

HAWTHORN BOWLING CLUB INC.

BYLAWS

1. DUTIES OF THE BOARD

The Board will be responsible for activities of the club either by the direct management of an activity or by delegating the management of a specific function or functions to an approved Committee, group or person.

The Board will be directly responsible for:

- the rules of the club other than those directly written into the club constitution
- Membership matters and records.
- The collection of membership fees
- Payment of all accounts for any goods purchased, services rendered to the club, levies due to state and national bodies, administration costs, rates and taxes, license fees, energy costs and for all repairs and maintenance to the club equipment, greens and buildings.

The Board will delegate responsibility for, and management of, other activities through the following committees or individuals. Terms of reference for these committees/individuals are separately listed.

The committees, groups and Managers (as appropriate) are as follows:

- Bar Committee
- Greens Manager
- Tournament Committee
- Sponsorship Manager
- House Committee
- Social Committee
- NightHawks Committee
- Winter Bowls Committee
- Professional Development Group
- Membership Committee

2. STANDING COMMITTEES OF THE BOARD

2.1 BAR COMMITTEE

This committee will be responsible to the Board for all bar functions including the purchase of stock, staffing and the setting of prices and cash security. It will establish a relationship with all other committees to ensure that bar service will be available at times when it is of benefit to the Club and our members that the facility is open.

It will have a management committee of up to five consisting of:-

- Bar Manager
- Treasurer
- Up to three other members.

This committee should meet as required, but with at least four meetings each year.

The duties of this committee will be to:

- Consult with all other club committees to ensure that a clear understanding of the days and hours that the bar will be required to enable all events to be serviced in a suitable manner.
- Operate the bar in accordance with the legal requirements of the Limited Club License held by the Club.
- Be aware of any club sponsorship agreement where the club is expected to purchase supplies from a sponsor.
- Establish rosters of paid and volunteer workers to supply service at times when it is desirable for the bar to be operational.
- Ensure that stock is ordered and on hand when required. Maintain stock levels, having regard to rate of product usage.
- Ensure that all stock to be sold is within the providers "use by date".
- Approve all invoices for bar purchases for payment by the Treasurer.
- Check delivery notes and check for any purchase price increases which may require a review of the sales price for an item.
- Regularly review sale prices, having regard to recommended prices advised by Clubs SA and prices charged by other clubs and local hotels.
- Ensure that cash security is maintained at all times and surplus cash is regularly banked and enough change is available when required.
- Ensure that all stock is secure at all times.
- Complete at least two stock-takes at the dates each year, one during late December, and the other during late April.
- Maintain a record of the payment of wages and cash withheld for tax for paid employees.
- Process cash reimbursements through the club cash disbursement system.
- Maintain adequate gas supplies to both the beer system and the post mix machine.
- Maintain all equipment in good working order through regular cleaning or servicing.
- Ensure that the bar and its surrounds are clean and tidy, the bar floor, the bar mats and bar runners are regularly washed.

2.2 GREENS MANAGER

The Greens Manager will be responsible for the maintenance of the club's greens to a high standard at all times through liaison with the Board and the contract curators. Regular reports will be presented to the Board.

2.3 TOURNAMENT COMMITTEE

This committee will be responsible for the planning and running of external tournaments.

The committee will comprise:

- Convenor (appointed by the Board)
- Up to five other members.

This committee will meet as and when required.

Regular reports will be presented to the Board.

A financial report for each tournament will be presented to the Board.

2.4 SPONSORSHIP MANAGER

The Sponsorship Manager will be responsible to the Board and will explore and promote ways of raising money from sponsorship deals with both private and public organisations for the benefit of both the Club and the sponsor.

Regular reports will be presented to the Board.

The duties of the Sponsorship Manager will be as follows:

- to approach potential sponsors and outline the benefits of becoming a Club sponsor.
- when an agreement is reached, define in writing the amount of the sponsorship, a start date and an expiry date for the agreement, and what the Club must do to honour the agreement.
- Arrange for an invoice to be presented to the sponsor at the appropriate time.
- Advise the sponsor of times when they should be at the Club to promote their business or to present awards at the conclusion of events.
- Maintain regular contact with the sponsor for the term of the agreement to ensure that both the Club and the sponsor is satisfied with the operation of the agreement.
- Arrange for the illuminated sponsors' board and/or other media to be amended, adding new sponsors, removing those who have not renewed or amending existing media when needed.
- Liaise with the Bar Manager re sponsorship agreements which may require the club to purchase goods from the sponsor to enable the club to receive bonus stock, retain the cash sponsorship or to earn cash through incentive schemes.

