



# Regulations

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**WODONGA BOWLING CLUB INCORPORATED**

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# Regulations

## PART I – STATUS OF REGULATIONS

### 1. REGULATIONS BINDING

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- (a) These Regulations are made under **Rule 40** 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.

#### 1.1 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.

#### 1.2 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 12**.

**Board** means the body consisting of the Directors under **Rule 18**

**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 19** 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 23.5** 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 19**.

**Financial Year** means the year ending on June 30.

**General Meeting** means an Annual General Meeting together with any meeting of Members convened in accordance with **Rules 12 and 13**

**Special General Meeting** means a meeting of members convened to elect the Club's Committees. The meeting will be held in March each year. The date will be determined by the Board

**Member** means any person recognized as a member of the Club by the Board under **Rule 7** from time to time.

**Region** means Ovens and Murray Bowls Region.

**Register** means the register of Members kept in accordance with **Rule 9 and for Bowling Members as recorded on BowlsLink**.

**Regulations** mean any regulations made by the Board under **Rule 40**.

**Terms of Reference (TOR)** 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**

### **2. CLUB STRUCTURE**

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- (a) The Board is authorised to make necessary changes under **Rule 6.1** 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;
    - Finance,
    - OH&S,
    - Sponsorship, and
    - Staffing
  - (ii) **Facilities Management**, covering maintenance to;
    - Greens,
    - Clubhouse,
    - Club surrounds,
    - Volunteers for Working Bees, and
    - Cleaning.
  - (iii) **Entertainment Management**, covering;
    - Bar services
    - Bingo,
    - Catering,
    - Happy Hours, and
    - Functions.
  - (iv) **Bowls Management**. covering
    - Match Committee. The structure of the Committee will contain 9 members and if possible contain 4 men and 4 ladies (subject to nominations) and a Chairperson
    - Pennant Selection Committee. The structure of the Pennant Committee will contain 9 members and if possible contain 4 men and 4 ladies (subject to nominations) and a Chairperson
    - Bowls Delegates – 1 x male & 1 x female, and
    - Volunteers to assist in running a range of bowls events such as Barefoot Bowls and Business House Bowls
- (c) The Club Organisational Chart is shown at Annexure A.

## PART III – MEMBERSHIP

### 3. ELIGIBILITY AND PRIVILEGES

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#### 3.1 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 7.5**.
- (iii) The annual subscription for Affiliated Members shall be set by the Board. and
- (iv) Shall have the right to be present, debate and vote at General Meetings and shall be entitled to all the privileges of the Club.

(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 7.5**.
- (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:
  - 1. 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.
  - 2. They shall not be eligible to vote at any Club election.
  - 3. They shall not be permitted to offer themselves for membership of the Board or Men's/Ladies Section Committee.
  - 4. They shall not be entitled to speak at any Club meeting unless invited to do so by the Chair.
  - 5. They shall not be entitled to introduce guests or visitors to Club premises.

(c) **Social Bowling Member**

- (i) Any person over the age of eighteen years shall be eligible for Social Bowling Membership of the Club.
- (ii) The method of election of Social Bowling shall be as per **Rule 7.5**.
- (iii) The annual subscription for Social Bowling Members shall be set by the Board.
  - 1. Social Bowling Members are restricted to participating in social bowls events only and not eligible to play in the regular Pennant competition, club championships or club tournaments. However, in the advent of the club being unable to field a side they can be called upon to fill a vacancy where no reserves are available. When used in Pennant they are only eligible to play in the bottom side and can only play 2 games per season.
  - 2. Social Bowling Members, other than bowling restrictions, have the same rights as an Affiliated Member.

(d) **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 7.5**.
- (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 except for the following exclusions;

1. They shall not be entitled to play bowls on the Club Greens unless invited to do so by the Club Match Committee. (this allowance is to encourage Social Members to take up bowls).
2. They shall not be entitled to hold any office of the Club.
3. They shall have no right to speak at, vote or take part in any meeting of the Club.

(e) **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.

(f) **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 (unless invited to do so by the Board), vote or take part in any meeting of the Club.
- (v) They shall not be entitled to introduce guests or visitors to Club premises.

(g) **Life Member**

- (i) A Life Member shall be appointed in accordance with **Rule 7.6.** and shall enjoy all rights and privileges of an Affiliated Member.
- (ii) A Life Member shall not be relieved of any other financial obligation other than the annual membership subscription fees.

### 3.2 Subscriptions and Fees

- (a) Subscriptions and annual fees are set by the Board annually in accordance with **Rule 8** and will be set out in the New Members Application Form and the Membership Renewal Notice. The annual 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 Bowling Members** Club annual fee plus State and Regional Affiliation Fee.
  - (iv) **Social Members** Club annual fee.
  - (v) **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

### 4. BOARD

#### 4.1 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 Greens and Infrastructure** – Annexure E
  - (v) **Director of Bar and Functions** - Annexure F
  - (vi) **Director of Bowling** – Annexure G
  - (vii) **ADDITIONAL 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 **PART II**

## **PART V – CLUB COMMITTEES**

### **5. COMMITTEES**

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#### **5.1 Establishment of Club Committees**

