

**STRATHFIELDSAYE BOWLS CLUB Inc.**

**CLUB REGULATIONS**

***(Version 4: September 2022)***

**Strathfieldsaye Bowls Club Inc. is a community-based sporting organisation that is reliant upon its volunteer members for the normal day-to-day management of the Club. It seeks to encourage all members to consider how they can assist their Club, by performing a functional role, or participating on a Work-Group or Committee, that enables the Club to provide regular bowls events, and other community-related activities for members & visitors alike.**

Strathfieldsaye Bowls Club Inc. is registered with Consumer Affairs Victoria

as an Incorporated entity in accordance with the provisions of the *Associations Incorporation Reform Act* *2012*

REGISTERED NUMBER: A0015385D

THESE REGULATIONS HAVE BEEN CREATED, AND ARE TO BE MAINTAINED, IN ACCORDANCE WITH RULE 38 (a) AND RULE 38 (b) OF THE CLUB CONSTITUTION.

THESE REGULATIONS WERE ADOPTED AT A PROPERLY CONSTITUTED MEETING OF THE BOARD OF MANAGEMENT ON 16th. FEBRUARY 2021

AND BY SUCH ADOPTION, ALL PREVIOUSLY PUBLISHED REGULATIONS

OR BY-LAWS OF STRATHFIELDSAYE BOWLS CLUB INC.

ARE HEREBY RESCINDED.

ALL MEMBERS, GUESTS OF MEMBERS, VISITORS, EMPLOYEES AND CONTRACTORS ARE BOUND BY THESE REGULATIONS

WHILST ENGAGED IN ANY ACTIVITY, EVENT

OR MATTER PERTAINING TO THE CLUB.

MEMBERS ARE ENTITLED TO POSSESS A COPY OF THE REGULATIONS

AS AVAILABLE FROM THE CLUB SECRETARY OR THE CLUB WEBSITE.

SUGGESTIONS FOR CHANGES TO THESE REGULATIONS

MAY BE FORWARDED TO THE CLUB SECRETARY AT ANY TIME

FOR CONSIDERATION BY THE BOARD

THESE REGULATIONS HAVE BEEN CATEGORIZED INTO THE FOLLOWING PARTS

Part 1: Status of Regulations

Part 2: Club Management Regulations

Part 3: Committees of the Club

Part 4: Membership Regulations

Part 5: Financial Regulations

Part 6: Club Management Support Roles

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**PART 1: STATUS OF REGULATIONS**

**1.1 REGULATIONS BINDING**

1.1.1 These Regulations are made under Rule 38 of the Club Constitution.

1.1.2 Without limiting the Board’s power under the Constitution, or these Regulations, or otherwise, the Board may review, amend, and enforce these Regulations as it deems necessary or appropriate.

1.1.3 These Regulations are binding upon all members, visitors, employees and engaged contractors, whilst they are present on the Club property.

**1.2 APPLICATION OF REGULATIONS**

* + 1. The Board of Managementof the Strathfieldsaye Bowls Club Inc. is authorised by the Club Constitution which is in force at any one time, to pass and issue Regulations that support the best governance of the Club.
    2. The term *Regulations* used here means the **Regulations of the Strathfieldsaye Bowls** **Club Inc.**
    3. The term *Board* used in this document means **The Board of Management of the Strathfieldsaye Bowls Club Inc.**
  1. **USE OF REGULATIONS**

1.3.1 Regulations give operational effect to the Constitution of the Club, and are intended to provide an effective governance and accountability framework for the Club.

1.3.2 Regulations are Board Policies, designed to manage the day to day activities of the Club, in support of the overall objectives designed for the delivery of outcomes as sought by the members.

**1.4 REVIEW OF REGULATIONS**

1.4.1 Regulations will be issued by the Board as circumstances arise. All Regulations shall be reviewed by the Board for relevance on an as required basis, or at least annually.

1.4.2 Regulations affected by a review that gives cause to an amendment, shall have the date of review and the amended Regulation included in the following Table.

|  |  |  |
| --- | --- | --- |
| **DATE** | **REGULATION NUMBER** | **AMENDMENT** |
| Dec. 2020 | Regulations – (*V.1 Dec. 2020)* | Adoption of New Regulations |
| June 2021 | Regulation 2.1.1 *(Regs. - V.2)* | Amendment to composition of Board |
| Sept. 2021 | Regulation 4.1.4 *(Regs. - V.3)* | Amendment to Membership Categories (*insert Restricted Member*) |
| Sept. 2022 | Regulation 7.1 *(Regs. - V.4)* | Amendment to Appendices (*Club Policies re-affirmed by Board)* |

*Table 1: Amendment of Regulations*

**1.5 IMPLEMENTATION OF REGULATIONS**

Unless indicated otherwise, the Secretary is accountable to the Board for the effective management and implementation of the Regulations.

**1.6 INTERPRETATION OF REGULATIONS**

These Regulations shall be interpreted in a manner consistent with the Club Constitution.