2.5 HOUSE COMMITTEE

The House Committee will be responsible to the Board for maintaining the club-house in a presentable condition at all times and will ensure that regular cleaning occurs.

It will have a committee of not more than four members consisting of:

- House Manager
- Up to three other members

Regular reports will be presented to the Board.

This committee will meet as required.

The duties of this committee will be to:

- Purchase the tea, coffee, milk and biscuits required for all club events
- Purchase all cleaning materials used in the club-house kitchen and toilet areas
- Ensure that the club cleaner cleans all club-house floors on a weekly basis
- Ensure that toilets are clean at all times
- Ensure that rubbish bins are emptied daily and the mobile bins are correctly placed for the council rubbish trucks to empty
- Make minor repairs to the clubhouse, furniture and fittings
- Set up the club-house for all events

2.6 SOCIAL COMMITTEE

This committee will be responsible to the Board for the planning and the running of a suitable social calendar for all club members, and to coordinate the dates for events which are run.

The social events should generally be of a type which are suitable for most members, but a social event may be directed to a specific group of members.

Regular reports will be presented to the Board

It will have a committee of not more than seven members consisting of:

- Convenor
- Up to six other members.

This committee should meet as often as necessary to adequately plan and execute a program which is successful both socially and financially.

The duties of this committee will be to:

- Work with the Board and encourage support for all events
- Ensure that each event is promoted and advertised in a manner that will attract members and friends to attend

- Run events which will attract enough members to ensure that the function will run at a profit
- Liaise with the Treasurer for availability of funds to meet expenses in advance and present any accounts for subsequent payment
- At the completion of the event, the Board shall receive a report, compiled in liaison with the Treasurer, showing actual receipts and payments for the event
- Liaise with the Bar Manager to ensure that supplies and staffing are adequate
- Liaise with the House manager to ensure a general clean-up as well as replacement of furniture etc. at the conclusion of events

2.7 NIGHTHAWKS COMMITTEE

This committee will be responsible to the Board for the planning and the running of a NightHawks competition which will generally commence in October and finish in March.

Regular reports will be presented to the Board during the summer months.

The Committee will consist of:

- Convenor
- Up to five other members.

This committee should meet as necessary before the seasons commence, and during the season

The duties of this committee will be to:

- Promote a healthy NightHawks competition at Hawthorn
- Record the name, address and phone numbers for all teams and players
- Program matches and allocate the rinks for teams each night
- Collect the annual registration fees and nightly green fees for all NightHawk players
- Arrange raffles on each night
- Ensure that enough club members are present to prepare the supper refreshments and to carry out any other duties for a specific night
- Liaise with the Bar Manager to ensure adequate staffing of the bar on each night
- Liaise with the Greens Manager for provision of sufficient rinks on each night

- Negotiate with the sponsorship committee for a sponsor for the NightHawks competition and communicate the success of the competition to the sponsor.

2.8 WINTER BOWLS COMMITTEE

This committee will be responsible to the Board for the running of a winter competition for bowlers from both our own club and from other clubs.

The goal for winter bowls is to:

- ensure all who participate enjoy a friendly but competitive game of bowls
- introduce and encourage new bowlers to the sport of lawn bowls
- provide coaching to anyone who wants/needs it
- enjoy the camaraderie and a drink or two after the game
- recruit new players to the Club

This committee will recommend the type of events to be run, and the number and value of weekly prizes to be awarded.

The committee should be made up of at least three members and report to the Board when required.

The duties of this committee include:

- Ensure all Hawthorn members are aware of the program before the last pennant game
- Consult with the bar manager re bar requirements and advise of schedule of games
- Consult with the greens manager re rink requirements.
- Record regular entries and accept casual entries from bowlers on a day by day basis. Receive phone nominations and withdrawals on the day, prepare the afternoon tea and collect fees
- Allot individuals to teams, and program matches for each team
- Arrange raffles and any other daily fundraising
- Arrange prizes for daily game winners
- Maintain financial record of the days takings
- Consult with the house manager re supplies for afternoon tea

2.9 MEMBERSHIP COMMITTEE

This committee will be responsible to the Board for maintaining membership and caring for the present members while actively seeking new members

Regular reports should be presented to the Board.

It will have a committee of not more than 8 members consisting of:

- Convenor
- Up to 7 other members possibly including the President and the 2 Vice Presidents

The duties of this committee will be to:

- Actively seek new members by running regular “Come and Try” programs.
- Liaise with the NightHawks Convenor to promote transition programs to social and pennant bowls.
- Be aware of new bowlers at the club and put support systems in place for them.
- Join with the Social Committee in promoting “Corporate” nights at the club with the view to attracting new bowlers.

