

# **Carlingford District Men's Bowling Club By-Laws**

## **Version Date 19/08/2023**

The Carlingford District Men's Bowling Club Committee is a sub-committee of the Carlingford Bowling, Sports and Recreation Club Ltd (the Club) and shall be governed in accordance with the Constitution, By-Laws (including these By-Laws) and policies of the Club.

These By-Laws may be altered from time to time, subject to the approval of the Board of the Club.

### **1. Men's Bowling Committee Structure**

#### **1.1 Composition of the Men's Bowling Committee.**

- a) The committee shall consist of not less than five members, each of whom must be Life Members or Bowling Members, elected to the following positions:
  - President
  - Vice President
  - At least four Committee Members.
- b) A Quorum will comprise a minimum of 3 members.
- c) The committee shall be elected each year by the bowling members entitled to vote.
- d) An Annual General Meeting will be called by the President at a date prior to the end of June wherever possible. Elected office bearers will hold their positions from 1st July until 30th June.
- e) The election of the Committee members must be ratified by the Club Board.
- f) Should an elected Committee member resign, the Committee may appoint a replacement subject to Board approval.

#### **1.2 Election of Committee**

- a) The notice for AGM should be issued to bowling members at least 21 days prior to the meeting date.
- b) The notice of meeting should include the calling for nominations for the Committee positions and also for Pennant Selectors and Social Selectors.
- c) Nominations shall be proposed and seconded in writing and signed by the nominee.
- d) Nominations will close at least 5 days prior to the AGM date.
- e) Where there are more candidates nominated for any position then an election will be conducted at the AGM and the Bowls Committee shall appoint a Returning Officer to conduct the election.

#### **1.3 Duties of the Men's Bowling Committee**

- a) The Committee will manage the day-to-day affairs of Men's bowls, excluding participation in Platinum Pennants which will be controlled by the Club Board.
- b) The Committee will perform those functions and duties as set down by the Club Board including:
  - Conduct of annual Club Championships including Mixed events.
  - Participation in Zone events such as Open Pennants, Single Gender Pennants, Mid-week Pennants, Champion of Champions.
  - Preparation of an annual program of events calendar setting out proposed dates for Club Championships, Pennants and Zone events.
  - The Committee should meet regularly, preferably at least monthly.
  - The Committee may appoint the following positions:
    - Welfare Officer
    - Publicity Officer

- Zone Delegates
- Pennant Side Managers
- Social Game Organisers

## **2. Duties of Officer Bearers**

### **2.1 President**

- a) Preside over regular meetings of the Committee.
- b) Oversee the duties of office bearers to ensure that they are properly carried out in accordance with these By-Laws.
- c) Report to the Club Board on a regular basis.
- d) Ensure that the Bowling Club maintains a high profile within the Registered Club and the wider Bowls community.

### **2.2 Vice President**

- a) Assist the President in the professional management of the Committee and the Men's bowling operations.
- b) Deputise for the President in his absence.

### **2.3 Bowls Secretary**

- a) Issue notices of meetings in a timely manner and keep minutes of meetings.
- b) Maintain the membership list of bowlers and attend to member resignations and transfers.
- c) Receive and despatch correspondence and submit such reports as may be required.
- d) In conjunction with the Committee and Bowls Co-ordinator (if appointed):
  - Ensure the arrangement of competition and Pennant matches.
  - Assist in the arrangement of social games of bowls.
  - Post on the notice board all fixtures and notices.
  - Oversee the furnishing of match results to media and/or recorders.
- e) Responsible for the presenting of all minutes of Men's Bowling Club meetings to the club CEO, for tabling at the next meeting of the Club Board.
- f) Notify members by way of email or use of the notice board regarding significant matters arising from Men's Bowling Committee, Selectors, Zone or Bowls NSW.
- g) Oversight of day-to-day operations of Men's Social Bowls, including the supervision of the Game Organisers.
- h) Responsible for notifying members of their selection in Association fixtures and all details pertaining thereto.
- i) Liaison with Club Functions Co-ordinator of any food or beverage requirements on Men's Bowls days and functions, including times and dates required, approximate numbers, budget expenditure and seating or other arrangements.
- j) Responsible for informing Bowls NSW and Zone 10 of any member suspended or expelled from the Club.