Where there is any inconsistency between these Regulations and the Club Constitution, the Constitution shall take precedence over the applicable Regulation.

Any word or phrase which is defined in the Club Constitution, will assume the same corresponding meaning in these Regulations, unless otherwise set out.

**PART 2: CLUB MANAGEMENT REGULATIONS**

**2.1 BOARD**

The affairs of the Club shall be managed by the Board as constituted under **PART IV - Rule 17** of the Club Constitution of Strathfieldsaye Bowls Club Inc.

2.1.1 Composition of the Board:

The Board shall comprise seven Directors, all being elected at the Annual General Meeting in each year.

The Directors to be elected at each Annual General Meeting shall be;

**Club Executive:** President Vice President

Secretary Treasurer

**Directors (Other):** A total of three Directors

All Directors shall perform their roles as specified by these Regulations, and in accordance with the provisions of the relevant Position Description for each role as applicable.

*(Position Descriptions for all Directors are detailed in Part 7 of these Regulations)*

2.1.2 Responsibilities of Directors:

2.1.2.1 Each Director shall undertake their **duties and responsibilities** with due diligence, and in accordance with the provisions and requirements as specified by their **Position Description.**

* + - 1. Each Director shall assume **reporting responsibilities to the Board** in accordance with the roles specified by the **Club Management Structure.** The Club Management Structure is described in Part 3.3 of these Regulations.
      2. Prior to each Board meeting, it shall be incumbent upon each Director to gather and retrieve the information relative to their reporting responsibility, and provide a report to the Secretary, who shall then prepare a **Director’s Consolidated Report** for presentation to the Board meeting.
      3. For the purpose of making a decision on urgent matters pertaining to the Club that requires an immediate answer, and/or occurs within limited time parameters that make it impractical to convene a Board of Management meeting, the Club Secretary or the Club President is authorised to immediately seek from Board Directors who are able to be contacted, an opinion on the matter at hand, and a decision shall be made based upon the opinions of those Directors who were contacted.

Four Directors are required to agree, one way or the other, on the matter as referred, for a decision to be authorised and actioned as necessary, in accordance with this clause.

* + - 1. Any decision so taken as per 2.1.2.4 shall be referred to the next Board meeting for ratification, or for any other decision on the matter, deemed necessary by the Board.
      2. The Treasurer shall be responsible for reporting on financial matters.
      3. The Secretary shall be responsible for reporting on administrative matters.
      4. Directors are expected to obtain and maintain, a Victorian “Working with Children Check” accreditation.
  1. **ELECTION OF DIRECTORS**

## **Directors**

### All Directors shall be elected each year at the Annual General Meeting, in accordance with the provisions of Rules 17, 18, and 19 of PART IV of the Club Constitution.

* + 1. **Term of Office**

### Subject to rule 19 of the Constitution, Directors shall hold office for a period of one year, taking office from the conclusion of the Annual General Meeting at which they are elected, and shall remain in office until the conclusion of the Annual General Meeting following their election.

### All Directors are eligible for re-election at each Annual General Meeting.

### In the event of a casual vacancy occurring in the office of any Director, the Board may appoint an eligible member of the Club to fill the vacancy, and the member so appointed shall hold office, subject to the Constitution and these Regulations, until the conclusion of the AGM that would normally have completed the term of office of the Director being replaced.

* + 1. **Timetable for the conduct of the AGM**
       1. In March of each year, the Board shall select a location, date and time in May for the conduct of the AGM. Such date to be at least 4 weeks following the end of the Club’s financial year on 30th. April. This will allow adequate time for the financial records of the preceding year to be audited, and for subsequent presentation to the AGM.
       2. At least 6 weeks prior to the date of the AGM, the Secretary shall notify all members of the upcoming AGM, by posting notices on the Club Notice Board, and forwarding the same notices to either the electronic or surface mail addresses of members. The information in the notice will include;
* The Notice convening the AGM, and the business to be transacted
* Nomination Forms for election to Board of Management
* Nomination Forms for appointment to Bowls Management positions
* Nomination Forms for appointment to General Management positions
* A “Members Business Request Form” for specific business as requested by a member, to be included on the agenda of the AGM
  + - 1. Members Business Request Forms are to be returned to the Secretary 30 days before the AGM. *(Club Constitution Rule 13.2 (b))*
      2. A Revised AGM Notice, listing the Order of Business, Board Recommendations (if any), and Members Business (if any) to be posted on the Club Notice Board and forwarded to Members accordingly, at least 21 days before the AGM. *(Club Constitution Rule 13.1)*

* + - 1. Nomination Forms for all management positions are to be returned to the Secretary by 14 days prior to the conduct of the AGM. The Secretary shall compile a list of all nominees, and post the list on the Club Notice Board.
    1. **Procedure for the election for Directors at the AGM:**
       1. At that point in time for the election of Directors during the AGM, the Chairperson shall appoint two members present at the meeting, to act as scrutineers, should the need arise for a ballot to be conducted.
       2. The AGM Chairperson will vacate the Chair, and invite a Life Member to occupy the Chair for the conduct of the elections. If no Life Member be present, then any Member so selected by the AGM Chairperson, shall chair the meeting for the conduct of the elections.
       3. The Chairperson invited to conduct the elections, shall declare all positions vacant, and proceed with the elections. Directors shall be elected in the following order;

Club Executive: 1st. President,

2nd. Vice President,

3rd. Secretary,

4th. Treasurer.