Under **Rule 23.1** 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

#### **5.2 Standing Committees:**

- (a) The Board will establish such committees as they deem necessary and appropriate.
- (b) Each of the committees under the Director of Bowling will be controlled by the Chairman of the Match Committee and the Chairman of the Pennant Committee.
- (c) Where there is a need to perform the functions normally accorded to a Bowls President of a club for official bowls functions or bowls events this task will be performed by the Director of Bowls or his/her delegate.
- (d) Committees established by the Board may include, but are not limited to:
  - (i) **Selection Committee** – under the Director of Bowls. (Terms of Reference are contained in Annexure I);
  - (ii) **Match Committee** – under the Director of Bowls. (Terms of Reference are contained in Annexure J);
  - (iii) **Greens and Infrastructure Committee** – under the Director of Greens and Infrastructure. (Terms of Reference are contained in Annexure K);
- (e) Any long term standing committees will be nominated and elected at the Annual General Meeting (AGM).
- (f) Each Committee will be empowered by the Board, under a nominated Director, 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.

#### **5.3 Delegation to Committees**

- (a) The Board will establish Terms of Reference (TOR) for all committees, including but not limited to those listed in **Regulation 5.02**.
- (b) The Board delegates to each of the committees the functions, powers and duties which are set out in the particular committee's Terms of Reference (TOR).

#### **5.4 Organisation of Committees**

- (a) Subject to anything in the Constitution, this Regulation or in the Terms of Reference (TOR), 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/notes of the meeting and any supporting documents to the Director of Administration (or his/her nominee) and controlling Director; and
- (v) are not authorised, entitled or empowered to legally bind or to incur liabilities on behalf of the Wodonga Bowling Club Inc, unless specifically authorised in its Terms of Reference (TOR).

(b) The Board will determine how committee members will be elected and/or appointed. –

## **PART V1 MISCELLANEOUS**

### **6. OTHER MISCELLANEOUS MATTERS**

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#### **6.1 Club Staffing**

- (a) **Permanent Staff.** The Club will maintain the following permanent staff:
  - (i) **Club Bar Manager** - Duties contained in Annexure M; and
  - (ii) **Greens Keeper** – Duties contained in Annexure N.
- (a) **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 relevant Director responsible for the area of control where part time/casual staff member is employed, 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
  - (iv) duties.

#### **6.2 Code of Conduct – Rule 26.3**

- (a) **Members and Staff Handbook.** All members and staff should familiarise themselves with the contents of this handbook. It is available on line on the club website or via a hard copy in the clubhouse.
- (b) 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.
- (c) **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, but not limited to, 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.

(d) The Club's **Code of Conduct** and complaints process is contained in Annexure L.

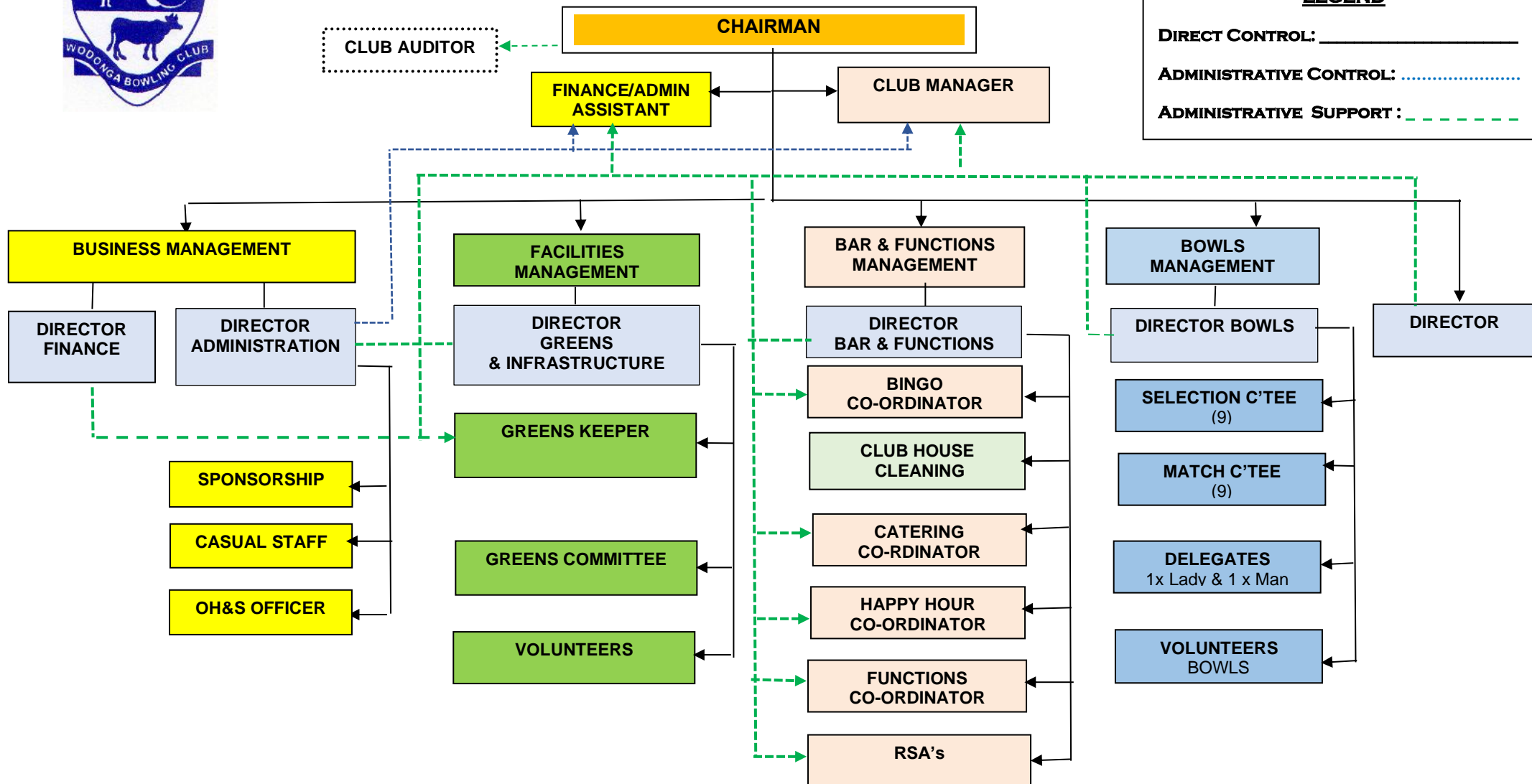
**6.3 Penalties** The Board may impose Penalties in accordance with Rule 11 to be applied for various breaches of the Code of Conduct or Rules set by the Board.