### **2.4 Pennant Selectors**

- a) The Committee will appoint a Chairman of selectors from the elected selectors.
- b) Responsible for selection of teams for Saturday Pennants (excluding Platinum Pennants) and Mid-Week Pennant games, plus other special events as determined by the Committee.
- c) Appointment and supervision of Pennant Side Managers.
- d) All selectors are encouraged to complete Selector training.

### **2.5 Social Game Selectors**

- a) Responsible for selection of teams for social games held on Wednesday, Thursdays and Saturdays.

## **2.6 Zone 10 Bowls Delegate**

- a) Attend Zone 10 meeting and represent and present the views of the Club
- b) Vote at Zone 10 meetings in accordance with directives of the Committee.
- c) Provide information from the Zone meetings to the Committee through the President and/or Bowls Secretary.

## **2.7 The Umpires**

- a) If required accredited Umpires may for a Sub-Committee consisting of all Men's Bowling Club accredited Umpires.
- b) If formed, the Umpires' Sub-Committee will nominate a Chairman of Umpires.
- c) Chairman of Umpires to inform all Umpires of changes to the laws of the game and provide information to the Committee on changes that need to be known by members.
- d) Attend, wherever possible, meetings conducted by Zone 10 Umpires Panel.
- e) Act as Umpires for bowls events when requested or as rostered with reimbursement to be authorised by the Bowls Secretary.

## **2.8 Welfare Officer**

- a) The Committee will appoint a Welfare Officer.
- b) Responsible for making contact with members who are in ill health and keep members informed of their progress.
- c) If requested, will arrange for, and visit members who are ill, in hospital or convalescing.
- d) If directed by the Committee, will arrange floral tributes for families of members who have passed away.

## **2.9 Publicity Officer**

- a) The Committee may appoint a Publicity Officer.
- b) Responsible for the collation of results and reports to local media as directed by the Committee.
- c) Publicise the bowls activities of the Club as directed by the Committee.

## **2.10 Social Games Organisers**

- a) Organisers will be appointed by the Committee for the social games conducted on various days/evenings.
- b) Organisers will be responsible for:
  - i. Preparation of the draw including preparation of score cards and allocation of rinks.
  - ii. Collection of green fees where appropriate.
  - iii. Announcements, including the calling of the cards, for the game(s) and presentation of prizes.
- c) In the event of a dispute or query in the interpretation of the rules for any event, the Social Games Organiser will consult with members of the Committee present on the day. Should no Committee members be present, then the Social Games Organiser will be empowered to make whatever decisions necessary for the satisfactory conclusion of the event.

## **2.11 Pennant Side Manager**

- a) Will be fully conversant with the relevant Conditions of Play.
- b) Responsible for ensuring the side is present at the appropriate time and place for play.
- c) Liaise with the opposition Side Manager to conduct the draw for rinks of play and the toss.
- d) In conjunction with the opposition Side Manager, ensure updating of the master score board as necessary.
- e) Act as spokesmen for their side in all matters concerning the conduct of the game.
- f) Ensure the completion of the result sheet and its return to the Chairman of Selectors or Bowls Secretary.

- g) Report to the Selectors concerning their Side's general performance and report any breaches of code of conduct to the Committee.

### **2.12 Bowls Co-ordinator**

- a) The Club may appoint a Bowls Co-ordinator as a paid employee and the duties of the position will be determined by the Club Board in consultation with the Bowls Committees.
- b) It would be expected that an appointed Bowls Co-ordinator would perform many of the duties of the Bowls Secretary as outlined in By-Law 2.1.

## **3. Club Championship Conditions of Play**

### **3.1 Conditions of Entry**

- a) On entering any Club Championship, the player agrees to abide by these Conditions of Play and any other Conditions the Committee may implement, including the Club's Code of Conduct.
- b) An Entry fee will apply, which will be set by the Committee, payable at the commencement of the first game for each team.

### **3.2 Laws of the Game**

- a) The Laws of the Game as adopted by Bowls NSW will apply to all Club Championship events, except when specifically stated otherwise in conditions of play.

### **3.3 Events Which Take Precedence**

- a) Australian, State, Zone and District events will take precedence as per Bowls NSW Conditions of Play.

### **3.4 Opening and Closing of Nominations**

- a) Nominations for all Club Championship games will be open for a minimum of 4 weeks prior to the scheduled commencement of Round 1. Nominations will close at least 1 week prior to the scheduled commencement of Round 1 and will be noted on the nomination sheet.