Directors (Other): 5th. Director 1

6th. Director 2

7th. Director 3

* + - 1. The Secretary shall advise the meeting of the election procedures as required, as specified by the number of nominations received for each Director position, as follows;
         1. If **only one nomination** has been received for any of the Director positions as specified in 2.2.4.3 above, then the Chairperson shall declare that nominee as duly elected.

### 2.2.4.4.2 If more than one nomination has been received for any of the Director positions as specified by 2.2.4.3 above, then ballot papers shall be prepared with the names of nominees listed in alphabetical order, and a secret ballot be conducted for the position.

### 2.2.4.4.3 The method for marking a ballot paper shall be by writing numerals in sequential order starting with number 1, alongside nominee of choice, from most preferred to the least preferred. *(Also see 2.2.4.7 below for equal number of votes in a ballot)*

### 2.2.4.4.4 If there are no nominations received for any of the Director positions as specified by 2.2.4.3 above, then those positions will be deemed to be a Casual Vacancy. The Board is authorised to appoint a member to the vacancy in accordance with Rule 17.4 of the Constitution.

* + - 1. Only Affiliated Members and Life Members are entitled to vote in a ballot, and only those members present, shall be issued with ballot papers.
      2. The two appointed scrutineers shall determine the result of any ballot.
      3. If the scrutineers cannot determine the result of a ballot because two or more nominees received the same number of votes, then either a further ballot shall be conducted for the nominees with equal votes, or with the agreement of the nominees, decide by lot which nominee is elected.

*(Examples of deciding by lot includes; the tossing of a coin, drawing straws, or drawing a name from a hat.)*

* + - 1. If the methods as described in 2.2.4.7 cannot produce a result, then the matter shall be referred to the Board for resolution.
      2. The Chairperson conducting the elections, shall announce the result of any ballot to the meeting, and declare the nominee of choice as duly elected.
  1. **APPOINTMENT TO OTHER CLUB MANAGEMENT ROLES**

**2.3.1.** **Procedure for appointment to other Club Management roles**

* + - 1. The filling of these roles shall be by appointment by the Board after the AGM, and be for a term of 12 months.

* + - 1. Any Member desirous of being appointed to a Club Management role is to complete a nomination form as part of the AGM nomination process. All such nominations will be announced at the AGM, and appointments to the various roles will be made by the Board at its first meeting after the AGM.
      2. It is an expectation of the Board that any Member wishing to be appointed to any Club Management role, shall obtain and maintain a “Working with Children Check” accreditation.

**2.3.2 Categories of Club Management roles**

2.3.2.1. Bowls Management roles

Weekend Pennant Selector Midweek Pennant Selector Club Match Committee Club Tournament Committee

Alternate Bowls Committee Club Regional Delegates

Greens Manager

2.3.2.2. General Management roles

Bar Manager Maintenance Coordinator WHS Officer Welfare Officer Club Bookings Co-ordinator Catering Co-ordinator Grants Coordinator Merchandizing Officer Property Officer COVID Marshall

**PART 3: COMMITTEES OF THE CLUB**

* 1. **Purpose and Establishment of Committees**

3.1.1. In accordance with Rule 22 of the Constitution, the Board is authorised to establish such Committees as are deemed appropriate;

* To effectively manage the affairs of the Club, and
* To meet its obligations for achieving suitable outcomes for the Club, as defined by Rule 3 of the Constitution, *Purposes of Association*.

3.1.2. The term for any Committee shall be for a period of 12 months, but can be extended for any further period by the Board, at any time. The Board shall delegate in writing the functions and terms of reference that are considered appropriate for each Committee to perform its role.

*(here-in after in these Regulations, the term “Committee” shall be read as referring to Committees, Sub. Committees, Sections, Work-Groups or any other functional group created by the Board)*

**3.2**. **Duties of Committees**

All Committees must act in accordance with the terms of reference as identified for the Committee, and within the provisions of the Constitution and these Regulations. Each Committee shall conform to any directions or regulations prescribed by the Board and shall report as directed to the Board.

* 1. **Assignment of Committees to Sections within the Club Management Structure**
     1. Each Committee shall be assigned to a Management Section, along with other Committees which have a similar theme as their main focus. The Committees in each Section will communicate with the specified Director, who is responsible for reporting to the Board as required, regarding the status of Committees within each Section of the Club Management Structure.