**6.4 Club Uniform** Members representing the Wodonga Bowling Club Inc are required to wear club uniform which consists of attire as approved by the club and endorsed by Bowls Victoria. Refer to Club Constitution **Rule 26.1 Club Colours** and to the Bowls Victoria Regulations



# WODONGA BOWLING CLUB INC. ORGANISATIONAL CHART

## ANNEXURE A



## **ANNEXURE B**

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

1. The Chairman of the Board, is responsible for the following, part of which, may with the approval of the board be delegated to the Club's paid staff as deemed appropriate.
  - (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 any penalty or disciplinary action to members or Club employee, and
  - (k) ensuring that all Board Members are covered by Directors Liability Insurance.

## **ANNEXURE C**

### **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF ADMINISTRATION**

1. The Director of Administration is responsible for the following, part of which may, with the approval of the Board, be delegated to the Club's paid staff as deemed appropriate. The Director is responsible for carrying out the duties usually associated with the office of Secretary, such as but not limited to:
  - (a) completing and lodging of the Annual Return to Consumer Affairs (Department of Justice),
  - (a) register the Club email address with 'Clubs Victoria' to enable access,
  - (b) ensure the preparation and dispatch of Membership Renewal and Subscription Notices,
  - (c) ensure maintenance of the Club Telephone List,
  - (d) update records (Honour Board details etc) – held at McHargs,
  - (e) submit Death Notices in local newspaper,
  - (f) ensure new members are advised of their approval to join the Club,
  - (g) prepare and provide Directors with agenda for monthly Board Meetings,
  - (h) record and distribute Minutes of Monthly Board Meetings,
  - (i) check P.O. Box 215 on a regular basis (key in Key Press) and ensure the mailbox at front of club is cleared,
  - (j) ensure all correspondence is actioned and distributed,
  - (k) maintain a correspondence Register,
  - (l) provide relevant correspondence to the Bowls Committee,
  - (m) ensure maintenance of Club Notice Boards,
  - (n) apply for Permits for Raffles and venue approvals,
  - (o) ensure the club has appropriate insurance coverage and Insurance Policies are current,
  - (p) prepare for General Meetings (notice to members and displayed on the Club Notice Boards),
  - (q) Maintain Employee Records, such as but not limited to;
    - (i) Leave approvals;
    - (ii) Leave records;
    - (iii) 'Work-Safe' etc.
    - (iv) Pay and Award Conditions;
  - (r) ensure Bowls Victoria and Ovens and Murray Bowls Region Annual and Bi-Annual Return (Members' Affiliation Fees etc.) is completed and submitted,
  - (s) authorise Member Clearance Applications,
  - (t) ensure the maintenance of a Sponsor Register and ensure renewal of current sponsorship and the seeking of new sponsors,
  - (u) appoint welfare officers as required,
  - (v) ensure the production and distribution of a regular club Newsletter, and
  - (w) perform additional Duties as required by the Board.
  - (x) ensuring Club compliance with any Government Act or Regulation pertaining to the running of a Club;
  - (y) 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.

- (z) ensuring the Members and Directors have indemnity against any liability,
- (aa) ensuring employees are covered by Workers Compensation,
- (bb) ensuring that the Club contributes to employee superannuation and regularly updates the Board on payments made,
- (cc) administration of Club permanent/casual staff,
- (dd) oversight of the general management of the Club,
- (ee) maintaining and displaying of the following:
  - (i) Club No Smoking Policy, and
  - (ii) Club Code of Conduct,
  - (i) ensuring the conducting and distribution of all correspondence in connection with the general business of the Club,
  - (ii) 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,
  - (iii) ensuring the security of the Club Common Seal, and
  - (iv) assume the title of Public Officer of the Club.

## **ANNEXURE D**

### **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF FINANCE**

1. 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's paid staff as deemed 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) ensuring 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) maintain Authorised Signatories with the Club bank
  - (f) ensuring the preparation and submission of an audited financial statement to the Annual General Meeting of the Club,
  - (g) ensuring 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,
  - (h) ensuring 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,
  - (i) the receipt of Regular Bar Stocktake figures,
  - (j) ensuring the maintenance of bar trading records, and
  - (k) ensuring that funds are available for the payment of Long-Service to employees.