2.10 PROFESSIONAL DEVELOPMENT GROUP

This group has been formed with an aim to assist all players at the club to play at their highest level and for the club to achieve a high level of professionalism in its approach to playing the game.

It will have a committee of not more than 8 members consisting of:

- Convenor
- Up to 7 other members

The aims of this committee will be to:

- Develop a players’ manual for all players at Hawthorn containing sections on policies, processes and expectations for players at Hawthorn, improving their technical game (including skills tests for the season) and improving their mental game
- Formulate a plan for the season that includes practice sessions, skills tests, workshops, and talks
- Plan a series of coaching workshops to be conducted on and off the green covering both mental and technical aspects of the game.
- Plan a series of talks provided by internal and external speakers to motivate players in the game of bowls

- Make clear to all players, the job specification and function of the club coach outlining his/her availability
- Game plans and strategies to be developed and used - both individual and team, including roles and expectations of each player
- Ensure that practices are structured and planned on a weekly basis both for teams and individuals
- A strategy be developed to ensure communication re plans processes and squads is provided clearly and via several mediums to all members from selectors, the coach and the Board
- Develop leadership groups for each side / squad. -Three or four players acting as mentors, support, liaison with coach/selectors, providing input to game plans, assisting with plan implementation
- Offer counselling support for players who require it in relation to issues such as playing performance, selection and areas of perceived conflict
- Create a culture of accountability amongst all players within the club
- Design an incentive scheme to recognise achievement of specific skill levels and regularly publish these achievements
- Foster an attitude of success, achievement and pride in the club.

3. USE OF GREENS

No one shall play on any green while any state event is in progress on that green other than participants in that event.

Amended Board Meeting 12th October 2009

4. DRESS CODE

4.1 All bowlers will wear approved club uniform on any green on which any Bowls Authority event is being played. This includes pennant games.

4.2 When any pennant competition is in progress on a green, social players are permitted to play on an adjoining rink or on another green, subject to their wearing appropriate clothing.

Amended Board Meeting 7th September 2009

4.3 Approved club uniform must be worn when playing in a semi-final or final of a club championship event and in any major event organised by the Club, unless the organising committee determines otherwise. Neat casual dress may be worn in all preliminary rounds of the club championships unless specified otherwise by the Internal Tournament Director. Dress rules for organised practice matches shall be determined by the relevant Chair of Selectors and announced in advance.

4.4 Neat casual dress may be worn by any bowler practicing on a green as long as it does not contravene any of the above conditions.

4.5 Flat-soled shoes must be worn on the greens at all times.

5. SUBSCRIPTIONS

5.1 The Treasurer may enter into an individual arrangement with any member who may be experiencing financial difficulties, to extend the time for payment of that member's annual subscription.

5.2 Any junior member requesting to pay the junior member's fee must supply proof of age if requested by the Treasurer.

5.3 The schedule of subscriptions and charges for each financial year will be set at the Annual General Meeting.

5.4 Subscriptions are due and payable on 1st July each year. Non-financial members as at 1st September each year will be ineligible for pennant or trial selection.(subject to clause 5.1)

5.5 Members selected for State representation may be considered by the Board to have their subscriptions refunded.

6. USE OF LICENSED PREMISES

6.1 Any person using the club must at all times comply with the conditions imposed under the Liquor Licensing Act.

6.2 Approval may be given by the Board for the use of the club's facilities under the following conditions:

6.2.1 For the hire of the clubrooms the fees will be set according to the anticipated number of people attending. The rates current at any particular time will be as published on the Club's official web site.

6.2.2 A deposit of \$200 will be required at the time of booking which will be deducted in full from the final amount due if the Clubhouse is left in a tidy state. This will be at the discretion of the Club Secretary.

6.2.3 In addition to the hiring of the clubhouse additional fees will be levied for the following:

- Use of the Kitchen
- Use of the BBQ
- Liquor license fees
- Wages of bar staff

6.2.4 BYO is allowed for outside functions which will be controlled by bar personnel and the corkage will be as set by the Bar Committee.

6.3 Green fees are set at \$5.00 per person during daylight hours and \$10.00 per person at night when the lights are in operation.

- 6.4 For club members, the cost of hiring the clubhouse will be reduced but all other fees including the bond are payable in full.
- 6.5 Board approval must be sought for any event which could require the Club Liquor License to be extended past 11.30pm for any function. Approval will only be granted in exceptional circumstances.