3.3.2 Each Committee shall also be able to communicate directly with one another, across Sections where necessary, where the scope of duties or tasks associated with their primary roles, may fall within the scope of other Committees.

**3.4 General functions of Committees**

Each Committee is subject to the Constitution, these Regulations, and the Terms of Reference of the Committee, as directed by the Board. Each Committee;

* Must conduct their meetings in the same manner as would the Board according to the procedures as set out in the Constitution and these Regulations, subject to any necessary or incidental amendment, and;
  + - * Must have a majority of the members of the Committee present at a meeting for there to be a required quorum for the transaction of any business;
      * Must, within fourteen days of any meeting, ensure that a copy of the minutes of that meeting and any supporting documentation, is forwarded to the Secretary of the Board;
      * Is not authorised, entitled or empowered to legally bind Strathfieldsaye Bowls Club Inc., or to incur liabilities on behalf of Strathfieldsaye Bowls Club Inc. unless specifically authorised in the Committee’s Terms of Reference.
      * May have as ex-officio Committee members, Board Directors who shall enjoy the same privileges as an appointed Committee Member.
      * Should vacancies occur on any Committee after the Annual General Meeting, due to a resignation or the unavailability of a member, such vacancies shall be filled by the Board nominating a replacement.

**CLUB MANAGEMENT STRUCTURE**

*Figure 1: Club Management Structure*

* *Figure 1 above depicts a “graphical layout” of the Club Management Structure*
* *It displays the various club functions of Committees, Work Groups and individuals, and their allocation to a specific “Management Section”.*

* *A Board Director shall be responsible for reporting upon the activities & performance of each “Management Section” to monthly Board meetings.*

Committees may be established within each “Section of the Club Management Structure”. All Committees within each Section will generally have a similar overarching focus. *(Refer to Figure 2 below)*

|  |  |  |
| --- | --- | --- |
| **Section Name & Committee Name** | **Number on Committee** | **Facilitator of Committees** |
| **BOWLS SECTION** |  |  |
| Weekend Pennant Selection Committee | 5 | Chair elected by Committee |
| Midweek Pennant Selection Committee | 3 | Chair elected by Committee |
| Club Match Committee | 3 | Chair elected by Committee |
| Club Tournaments Committee | 3 | Chair elected by Committee |
| Alternative Bowls Events Committee | 3 | Chair elected by Committee |
| **CLUB DEVELOPMENT SECTION** |  |  |
| Strategic Planning Committee | 5 | President |
| Community Engagement Committee | 5 | Board-appointed Director |
| New Clubrooms Project Committee | 5 | Board-appointed Director |
| **FACILITIES SECTION** |  |  |
| Buildings, Equipment, Services & Assets Committee | As required | Maintenance Coordinator |
| Greens & Surrounds Management Group | As required | Greens Manager |
| Catering Committee | As required | Catering Coordinator |
| Bar Committee | As required | Bar Manager |
| **MEMBERSHIP SECTION** |  |  |
| Recruitment Committee | 3 | Chair elected by Committee |
| Health, Safety & Welfare Committee | 3 | H & S Officer |
| Social Committee | As required | Social Coordinator |
| **ADMINISTRATION SECTION** |  |  |
| Club Administration | As required | Secretary |
| Club Communications | As required | Secretary |
| Mainstream Media & Social Media | 3 | Secretary |
| **FINANCE SECTION** |  |  |
| Finance Committee | 5 | Treasurer |
| Sponsorship, Grants & Fundraising Committee | 3 | Treasurer |

*Figure 2: Allocation of Committees to Sections within the Club Management Structure*

**3.5. BOWLS MANAGEMENT COMMITTEES:**

**3.5.1 Pennant Selection Committees**

3.5.1.1. Both the Weekend and Midweek Pennant Selection Committees shall consist of as many members as are necessary, between the range of 3 to 7, as nominated at the AGM and subsequently appointed by the Board. Both Committees shall appoint a Chairperson. For any vacancy on the Committee, the Board shall appoint a recommended member to fill such vacancy for the remainder of the term.

3.5.1.2. Operating independently, each Committee shall select Affiliated Members to play in Pennant Sides for both the Weekend and Midweek competitions conducted by the Bendigo, Campaspe, Goldfields Bowls Region.

3.5.1.3. Weekend Pennant is an “Open Event” as determined by Victorian Equal Opportunity Legislation, and each Side in that competition, shall be comprised of players selected on their merit, regardless of gender.

3.5.1.4. Midweek Pennant is an “Open Event” as determined by Victorian Equal Opportunity Legislation, and each Side in that competition, shall be comprised of players selected on their merit, regardless of gender.

3.5.1.5. Each Selection Committee shall appoint a Side Manager for each Pennant Side, the responsibilities of which include;

* the preparation and completion of Pennant documentation,
* entering sides on “Bowlslink”,
* the collection of green fees from each team,
* the drawing of rinks,
* determining first mat by tossing a coin,
* appointing an umpire, and
* entering game results on “Bowlslink”.

