### 10.2 General

The respective sections shall have exclusive use of sufficient greens to conduct Association, Pennant and Club competitions and official practice.

Official practice times to be approved by Bowls Committee and advertised on the Notice board and in any case will not take precedence over Association, Pennant or Club competition.

The respective section shall have the use of sufficient Club facilities i.e. kitchen, function room or bar to service the needs appropriate to any competition.

## 11 Change of membership

Any Member may upgrade to Ordinary Member at any time upon payment of the balance required to attain Ordinary Membership subject to paragraph 6 of The Club Rules. First year Ordinary membership shall be fifty percent (50%) of Ordinary Membership but this concession is only available once to each person.

## 12 Levies

Members shall pay such levies as may be imposed from time to time by the Club. A General or Special meeting shall have power to make a levy on the members for any special project or need, and such levy shall not exceed \$100 in any financial year.

## 13 Children

Children must at all times

1. Be under the control of a parent, guardian or responsible adult member of the club;
2. Conduct themselves in a manner so as not to interfere with the proper functioning of the club;
3. Refrain from entry onto the greens unless under instruction by a member of the club.
4. Refrain from damaging the gardens or behaving in a persistently loud and distracting manner.

5. Parents, guardians or adult members bringing children onto club premises will be held responsible for their behaviour and may be directed to leave the premises by a member of the Management, House Committee or the Bar Manager if any child is contravening section 13.1, 2, 3 and 4 above.

## 14 Kitchen Facilities

Any section or member may use the facilities offered provided:

1. These facilities may be set aside for the use of specific sections at specific times, during which time other members or sections may use the facilities only with the expressed permission of the specified user;
2. Any section or member using these facilities **MUST** clean all utensils, replace all items used and leave the area in a clean and tidy state;
3. Any section or member failing to comply with paragraphs 14.1., 14.2 of the By-laws maybe denied further use of the kitchen for a period determined by the Management Committee;
4. Application for member use of the facilities must be made to the Secretary of the Club.

## 15 Smoking

In compliance with Health Regulations, no member or his guest shall smoke tobacco products within the confines of the club rooms. In addition there shall be no smoking within 5 metres from any entry/exit to the club. A member shall be responsible for his guests.

## 16 Animals/Pets

The Management Committee has decreed no member or their guest shall bring any animal/pet within the confines of The Club rooms or within 5metres from any entry/exit to The Club rooms.

Any animal/pet brought onto The Club grounds must be kept under secure leash and under the owner's control at all times

A member shall be responsible for their guests.