## ANNEXURE E

### DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF GREENS AND INFRASTRUCTURE

1. The Director of Greens and Infrastructure responsible for:
  - (a) Establishing a Greens and Infrastructure Committee,
  - (b) the upkeep of the Clubhouse, Greens and surrounds, including;
    - (i) regular maintenance,
    - (ii) facilities upgrades,
    - (iii) infrastructure management, and
    - (iv) electrical safety inspections.
  - (c) maintaining a facilities, equipment and machinery maintenance and replacement programme and providing regular updates to the Board,
  - (d) preparation and submission of a budget to support upkeep and maintenance of all Club facilities, machinery, equipment and infrastructure,
  - (e) 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 damaged thereby any notice posted by the Director shall be sufficient, or
  - (i) In the absence of the Director of Greens and Infrastructure any member of the Match Committee shall have the power to prevent play at any time.
  - (f) assuming the title of Greens Director when required to comply with the duties pertaining to Regional, State or National bowls compliance guidelines,
  - (g) acceptance and approval of Greens maintenance programmes and presentation to the Board,
  - (h) approval of all equipment and machinery maintenance and replacement,
  - (i) the maintenance and erection of all Club signage,
  - (j) ensuring compliance with any Act or local Regulation pertaining to signage,
  - (k) producing and maintenance of Plans covering minimisation of power, water and gas,
  - (l) correct use of bore, grey or recycled water,
  - (m) regular review of utilities costs,
  - (n) regular review of the use of chemicals in and around the Clubhouse,
  - (o) rectification of any facilities OH&S issues,
  - (p) ensuring a plan of all electrical, water and gas infrastructure is maintained,
  - (q) ensuring any 'dig' compliance requirements are met before staff, members and contractors perform any digging, and
  - (r) ensuring compliance with the Act or Regulations pertaining to the Club's bore and administering same.
  - (s) 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 BAR & FUNCTIONS

1. The Director of Bar and Functions is responsible for:
  - (a) In accordance with the Award (*Registered and Licensed Clubs Award 2010*) and including, but not limited to the following:
    - (i) ensure maintenance of Club Key Register
    - (ii) ensure new member applications are available within the Club,
    - (iii) ensure maintenance and compliance of the Club Gaming Licence,
    - (iv) ensure maintenance and expenses compliance of the Club Liquor Licence,
    - (v) ensure the maintenance of the Club Incident Report and all incidents are recorded,
  - (b) providing or arranging catering support for functions and bowls related activities,
  - (c) ensuring sufficient volunteers are available to support functions,
  - (d) ensuring support to Bingo through rosters raised by Club Manager,
  - (e) ensuring support for Happy Hours,
  - (f) ensuring support to Major Club (not bowls activity based) raffles, eg. Christmas Raffle,
  - (g) ensuring that all Bar Stock and Club property received is correctly recorded and valued,
  - (h) ensuring regular entertainment is provided for members and guests,
  - (i) the provision of support to funeral 'wakes',
  - (j) setting of hire fees for the kitchen and Club facilities for functions,
  - (k) approval of external functions, in conjunction with the Club Bar Manager,
  - (l) setting the guidelines for hire of the kitchen and facilities,
  - (m) monitoring that the Club remains compliant with the Food Safety Handling Act,
  - (n) ensuring the kitchen is maintained in a clean and safe state in order to meet all health regulations, and
  - (o) for reporting any faulty catering or entertainment equipment to the Director of Greens and Infrastructure.
  - (p) Monitor Club activities pertaining to:
    - (i) Bar prices,
    - (ii) Bar stock levels,
    - (iii) Bar casual staff usage,
    - (iv) Catering,
    - (v) Cleaning,
    - (vi) Bar maintenance, and
    - (vii) Event Financial Sheets.
  - (q) maintain and display the following:
    - (i) Covid-19 Plan,
    - (ii) Club Fire Plan,
    - (iii) Occupation Health & Safety (OH&S) Plan,
    - (iv) Club Evacuation Plan including Assembly Points, and
    - (v) A record of Emergency contact numbers
  - (r) Manage BINGO is to ensure:



- (i) sufficient stocks of BINGO supplies are maintained,
  - (ii) BINGO Volunteers are rostered and available, prior to Bingo night,
  - (iii) the club is set up for BINGO
  - (iv) game tickets are available (including jackpot/Star Games) and the details are recorded on the running sheets,
  - (v) ticket seller's tables are set up for sale of tickets, and
  - (vi) that the Bingo computer, sound system and visual displays are operating prior to the game.
- (s) Oversee the duties of the Club Manager and staff, ensuring:
- (i) beer lines are flushed every 2-4 weeks,
  - (ii) all income from bar, bowls events and functions are banked as required,
  - (iii) mail is collected daily from club letter box and P.O. Box at Wodonga Post Office,
  - (iv) they liaise with Match Committees to determine requirements for bowls events,
  - (v) they determine requirements for:
    - 1. Friday-Night 'Happy-Hour',
    - 2. Functions.
  - (vi) that the monthly bar stocktake is completed,
  - (vii) they take and manage venue bookings for functions and for social/non-registered bowlers wishing to participate in BBQ & Bowls.
  - (viii) liaison with the Match Committee and Director of Bowls to ensure sufficient personnel are available for cooking and overseeing bowling activities.
  - (ix) that the fire extinguisher and fire blanket are available when the BBQ is in use.