3.5.1.6. Each Selection Committee shall appoint a “Duty Team” each week, from the Sides that are playing at home. The Team’s duties include preparation of the greens and surrounds, raising the flags up the flagpole, and the placement of game-day equipment as required, including the Umpire’s Box.

3.5.1.7. Each Selection Committee shall maintain a register of games played by individual bowlers within each Division, of both competitions, to determine player eligibility for finals.

3.5.1.8. Each Selection Committee shall meet regularly with playing members seeking feedback, and be generally available for any member who wishes to communicate with them.

**3.5.2 Club Match Committee**

3.5.2.1. A Club Match Committee shall be established consisting of at least 3 members, as nominated at the AGM, and subsequently appointed by the Board. The Committee shall appoint a Chairperson.

3.5.2.2. The Committee shall conduct and manage the annual gender-specific Club Championship events, as well as other annual Open and Handicapped Events for all members who are eligible to enter the events. Annual Club events shall include;

Gender Specific Events:

* Ladies Club Singles Championship (played as 25 up),
* Ladies “B” Grade Singles Championship (played as 25 up),
* Men’s Club Singles Championship (played as 25 up),
* Men’s “B” Grade Singles Championship (played as 25 up),

Handicap Events: (Open to all Members)

* Club 100 Up
* Club 21 Up
* Club 18 Up

Open Events:

* Club Nominated Pairs Championship (played over 18 ends)

*(Bob Rankin Memorial Pairs)*

* Club Drawn Pairs Championship (played over 18 ends)

*(Gary Pennington Memorial Pairs)*

* Club Mixed Pairs Championship (played over 18 ends)

*(Dave Tickner Memorial Pairs)*

3.5.2.3. The Committee shall allot handicaps to all members participating in the handicap events, determine the draw for each event, and identify the timeframe for each event.

3.5.2.4. The Committee shall determine the “Conditions of Play” for each event, place such “Conditions of Play” on the Club Notice Board for the information of members, and ensure that the event is conducted in accordance with Bowls Vic “Rules for Competition”.

3.5.2.5 It shall be the responsibility of participating players to arrange the playing of games. The Committee shall ensure that each round of matches are completed by the advertised date.

**3.5.3 Club Tournament Committee**

3.5.3.1. A Club Tournament Committee shall be established consisting of 3 - 5 members, as nominated at the AGM, and subsequently appointed by the Board. The Committee shall appoint a Chairperson.

3.5.3.2. The Committee shall conduct and manage any Tournaments programmed for the bowling season, including the preparation of the flyers for forwarding to other Clubs, and the Notice Board Entry Sheets.

3.5.3.3. The Committee shall liaise with the Catering Coordinator, the Bar Manager, and the Greens Manager with regard to making preparations for the Tournament, and with the Media Coordinator for publishing of results.

3.5.3.4. The Committee shall liaise with the Treasurer in regards to entry fees, raffles and prize money for the Tournament. For sponsored events, the Committee shall liaise with the Sponsorship Coordinator.

3.5.3.5. The Committee shall be responsible for receiving all entries and entry fees, completing the draw, and preparing the game cards. Umpires will also need to be appointed for the event.

3.5.3.6. The Committee shall be responsible for conducting the event on the day, including the welcome to visitors, recognising event sponsors, announcing winners and conducting the presentation of trophies and/or prize-money.

3.5.3.7 The Committee shall ensure that after the completion of tournaments, the clubrooms and surrounds are cleaned, tidied up and restored to the expected state of readiness for next use.

**3.5.4 Alternate Bowls Events Committee**

3.5.4.1 An Alternate Bowls Events Committee shall be established consisting of 3 - 5 members, as nominated at the AGM, and appointed by the Board. The Committee shall appoint a Chairperson.

3.5.4.2. This Committee shall develop, manage and conduct any alternate formats for games of bowls played at the Club, including Family Barefoot Bowls, Social Bowls, Corporate Bowls, Sets Play, or Schools Programs events, and any other variations of games, where each event has the potential to increase Club membership, and the financial standing of the Club.

3.5.4.3 Beginning with the 2020/2021 season, and until further amended by the Board, Green Fees for any Alternate Bowls event shall be $10.00 per game. The value of cash prizes must be approx. 40% of the total entry fees for the event.

3.5.4.4 This Committee will liaise with other Bowls Committees of the Bowls Section, along with the Greens Manager, the Sponsorship Coordinator, the Treasurer and the Media Coordinator for the conduct of the alternate events.

**3.6. GENERAL MANAGEMENT COMMITTEES:**

**3.6.1 Finance Section**

**3.6.1.1. Finance Committee**

3.6.1.1.1. This Committee shall comprise the Club Executive, the Grants Coordinator and the Sponsorship Coordinator. The Treasurer shall be the Committee Chair.