7. CATERING

- 7.1 The purchase of catering supplies for any event must only be made by a member or members approved by the Board as the caterer for the event.
- 7.2 The purchase of house supplies such as cleaning materials, toiletries, tea, coffee and milk must only be made by a member or members approved by the Board.

8. BANKING CASH RECEIPTS

All moneys received on behalf of the Club must be receipted by the Treasurer, or someone authorised by the Treasurer, prior to those funds being banked. Prior to being banked, all monies received for the Club whether receipted or not, must be placed in a secure place, usually the Club safe by a person with Board authorised access to the safe.

9. BAR CASH DISBURSEMENTS

- 9.1 Where the issue of cash is preferable to the issue of a cheque, and the amount is less than \$200.00, cash may be issued from the Bar till subject to the following:-
- A bar cash disbursement slip must be completed and a receipt or receipts as appropriate must be stapled to the slip.
 - Before any cash is issued the slip must be signed by one of the authorised cheque signatories or the Bar Manager.
 - The recipient of the cash must sign and date the slip when the cash is handed over.
- 9.2 Where an amount greater than \$200.00 is required, the approval of the Treasurer must be obtained. The exception to this rule is where an amount greater than \$200.00 is required by the Bar Manager for bar purchases, or the payment of wages.

10. MEMBERS' EXPENSE REIMBURSEMENT

- 10.1 Club members who incur any reasonable expenses in undertaking work for the Club are entitled to be reimbursed for those expenses. Reasonable expenses are defined as items of a readily identifiable nature and not by way of assessment. Examples of claimable items are phone calls and postage. Examples of non-claimable items are home expenses such as light and power.
- 10.2 A member's expense reimbursement form should be completed and submitted to the Treasurer. Claims must detail the nature of expenses and

for GST purposes include receipts and tax invoices where possible. (All claims will be tabled at Board meetings for approval).

11. LOANS FROM THE BAR

11.1 IOUs from the bar may only be granted to members in the case of an emergency up to a maximum of \$50.00 and must be repaid by the member on his or her next visit to the club. A formal IOU chit must be signed.

12. REGISTRATION OF ACCREDITED CLUB OFFICIALS

Club members who wish to obtain accreditation in areas of expertise which will be of value to the club (e.g. Measurers, Umpires, Coaches etc.) will generally do so at their own expense. However the Board does reserve the right to reimburse members (partially or in full) where the Board feels the cost is significant.

13. PRO-RATA SUBSCRIPTIONS

Where a Bowler becomes a new Full or Social playing member of the club after the commencement of the pennant season, the Board has agreed that a two tier fee structure can be applied. The tiers will be:

- a fixed component of \$50.00 plus
- a variable component based on the balance of the club subscription less the fixed component of \$50.00.

The variable will be calculated by determining the percentage of: the number of programmed pennant games remaining for the season related to the number of pennant games programmed for the whole of the season.

This percentage will then be applied to the difference of the club fee and the fixed component of \$50.00. Full GST and capitation fees if applicable will be applied.

14. OBLIGATION TO CLUB SPONSORS

Except with permission of the Board, no member may use club facilities or premises to advertise or promote any goods or services that are in competition with the goods and services of official sponsors of the Hawthorn Bowling Club.

15. USE OF CLUB EQUIPMENT

Club property may be borrowed by club members or neighbouring sporting clubs on the authority of, and under the terms set by the President, Men's or Women's Vice President, or the House Manager.

16. CLUB CHAMPIONSHIP EVENTS

16.1 DEFINITION

Club Championship events shall be conducted each year for both men and women members of the Club. There will be both Singles and Pairs Championships. Such Championships will be open to all members possessing one of the following membership classifications:

Full Membership
Full Life Membership
Student Membership
Junior Membership.

- 16.2 For an event to qualify for this status at least three complete rounds of matches must be played. A bye will not be classified as a played round but a forfeit will count. The winners of championship events will have their names entered on the relevant Honour Board within the clubhouse.
- 16.3 Other club tournaments may be played at the discretion of the Internal Tournament Director. Such Tournaments may be open to all membership categories or may be restricted as determined by the director. The winners of these events will not be recorded on Honour Boards.