## **ANNEXURE G**

### **DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF BOWLING**

1. The Director of Bowling is responsible for:
  - (a) ensuring Board support to the Bowls committees,
  - (b) liaising with other Club Directors and their committees to ensure mutual support to bowls activities,
  - (c) liaise with Bowls Committees to ensure all tournaments and social bowls competitions, (including BBQ & Bowls, Business House Bowls and Barefoot Bowls) and Pennant are conducted in accordance with best practice,
  - (d) preparation and submission of a budget to support bowls events,
  - (e) ensuring the preparation and publishing of a Club Bowls Programme (Diary),
  - (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 Match and Pennant Selection Committees,
  - (h) reporting any bowling equipment (umpiring, computer) maintenance to the Director of Greens and Infrastructure,
  - (i) ensuring availability of bowls support consumables, eg. scorecards, bowls rings etc
  - (j) ensuring proper conduct on and 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 ADDITIONAL DIRECTOR**

1. The incumbent in this position will be responsible for the following;
  - (a) providing support to the Director of Administration, act as deputy Director of Administration.
  - (b) providing assistance and support to assist the Director of Finance to complete any finance tasks,
  - (c) providing assistance to the Chairman of the Board, and
  - (d) assist other Directors as required, and
  - (e) oversee any special projects as directed by the Board.

## ANNEXURE I

### TERMS OF REFERENCE

#### SELECTION COMMITTEE

1. This Committee shall consist of a minimum of **nine (9)** members (4 ladies and 4 men) and a Chairperson and will be responsible for the Selection of teams for Pennant.
2. This Committee will assume office immediately following its election at the General Meeting (held in March) and will hold office until the following year's General Meeting.
3. As soon as possible, after the election of the committee, the Committee is to meet to elect a Chairperson and notify the Director of Administration.
4. 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 and club representative side activity.
5. The Committee's responsibilities are:
  - (a) To prepare a Budget for any funding to support the Club's Pennant and Club representative sides and present it to the Board for approval, through the Director of Bowling,
  - (b) to determine and make recommendation on the number of Pennant sides to represent the Club,
  - (c) prepare and submit any entry forms to the Ovens and Murray Bowls Region Inc Pennant Committee,
  - (d) prepare and display the conditions governing selection,
  - (e) to select Pennant sides to represent the club,
  - (f) to display the selected Pennant sides each week,
  - (g) to send a copy of the Pennant sides to the Border Mail,
  - (h) to appoint Team Side Captains for each Pennant Side, and
    - (i) brief Side Captains of their duties,
    - (ii) ensure Side Captains receive a copy of the Side Captains Toolkit and understand the procedures for the entering of Pennant results on BowlsLink,
  - (i) to advise the media of any Club's representative sides,
  - (j) appoint the appropriate number of umpires or measurers for home Pennant games,
  - (k) determine players eligibility,
  - (l) deal with any dispute on any matter concerning Pennant, and
  - (m) within seven (7) days of any meeting (other than selection of Pennant sides) of the Committee, send a copy of the Minutes/Meeting Notes to the, Director of Bowling and Director of Administration.

## ANNEXURE J

### TERMS OF REFERENCE

#### **MATCH COMMITTEE**

1. This committee shall consist of a minimum of **nine (9)** members (4 ladies and 4 men) and a Chairperson which will be responsible for conducting Club Championship events and tournaments.
2. This Committee will assume office immediately following its election at the General Meeting (held in March) and will hold office until the following year's General Meeting.
3. As soon as possible, after the election of the committee, the Committee is to meet to elect a Chairperson and notify the Director of Administration.
4. The Match Committee is empowered to;
  - (a) run all Club Championships,
  - (b) organise tournaments and social bowls events, approved by the Board, including those social events involving non-registered bowlers eg. BBQ & Bowls, Business House Bowls, and Barefoot Bowls, and
  - (c) To expend funds, once approved by the Board, to support bowls events .
5. The committee's responsibilities are to:
  - (r) set Match Committee policy,
  - (s) prepare and arrange for the publishing of the Club Bowls Programme,
  - (t) prepare a Budget for all bowls events for submission to the Board, through the Director of Bowling, for funding approval,
  - (u) prepare and maintain bowls events 'Operating Procedures' to assist committee members to organise and run events,
  - (v) prepare the necessary entry forms for each Club Championship event,
  - (w) conduct all Championship events in accordance to the Laws of the sport of Bowls, and Bowls Victoria Rules for Competition,
  - (x) collect all Green, tournament/championship entry fees, raffle monies, reconcile and submit to the Club Manager or his/her representative, for banking,
  - (y) maintain a file on the conduct of special games/events (eg. Jackpot pairs),
  - (z) prepare Flyers and entry forms for Club tournaments,
  - (aa) prepare Conditions of Play for all tournaments/events,
  - (bb) maintain a progressive scoreboard for tournaments,
  - (cc) assist in organising State Championship events when requested by the Ovens and Murray Bowls Region Inc and appoint the appropriate number of umpires and markers for events under their control,
  - (dd) settle questions of eligibility for bowls events other than Pennant,
  - (ee) deal with any dispute on any matter pertaining to bowls events under their control,
  - (ff) provide information to the media on tournaments and Club Championship events, and
  - (gg) within 7 days of any formal meeting present a copy of the Minutes/Notes to the Director of Bowls and Director of Administration.