3.6.1.1.2 The Committee will be responsible for overseeing the Financial Programs and Financial Plans of the Club, including the Annual Budget, and any Business Plans relative to Club projects.

3.6.1.1.3 This Committee shall also be responsible for the security and management of all the finances of the Club, under the direction of the Treasurer. The Committee shall meet as required, and make recommendations to the Board as applicable, with regard to any financial opportunities and marketing options for the Club, aligned to outcomes in the Strategic Plan.

**3.6.1.2 Sponsorship, Grants & Fundraising Committee**

3.6.1.2.1. This Committee shall consist of 3 members, including the Sponsorship Coordinator and the Grants Coordinator and one other member, all of whom shall be appointed by the Board following the AGM. The Treasurer shall be the Committee Chair.

3.6.1.2.2 This Committee shall be responsible for securing sources of revenue for the Club through sponsorships, grants and any other external revenue options. The Committee shall meet as required, and make recommendations to the Finance Committee as applicable.

3.6.1.2.3. This Committee shall conduct research and make enquiries as applicable, to identify the sourcing of revenue through sponsorship and grant opportunities, and marketing options for the Club, in line with the outcomes identified in the Club Strategic Plan.

3.6.1.2.4. The Committee shall liaise with the Community Engagement Committee and the Club Secretary to actively market, promote and publicise the activities and achievements of the Club through local media outlets, and Club social media platforms, for the purpose of identifying and securing other revenue options.

**3.6.2 Club Development Section**

**3.6.2.1 New Clubrooms Project Committee**

3.6.2.1.1 This Committee shall be responsible for investigating any and all options for acquiring new Clubrooms. They shall make regular reports to the Board on the status of their research, and propose any recommendations regarding further progress of this area of Club development.

3.6.2.1.2 This Committee shall be responsible for appointing a Chairperson from within their group.

**3.6.2.2 Strategic Planning Committee**

3.6.2.2.1. This Committee shall comprise the Club Executive, and other Directors or Members determined by the Board. The President shall be Committee Chair.

3.6.2.2.2 The primary purpose and function of this Committee is to;

* continually review the strategic direction of the Club against the identified goals and outcomes contained within the Club Strategic Plan, and

* determine the best options for any future developments of the Club, and
* be responsible for overseeing the development and management of any Club project, developmental programs, building projects, and financial plans relative to the acquisition of assets and other materials for such future developments.

To assist with this task, the Committee shall;

* create, review and maintain the Club’s Strategic Plan, and establish estimates for items considered suitable as development projects,
* be aware of, and conduct research into any new developments that have an application to Bowls Clubs, being currently marketed and available,
* identify any sources of revenue that may be available for future developments. Such sources could include, but be not limited to, Government or Private Grant schemes, Sponsorships, Debentures or any other financial opportunities deemed suitable for investment in the Club,

* ensure the Club maintains compliance with local government community plans and standards, and any relevant legislation,

* seek to be actively involved with any planning, research or development proposed by other entities for the purpose of developing the sport of Bowls in the area, and
* make recommendations to the Board as applicable.

**3.6.2.3 Community Engagement Committee:**

This Committee shall develop and manage programs designed for the following purposes;

3.6.2.3.1 Marketing, Media & Recruitment:

* creation and management of a “**Marketing Strategy**” to be used for the promotion of the Club on a regular basis, aimed at community organisations, private or corporate entities, and similar or other sporting codes as applicable,
* creation and management of a “**Media Strategy**” in accordance with Club Policies, for public reporting upon Club activities and achievements, or other relevant matters, through social media platforms, and mainstream or local media, including print and electronic media.
* creation and management of “**Membership Recruitment**” programs to be used for offering suitable membership opportunities for the purpose of increasing membership within the Club, and the promotion of the sport of lawn bowls. Such recruitment programs shall include opportunities for any local CALD communities (Culturally and Linguistically Diverse).
  + - * 1. School Programs
* creation and management of a “Schools Program” designed to introduce children to the sport of lawn bowls.
* the program to provide where possible, a separate competition for both Primary School students and Secondary School students.
* all competitions to be designed in accordance with any recommendations of Bowls Victoria, and the administration of the school(s) involved.
* all Bowls Club members involved in the delivery of school competition(s) mustpossess a Victorian “Working With Children Check” accreditation.
  + - * 1. Promotion and Use of Clubrooms as a community venue
* the Bowls Club shall be promoted within Strathfieldsaye and Greater Bendigo, as a venue that is suitable and available for use by community organisations, private groups or families for the conduct of their functions.
* such promotions are to be in accordance with the “Marketing Strategy” as developed and managed by this Committee.
* all bookings for use of the Club facilities shall be made via the Club Bookings Coordinator. Private functions may include the use of the bowling greens and bowls equipment, as well as the clubrooms.
* all private functions must abide by the provisions of the Club Liquor Licence whilst on the Club property, and a Club member shall be rostered as the Club Duty Officer, and be present during the conduct of all private functions.