### **3.5 Minimum Number of Entries**

- a) Ideally, the minimum number of nominations for any Club Championship game will be eight (8). Should less than this number nominate, the event may be cancelled, deferred or played with fewer entries at the discretion of the Committee.

### **3.6 The Draw**

- a) The draw for Club Championship games will be made by the Bowls Secretary in the presence of at least one Committee member and will take place as soon as practicable following the closing of nominations.
- b) The draw will be posted on the notice board and distributed to members by email.

### **3.7 Scheduled Days**

- a) Generally, Championships will be played on Sunday mornings commencing at 9.00 am.
- b) The starting time for scheduled matches may be changed by mutual agreement of the teams/players.
- c) The Committee reserves the right to schedule Championship rounds at other times if considered necessary, e.g. more than one round on the same weekend.

### **3.8 The Play On Or Before Scheduled Date or Forfeit Rule**

- a) The Play or Forfeit rule will apply to all games with the following exceptions:
  - If the Game is NOT a FINAL, then the player, or skip in a team game, wishing to play his game other than on the scheduled date / time must seek agreement from his opposition player, or skip. If the opposition player, or skip, is agreeable then the player or skip seeking the change must make his request to the Bowls Secretary at least 48 hours PRIOR to the re-scheduled date for play. If for any reason, the game is not played prior to the next scheduled round, then a win on forfeit will be awarded to the player, or team, who originally DID NOT ask for the deferment.

- The Committee reserves the right to refuse or grant any request for deferment at its absolute discretion.

### **3.9 Markers**

- In all singles matches, losers will be required to mark the next round. In first round matches, Markers will be appointed by ballot from those entrants not playing in the first round. If chosen through ballot for marking Round 1, you are not exempt from marking later rounds after a loss. Volunteers may be used as markers.
- A nomination sheet for members who do not wish to enter the event, but do wish to nominate themselves as a Marker, will be placed on the notice board next to the Singles nomination sheet. Immediately following the draw for the Singles competition, markers for the Round 1 matches will be assigned by the Bowls Secretary. If there are insufficient volunteers, a ballot may be held of all players who receive a bye in Round 1 or add to the Bowling Club members who volunteered as Markers.
- In the event that there are insufficient markers for a Round 1, the Men's Bowling Committee may decide to split Round 1. The top half of the draw will play their matches in the morning, commencing at 10.00a.m. The bottom half of the draw will play their matches in the afternoon, commencing at 2.00p.m. All morning game losers will be required to mark an afternoon match. Afternoon game losers will be required to mark a Round 2 match.
- Markers for rounds three onwards will be determined by assignment from previous round losers.
- If a player is unavailable to mark a game, he must organise a substitute Marker and inform the Bowls Secretary a minimum of 24 hours prior to the scheduled commencement of the Round they were to mark. Any marker who fails to mark where required may be suspended from entry to future Club Championships as determined by the Committee.
- The following members, or their appointee, will mark the singles Finals:
  - Major Singles Final -Previous year's winner or President/Committee Member
  - Minor Singles Final - Previous year's winner or President/Committee Member

### **3.10 Roll-ups**

- Trial ends will commence following the calling of the cards.
- Players will be allowed a maximum of two (2) trial ends.

### **3.11 Round 1 Byes**

- Teams receiving a bye in the first round of a Championship game will be constituted as a team at the commencement of round one.

### **3.12 Substitutes**

- If a substitute is used in a team for any game, then it is the responsibility of the skip to ensure that the relevant Laws of the Game are complied with, including notification to the Umpire.

### **3.13 Inclement Weather**

- The decision on whether or not games will proceed, when there is a doubt because of inclement weather, will be made by the Controlling Body of the day referring to the stated inclement weather policy.
- Postponed or uncompleted games will be automatically played on or before the next scheduled playing date.
- A decision on play for AM matches will not be made prior to 9.00am and the decision for PM matches will not be made prior to 1.00pm.
- The controlling Body reserves the right to defer the final decision on play for a round to 1 hour after the scheduled commencement time for that round, if in their opinion there is a chance the inclement weather will clear enough to enable play to commence.

## **4 Club Championship Eligibility**

### **4.1 General**

- a) Open to all financial Men's Bowling club members in accordance with Bowls NSW eligibility requirements in respect of nominated Club.
- b) Trophies and prizemoney for Championship events will be determined by the Committee.