17. PROCEDURAL GUIDELINES FOR PENNANT SELECTION - (Reviewed 10th February 2020)

- 17.1 There shall be separate selection panels for Ladies' Thursday pennant competition, Men's Wednesday pennant competition, and Saturday Open Gender pennant competition. The Wednesday and Saturday panels can be merged annually at the discretion of the Board.
- 17.2 The Board shall appoint a chairperson for each panel. All other selectors shall be appointed by the Board in consultation with the Bowls Committee. Nominations will be called in June of each year. Selectors can only nominate if they have played 50% in that or a higher division during the previous pennant year. Nominations must be in writing.
Chairpersons may be re-appointed annually at the discretion of the Board. Other selectors shall normally serve for a maximum of three consecutive seasons after which they will be ineligible to serve for the following two seasons. Board members shall generally not be eligible for appointment as selectors.
- 17.3 The selection panel for the Women's top Thursday side shall consist of two selectors, and for each of the lower sides there shall be one selector.
- 17.4 The selection panel for each of the Wednesday and Saturday top sides shall consist of at least two selectors, generally but not without exception including one player who plays regularly in that side. For the remaining sides there shall be at least one selector who plays regularly for that side. Other selectors may have input into the selection of those sides.
- 17.5 The chairperson will set the agenda for all meetings of the selection panel and shall have control of all meetings of which he/she is the chair. He/she will have the authority to intervene in the selection process if he/she considers that a player is being treated unfairly.
- 17.6 As far as reasonable, meetings of selection panels shall be treated as confidential. If the chairperson of any panel considers that information of a general nature should not be treated as confidential he/she can rule accordingly.

17.7 Selection shall be on a fair and equitable basis and is to be based on current form, player performance and ability, with players' results in club and other tournaments being taken into consideration as appropriate, together with compatibility with other members in the rink, commitment to practice, and commitment to Club success. No allowance shall be made for such factors as 'promise' or a player's involvement in club administrative activities. Selectors will communicate with skippers after each game.

17.8 Selection for all sides shall be based on ability and form. No allowance shall be made for such factors as 'promise' or a player's involvement in club administrative activities.

Demotion is not allowable as a disciplinary measure. If allegations of misbehavior are made against a particular player these shall be referred to the Board for appropriate action.

Team harmony is a factor which can be taken into account.

17.9 Selection shall be made progressively from higher to lower sides

17.10 All selectors have the right to comment on selections in sides other than the ones for which they specifically select.

17.11 A player may be promoted through an unlimited number of teams per week.

17.12 A player shall not be demoted more than one team per week without exceptional circumstances being involved, and without the consent of that player. It is not a requirement that demoted players be contacted by the selector for the higher team.

17.13 Any player who is unavailable for any reason must register their intent on the 'Unavailable' sheet. They must notify their selector as soon as possible if becoming unavailable after the teams have been selected. If their unavailability is due to their selected side or position within a team that person will not be eligible for selection until they have personally advised the relevant chairperson and the relevant selector that they are prepared to play as selected. This process may include discussions with the Players' Advocate but in all cases the situation must be quite clear for the chairperson and selector before the player is considered again for selection.

17.14 Rostering off will be applied to all but the top two sides and will be at the discretion of the relevant Chair of Selectors, subject to the following guidelines:

All players will be rostered off independent of the position they hold in that team; A player once rostered off may not be rostered off again until all players subject rostering off have been rostered off; A player making himself/herself unavailable to play a game cannot count this absence as a rostering off;

Full records are to be maintained by the relevant Chair of Selectors showing details of rostering off for the current season;

When a player has been marked for rostering off for a particular game but is then asked to play in that game due to the unavailability of others, he/she is deemed to have been rostered off and will not be subject to rostering off again until the list of players to be rostered off has been completely gone through.

Members playing only on either of Wednesday, Thursday or Saturday will not be subject to rostering off.

Rotation will start with players from the lowest side and thereafter move to the next lowest side and so on as necessary.

At the beginning of the season the selectors randomly draw a letter of the alphabet which heralds the first person to be rostered off by surname. If more than one person is required to be rostered off the next person in alphabetical order follows and so on until the quota for that week is filled. This is strictly adhered to unless the strict application of the system would undermine the competitive nature of the rink or side.

For the following week and for every week thereafter the process is continued from where it ended up the week before except for any player who would have been previously rostered off but was nevertheless selected to avoid undermining the strength of a rink or side. That player will be first call for rostering off the next time the need to roster off arises.

17.15 Where a chairperson of selectors receives a complaint from a player he/she shall advise the appropriate selector as soon as possible so that the selector will have time to consider the matter.

17.16 A Players' Advocate will be appointed in relation to selections made for the Wednesday and Saturday teams. If a player's complaint (see 17.14 above) cannot be resolved either by the appropriate selector or by the relevant chairperson of selectors the player may consult with the Players' Advocate who will do his/her best to resolve the problem.

18. NO SMOKING

As from 1st July 2014 the complete area of the Club within the boundary fences has been declared a no smoking area.