**3.6.3. Facilities Section**

**3.6.3.1. Buildings - Equipment - Surrounds - Services Committee**

3.6.3.1.1. This Committee shall consist of 5 members, including the Maintenance Coordinator and four other members, all of whom shall be appointed by the Board. The Maintenance Coordinator is the Committee Chair.

3.6.3.1.2. This Committee shall be responsible for the operational management of all Club assets that fall within the general categories of Buildings, Equipment, Surrounds and Utility Services. It shall ensure that maintenance programs are completed, so that effective outcomes are achieved for all of the assets.

3.6.3.1.3 The Maintenance Coordinator shall coordinate the Weekly Work Group, which undertakes tasks associated with the upkeep of the Club, such as mowing surrounds, gardening, affecting minor repairs to buildings and equipment, and general cleaning duties.

3.6.3.1.4. This Committee shall regularly review the inventory of all equipment for which they are responsible. If there are any discrepancies, this information is to be passed on to the Property Officer for updating of the asset register.

3.6.3.1.5 Where specialized tradespeople are required to make repairs to Club assets where the cost of the repairs will be in excess of $500, the Maintenance Coordinator shall seek approval from the Board for the repair, before engaging a contractor/tradesperson.

3.6.3.1.6 The scope of authority for the Maintenance Coordinator shall also include the engagement of cleaning personnel for the Clubrooms and associated assets.

**3.6.3.2 Greens Management Group**

3.6.3.2.1. This Group shall be responsible for the maintenance of the bowling greens in accordance with the “greens maintenance plan” as developed by the Greens Manager and the Green Keeper. The Group shall consist of the Greens Manager and other Members of the Club, who shall all be appointed to the Group by the Board following the AGM. The Group shall be facilitated by the Greens Manager and meet as required.

3.6.3.2.2. The Greens Manager shall liaise with the contracted Greenkeeper regarding the maintenance of all green keeping machinery.

3.6.3.2.3. The Greens Manager shall prepare and maintain a roster of Members who are willing to assist with the rolling of the greens, marking of lines, raking of ditches, and any other duties associated with the maintenance of the greens.

3.6.3.2.4 This Group shall regularly review the inventory of all equipment for which they are responsible. If there are any discrepancies this information is to be passed on to the Property Officer for updating of the asset register.

**3.6.3.3 Bar Committee**

3.6.3.3.1 This Committee shall consist of at least 3 members, including the Bar Manager and other members, all of whom shall be appointed by the Board following the AGM. The Bar Manager is the Committee Chair.

3.6.3.3.2 The Committee shall assist the Bar Manager as and when required, in the practical management of Bar operations, including assistance with stock purchases, Bar staff rosters, and the security of monies held by the Bar.

3.6.3.3.3 It is the expectation of the Board that the Bar Manager, Committee Members and all members desirous of serving behind the Bar, shall obtain and maintain a “Responsible Service of Alcohol” qualification, in order for the Club to satisfy the minimum requirements for maintaining its status within the Good Sports Club accreditation program. The Club will reimburse any costs to the Member associated with gaining this qualification.

3.6.3.3.4 The Committee shall conduct a stock-take each month, review Drinks prices from time to time, and make recommendations to the Board accordingly.

3.6.3.3.5 The Bar Manager shall liaise with the Treasurer as required.

3.6.3.3.6 The Committee shall provide assistance to keep the Bar and Kitchenette area in a clean and tidy state at all times.

3.6.3.3.7 The Bar Manager, Bar Committee, and members serving behind the Bar are to be familiar with the provisions of the Club’s Liquor Licence and Minor Gaming Permit, as issued by the VCGLR (*Victorian Commission for Gaming and Liquor Regulation).* Details of the licences are as follows;

* The Club has a “Restricted Club Liquor Licence” allowing the sale and consumption of alcohol on the premises between the hours of 11:00 am and 11:00 pm only. The licence does not allow for the sale of packaged alcohol to be taken away from the licenced premises.
* The Directors of the Board are the Licensee, and they have a responsibility to ensure that the Regulations are being adhered to.

* For any breaches of the Liquor Licence or Gaming Permit provisions, the Club, the Directors and any bar-serving personnel involved in the breach, will be liable under the Act.

3.6.3.3.8 The Bar Manager is to ensure that VCGLR signage relative to breaches of the Liquor Licence, are on full display at the Bar.

3.6.3.3.9 There shall also be kept at the Bar, a register of members who possess a Responsible Service of Alcohol (RSA) qualification.

3.6.3.3.10 An Incident Register shall be located at the Bar for recording of any incidents associated with any person on the Club premises, and alcohol matters.

**3.6.3.4 Catering Committee**

3.6.3.4.1. This Committee shall consist of as many members as are required, under the leadership of the Catering Coordinator, who shall be the Committee Chair.

3.6.3.4.2 This Committee shall be responsible for any Catering requirements involving the Club, and shall liaise with other Club Committees as necessary for the provision of refreshments and sustenance at Club functions or events, deemed as necessary for the level of the activity or event. The Committee shall meet as required and make recommendations to the Membership Section Director as necessary.