### **4.2 Minor Singles Championship**

- a) Open to players who have not won a Men's Major or Minor Singles Championship at any Bowling club.

### **4.3 Minor Pairs Championship**

- a) Open to players who have not won a Men's Major Singles or Major Pairs at any bowling club.
- c) Open to players who have not been part of a team that has won a Major Pairs or Minor Pairs Championship at any bowling club.

### **4.4 Major/Minor Pairs Championship**

- a) A Minor player is any player who has not won a Major Singles or Major Pairs, Championship at any Bowling Club, or Zone level
- b) A win at District or Zone level in a restricted competition does not disqualify a player from entering the Major/Minor Pairs Championship as a Minor.
- d) Each team must comprise of one (1) Major Player, and one (1) Minor player or 2 Minor players.

### **4.5 Mixed Championships**

- a) Open to all Men's Bowling Club and Ladies Bowling Club members.
- b) Mixed events teams will comprise an equal number of men and women. In triples events, teams must include one man or one woman. Players may play in any position.

## **5 Rules of Social Bowls**

### **5.1 Saturday and Midweek Games**

- a) Green fees will apply, which will be set by the Board of Directors
- a) Games will commence at 12.30pm, with nominations closing at 11:00 am.
- b) Entry is individual and must be done via the online booking system.
- c) Teams are selected by the Social Selectors subject to the Games Organiser's discretion.

### **5.2 Wednesday Twilights**

- a) The Controlling Body shall be the Games Organiser, appointed by the Committee.
- b) Entry is individual and be done via the online booking system.
- c) The Games Organisers will arrange teams and the event.

## **6 Dress Code**

### **6.1 Club Championships and Inter-Club Competitions**

- a) Current approved Club uniform must be worn.
- b) Headwear – Optional but recommended, must be either Club logo headwear or Bowls Australia approved headwear.

### **6.2 Social Play**

- a) Club uniform is optional.
- b) Neat and tidy attire with Bowls Australia approved footwear.

## **7 State Pennants**

- a) Green fees will apply which will be set by the Club Board.
- b) It is the responsibility of players selected to play in any Pennant Game, as listed on the notice board team's selection list and advised by email, to indicate their availability either on the team list on the notice board or by contacting the Chairman of Selectors by 6.00pm the Thursday before the match.
- c) An incentive system may be applied subject to approval by the Board.
- d) Any incentive payments will be made in the way of points on your membership card.

## **8 Club Awards**

- a) The following annual awards may be awarded as determined by the Committee:
  - Bowler of the Year.
  - Most Improved Bowler.

## **9 Extreme Weather Policy**

### **9.1 General**

- a) The policy will be implemented by the Controlling Body as nominated by the Bowls Secretary or Committee.

### **9.2 Heat**

- a) The Club follows the Bowls Australia Heat Policy which charts both heat and humidity (refer Bowls Australia Web site).
- b) When the index reaches 36 play to be suspended for 5 minutes every 20 minutes.
- c) When the index reaches 40 play is suspended.

### **9.3 Lightning**

- a) When lightning is sighted by any player it should be reported to the controlling body who will suspend play immediately and all players will leave the green without delay.
- b) When the Controlling Body deems it safe to return to the green, play will resume.

### **9.4 Rain**

- a) Players through their skippers or side managers can appeal to the umpire to suspend play
- b) If a suspension is granted the game is then in the hands of the Controlling Body who will decide if the game can continue and under what conditions.

### **9.5 General**

- a) Irrespective of any of the above, any player who is feeling unwell or in discomfort should advise the skipper, side manager or umpire and leave the green immediately.

## **10 No Smoking Policy**

- a) Smoking is not permitted on the greens, banks and surrounds under any circumstances in Championship, Social, Barefoot Bowls or Rollups.
- b) Smoking is permitted in the designated outdoor smoking areas as approved by the General Manager.
- c) All areas shall be smoke-free for the duration of any under 18 years events.
- d) Any breaches of this policy will be reported to the Controlling Body or, where a Controlling Body is not in attendance, a member of the Club's committee. Breaches should not be reported to management of the Club.
- e) Repeat offenders will be referred by the committee to the Board for appropriate action.

## **11 Complaints and Suggestions**

- a) Any complaint or suggestion should be put in writing and addressed to the Bowls Secretary for tabling at the next meeting of the Committee.