## ANNEXURE K

### TERMS OF REFERENCE

#### **GREENS AND INFRASTRUCTURE 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 Director of Greens and Infrastructure.
3. The Greens and Infrastructure 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 (within the approved budget),
  - c. liaise with appropriate authorities on all matters pertaining to functions under this Committee's control,
  - d. the maintenance and erection of all club signage,
  - e. ensuring compliance with any Act or local Regulation pertaining to signage,
  - f. ensuring effective and efficient use of power, water and gas,
  - g. ensuring correct use of bore, grey or recycled water,
  - h. conducting regular reviews of utilities costs,
  - i. regularly review the use of chemicals in and around the Clubhouse,
  - j. ensuring rectification of any facilities related OH&S issues,
  - k. preparing and maintaining a plan of all electrical, water and gas infrastructure,
  - l. ensuring compliance with the Act or Regulations pertaining to the Club's bore and administering same,
  - m. to obtain or approve contractors to any dig permits are obtained prior to commencement of any ground works, and
  - (hh) within 7 days of any formal meeting present a copy of the Minutes to both Director of Greens and Infrastructure and Director of Administration.



# 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.

## **ANNEXURE M**

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

1. The Greenskeeper is responsible for managing all aspects of the Club's Bowling Greens operation and reporting any concerns to the Director of Greens and Infrastructure. The responsibilities associated with the position are many and complex.
2. The Greens keeping is responsible for but not limited to:
  - a. drafting a budget,
  - b. ordering and maintaining equipment,
  - c. management of volunteer labour,
  - d. maintaining environmental standards,
  - e. developing and maintaining and implementing operating procedures to ensure the process meets all regulatory standards and implement changes necessary to ensure compliance,
  - f. responsible for the development of an annual works program and associated yearly budget that incorporates further development and continued maintenance to an appropriate level, in association with the Director of Greens and Infrastructure,
  - g. managing maintenance within an allocated financial delegation,
  - h. responsible for the management of all chemical and material supplies within allocated financial delegation,
  - i. managing chemical application, storage of chemicals and ensure correct recording processes,
  - j. routine maintenance of Greens infrastructure and manage repairs,
  - k. researching new methods and types of equipment to improve Greens maintenance efficiency,
  - l. responsible for OHS and environmental compliance and adherence to legislation and club policies and procedures,
  - m. evaluating operations and monitor quality, efficiency and cost-effectiveness and implement improvements as necessary,
  - n. ensuring all SDS (Safety Data Sheets) are complied with, up to date and available for all chemicals used,
  - o. responsible for the supervision of all staff and volunteers involved in daily greens maintenance,
  - p. responsible for planning, scheduling of all aspects of greens maintenance,
  - q. instructing operators (employees or volunteers) in the safe and efficient operation of all equipment and plant used in Greens maintenance,
  - r. overall management of the Club's Greens, maintaining in good condition, in accordance with accepted principles of good Greens management such as cutting, rolling, scarifying, coring, top dressing, spraying, watering, Greens rink marking and any other required renovations,
  - s. preparing Greens required for play under the Club's playing program and for social bowling activities,
  - t. keeping the surrounds, ditches, and grounds in proper order and free of weeds and debris,
  - u. ensuring ash trays are emptied regularly,
  - v. setting up rinks in preparation of play,



- w. ensuring adequate supplies of treated soil, fertilisers and other such treatments as necessary are on hand for day to day maintenance and annual renovations,
- x. ensuring that all club machinery and plant, tools and equipment used in the Greenkeeper's duties are kept in good working order and they are cleaned and oiled and properly housed,
- y. ensuring that the Greenkeepers shed is kept tidy and safe at all times,
- z. ensuring that club equipment, used to maintain the Greens and surrounds does not leave the Club premises unless authorized by the Director of Greens and Infrastructure,
- aa. ensuring that all protective clothing/gear is maintained and stored correctly,
- bb. apply, herbicides, pesticides and sprays as per label instructions and by recognized safety methods. Apply fertilizer, water and otherwise tend to the playing surfaces of the greens as required in order to maintain the greens in top condition,
- cc. keeping a daily register as to herbicides, pesticides, fertilisers and top dressings with application details with dates. Keep a diary on work carried out each day,
- dd. renovations of the greens to proceed as soon as possible once club playing program has finished for the year, under the supervision of the Director of Greens and Infrastructure,
- ee. observe at all times safety precautions and procedures including wearing of protective clothing and equipment,
- ff. keeping gardens, concrete areas, lawns, trees, shrubs, seats in a clean tidy condition,
- gg. maintenance work to be carried out after consultation with Director of Greens and Infrastructure,
- hh. identify turf problems and implement rectification processes.
- ii. maintains the bowling greens and surrounds in playing condition including: watering, fertilizing, weeding, levelling and other requirements as necessary,
- jj. maintain any club supplied protective footwear (1 pr per annum) and wet weather clothing. Such articles are to remain the property of the Wodonga Bowling Club Inc.

## ANNEXURE N

### DUTIES OF FINANCE AND OFFICE ADMINISTRATION MANAGER

1. The Finance and Office Administration Manager to liaise with all club staff and the Board on administration and financial management within their areas of responsibility as follows;
  - (a) responsible for payroll administration and operations,
  - (b) maintaining a working knowledge of bookings, functions and meetings,
  - (c) performing financial administration, including accounts payable and receivable, banking reconciliations and reporting to the Director of Finance on finance matters,
  - (d) maintaining the Club Member database,
  - (e) maintain member records on BowlsLink,
  - (f) maintaining the sponsorship database,
  - (g) liaising with the Club Manager to ensure currency with bookings, functions and meetings,
  - (h) preparation of financial and other reports as directed,
  - (i) preparation of Business Activity Statements,
  - (j) researching industry Work Cover compliance and advising the Director of Administration on any changes,
  - (k) ensuring employee entitlements are correctly determined and providing advice to the Board,
  - (l) ensuring compliance with legislation and regulations and advice the Board of any concerns,
  - (m) preparing and maintenance of the office procedures manual,
  - (n) responsible for admin and financial data security and redundancy,
  - (o) assist the Director of Administration with preparation of agendas and Minutes for Board and General Meetings as required,
  - (p) maintain the Clubs accounting software,
  - (q) assist the Director of Finance to ensure finances are in order for the annual audit, and
  - (r) assist the Director of Finance with preparation of the Club budget.

## ANNEXURE O

### DUTIES OF THE CLUB MANAGER

1. The Club Manager is responsible for all operational duties of the bar area, management of functions and gaming, for supervision of bar staff and volunteers and the allocation of their duties.
2. Duties of the position are wide ranging but not limited to:

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  - a. acting as Licensee of Club,
  - b. ensuring all tasks associated with the Club licensee are completed correctly and in a timely manner,
  - c. competently performing all operational duties of the bar area,
  - d. using the point-of-sale software and hardware and updating as required,
  - e. planning and allocating day-to-day operational activities to casual bar staff and volunteers,
  - f. managing rosters for casual bar staff and volunteers, including rosters for Bingo, functions, and events,
  - g. supervising and training of casual bar staff and volunteers,
  - h. working closely and communicating effectively with the Board,

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  - i. providing advice to the Board regarding maintenance of Club Liquor and Gaming Licenses,
  - j. ensuring the club activity diary is maintained and up to date,
  - k. ensuring till balances and floats are correct and reconciled and available to be checked by Director of Finance on a regular basis,
  - l. monitoring Club bar expenses and advise the Board of any concerns,
  - m. monitoring Club bar operational aspects:
    - (a) including bar prices,
    - (b) stock levels,
    - (c) casual staff and volunteer usage through rosters,
    - (d) club cleaning,
    - (e) club maintenance (refer any issues to the Director of Greens and Infrastructure),
    - (f) Bingo,
    - (g) event financial sheets, ensuring income and expenses are correct, and
    - (h) function bookings
  - n. maintaining security of bar and other Club facilities,
  - o. taking necessary steps to avoid any opportunity for fraud,
  - p. manage difficult or intoxicated customers and resolve customer complaints promptly, in accord with Club policies,
  - q. responsibility for secure cash handling,
  - r. responsibility for opening and closing the Club, when required,
  - s. Responsibility for enforcing safe and responsible service of alcohol,
  - t. ensuring all staff and volunteers hold a current Victorian RSA,

- u. conducting monthly stocktakes and updating relevant database through software management,
- v. analysing bar trading results and trends, reporting these to the Board monthly and consulting with the Board on changes in trading figures,
- w. responsibility for ordering, handling, and storing deliveries and collecting stock, as required,
- x. maintaining correct conditions for beer, wine, and bar stock,
- y. liaise with catering groups for events and functions,
- z. keeping up to date with licensing legislation,
- aa. adhering to Club policies and regulations,
- bb. advise the Board on maintenance requirements and repairs to bar and Club House.
- cc. planning and implementing improved work procedures,
- dd. liaise with the Board on long-term planning for improvements, marketing and Club growth,
- ee. ensuring all members and patrons comply with current Victorian Covid-19 Directives, and
- ff. establishing a procedural manual for safe operation of clubhouse equipment such as:
  - (a) gas BBQ,
  - (b) kitchen equipment appliances including stoves,
  - (c) bar equipment,
  - (d) coffee machine,
  - (e) sound system.
  - (f) bingo equipment
  - (g) televisions

## **ANNEXURE P**

### **DUTIES OF THE CLUB CLEANER**

1. The Club Cleaner is responsible to the Director of Bar and Functions for cleaning duties within the club and to the Director of Administration for administration and employment.
2. The Club Cleaner is responsible for all cleaning duties within the club in the time allowable. In the advent of additional cleaning special cleaning requirements the cleaner will be tasked by the Director of Bar and Functions. However, any changes in general working hours is to be approved by the Director of Administration after consultation with the Director of Finance. The Club Cleaner is responsible to:
  - a. ensure that the club house and surrounds are kept clean and tidy, and to carry out all duties as per checklist provided by the Director of Bar and Functions;
  - b. ensure that the cleaning and any maintenance activities are completed to schedule and quality with minimum disruption to the operation of the Club;
  - c. ensure that all chemicals and products used for cleaning are stored and used according to the manufacturer's instructions ensuring compliance with relevant Safety Data Sheets;
  - d. take reasonable care for own health and safety and ensure that personal acts or omissions do not adversely affect the health and safety of others;
  - e. comply with lawful instructions given and co-operate with any reasonable and communicated policy or procedure;
  - f. vacuum carpets and clean all other surfaces with appropriate cleaning products. This includes windows, floors, walls up to 2 metres, poker machines, tables, chairs, benches, ashtrays etc. as per checklist;
  - g. Clean and sanitise the men's and women's toilets;
  - h. pick up rubbish and empty garbage bins around the perimeter of the clubhouse;
  - i. assist with maintaining the coffee machine, including restocking the machine;
  - j. report any broken plant and/or equipment to the Director of Greens and Infrastructure;
  - k. ensure basic preventative maintenance of equipment being used in cleaning;
  - l. ensure that the club is secure and that any equipment and doors not in use are locked;
  - m. assist with ensuring that energy consumption is kept to a minimum by switching off any lights, air conditioning and other equipment not in use;
  - n. advise the Director of Bar and Functions when carpet cleaning is required and ensure and annual clean is booked with a professional cleaner (usually July);
  - o. wear protective clothing (PPE) when performing tasks associated with the use of chemicals or sanitary duties (eg. toilet cleaning, sanitising to reduce risk to Covid-19) ;
  - p. ensure all chemicals and cleaning agents are used and stored according to the relevant Safety Data Sheet.

### CLUB SMOKING POLICY

#### 1. Policy Statement

The Wodonga Bowling Club Inc (WBC) recognises that passive smoking is hazardous to health and is committed to providing a healthy working and sporting environment that is protected against exposure to tobacco smoke.

#### 2. Scope & Responsibility

This policy applies to all members, players, coaches, officials, volunteers, staff, contractors and visitors of the ~~Wodonga Bowling Club~~ WBC and applies to electronic cigarettes, shisha tobacco, traditional cigarettes, cigars and pipes.

#### 3. Aims

~~The Wodonga Bowling Club~~ WBC aims to provide a smoke-free working and sporting environment during its day-to-day operations and all bowls events.

#### 4. Implementation Overview

- (a) Any member, player, coach, official, volunteer, staff, contractor or visitor to the ~~Wodonga Bowling Club (WBC)~~ WBC are not to smoke within the confines of the Clubhouse, Greenkeeper's shed, the designated Bar-B-Que area or within a three (3) metre area surrounding the greens (excepting the designated areas).
- (b) The Wodonga Bowling Club provides two (2) designated 'Smoking' areas:
  - (i) The external bar area on the southern side of the Club House; and
  - (ii) Between the two shelters at the northern end of the front two greens.
- (c) Whether they are acting in an official capacity or not, any player, coach, official, volunteer, staff, contractor or visitor during a Bowls Victoria (BV) governed event are not permitted to smoke within the grounds of the WBC or within 10 metres of the perimeter of the Club.
- (d) Where possible, BV governed events will be advertised as a smoke-free event and smoke-free signage (supplied by BV) will be placed in relevant areas during the event.
- (e) When requests to host BV governed events are announced, BV will advise potential host Clubs of this policy and their need to comply.

#### 5. Breach of Policy

- (a) Anyone in breach of this policy will firstly be reminded of the 'Smoke Free Policy' and of the 'Designated Smoking Areas' within the WBC.
- (b) Any member, player, coach, official, volunteer, staff member that continues to breach the Smoking Policy may face disciplinary action in line with Club's disciplinary procedures.
- (c) Breaches of Victoria's Tobacco Act (Victoria's Tobacco Act 1987) may result in charges being laid against the individual and/ or the WBC

#### 6. Pennant Competition

The following are the conditions on smoking during the Weekend and Midweek Pennant Competitions:

- (a) Smoking on the green (defined as having a lit cigarette, pipe, cigar, electronic nicotine delivery system (ENDS) including e-cigs, e-cigarettes and any other form of smoking device) by a player on the green is **NOT** permitted.
- (b) Smoking is only permitted in the designated area as ~~determined~~ designated by the WBC.
- (c) A failure to comply can result in the umpire applying an instantaneous Penalty (Section 1, Clause 14 of the Region & Division Pennant Competitions Conditions of Play) and/ or referring the matter to the ~~BV Disciplinary Committee~~ Ovens and Murray Bowls Region Inc Board for disciplinary action.

## 7. **Evaluation**

Reports of breaches to this policy will be maintained on an ongoing basis, reviewed at least annually and reported to the WBC Board of Management.

An analysis of any breaches may lead to revisions in the policy or in implementations guidelines as appropriate.

## 8. **Policy Checklist**

The following are applicable documents:

- (a) Legislation Compliance (where appropriate) – Victoria's Tobacco Act 1987
- (b) Applicable Documents:
  - (i) Region & Division Pennant Competitions Conditions of Play; and
  - (ii) Disciplinary and Termination of Employment Procedure.

9. **Review of Policy.** The WBC Board of Management will review the 'Smoking Policy' every two years.