3.6.3.4.3. The regular activities requiring provision of catering by this Committee can include Pennant Bowls competitions, Sponsored Bowls Tournaments, Club Social events, and approved private functions being held at the Club Rooms. Other members of the Club may be sought to assist with catering duties if and when the occasion demands.

**3.6.4. Membership Section**

**3.6.4.1 Social Committee**

3.6.4.1.1. This Committee shall consist of as many members as are required, under the leadership of the Social Coordinator, who shall be the Committee Chair.

3.6.4.1.2 This Committee shall be responsible for the organising and management of Club social functions, designed to foster goodwill amongst the Members. The Social Coordinator shall liaise with the Treasurer in regards to a suitable budget for each of the social functions so arranged. All funds raised by each social function shall be collected by the Treasurer.

3.6.4.1.3 The Committee shall meet as required, and make recommendations as necessary, to the Director responsible for reporting to the Board on Membership Social activities.

**3.6.4.2. Health & Safety Committee**

3.6.4.2.1 This Committee shall consist of 3 members, including the WH & S Officer, the Welfare Officer and one other member, all of whom shall be appointed by the Board following the AGM. The WH & S Officer shall be the Committee Chair.

3.6.4.2.2 This Committee shall have a dual responsibility. Firstly, by ensuring that the Club complies with all of the relevant WH & S legislative requirements, and secondly, by being vigilant towards the health and welfare of all Members. The Committee shall make recommendations to the Membership Section Director regarding any WH & S matters, and/or welfare issues of Members.

**3.6.5 Administration Section**

3.6.5.1 This Section shall comprise the Club Secretary, the Website Coordinator, the Media Coordinator and the Social Media Coordinator, and any other members as appointed by the Board. It shall be managed by the Secretary.

3.6.5.2 The Secretary, as the Club Communications Officer shall manage and control all communications between the Club and other parties, including but not limited to, Members of the Club, Bowls Controlling bodies, local Council, relevant statutory authorities, commercial enterprises and individual persons.

3.6.5.3 The Secretary shall be responsible for the compliance and management of the administrative requirements of the Club in accordance with relevant legislation, the Club Constitution and Regulations, and any other Club Policies and Codes.

3.6.5.4 This Section shall be responsible for the management and control of the Club Website and Social Media platforms of the Club, as administered by the Social Media Coordinator, in accordance with Club Policies.

3.6.5.5 The Secretary as the Section Director shall liaise with the Board of Management and all Club Committees as necessary, providing guidance and advice as required, receiving feedback, and ensuring the completion of directions and instructions of the Board.

3.6.5.6 The Secretary is identified and authorised by the Dept. of Justice (Vic) to be the Public Officer of the Club, and shall undertake that role in accordance with the provisions of the *Associations Incorporation Reform Act 2012.*

**PART 4: MEMBERSHIP REGULATIONS**

## **Categories of Membership**

### Membership of the Club is available according to different membership categories, with each category providing differing rights, benefits and privileges for the Member. The categories of membership shall be as determined by the Board from time to time, and as specified in these Club Regulations. Current membership categories are as follows;

* + 1. Affiliated Member

An Affiliated Member is entitled to enjoy all the privileges of the Club, is registered with Bowls Vic as an affiliated bowler, and as such, has the right to compete in any approved bowls event. An Affiliated Member also has the right to be present, debate and vote at any General Meeting of the Club.

4.1.2 Life Member

An affiliated member of the Club who has been elected as a Life Member by a majority of Members at any General Meeting. A Life Member is entitled to enjoy all the privileges of the Club, including the right to be present, debate and vote at any General Meeting of the Club. A Life Member is not required to pay an annual subscription fee.

* + 1. Social Member

A Social Member is entitled to enjoy all the privileges of the Club, except the right to debate and vote at any General Meeting of the Club. They have the right to practice bowls on the Club’s greens at any time, provided that other Members have priority use.

4.1.4 Restricted Member

A Restricted Member is entitled to enjoy all the privileges of the Club, is registered with Bowls Vic as an affiliated bowler, and as such, has the right to compete in any approved bowls event, except Pennant Bowls, or Bowls Vic State Events. A Restricted Member also has the right to be present, debate and vote at any General Meeting of the Club.

* + 1. Junior Member

A Junior Member is an affiliated member who is under the age of 18 years, is registered with Bowls Vic as an affiliated bowler, and as such, has the right to compete in any approved bowls event, but does not have the right to debate and vote at General Meetings of the Club, and whilst on Club premises, must abide by the provisions and conditions of the Liquor Licence as issued to the Club.

* + 1. Honorary Member

#### 4.1.6.1 An affiliated member of another Bowls Club who is present at Strathfieldsaye Bowls Club for the purpose of playing in a bowls event, such as Pennant or a Tournament. They shall be Honorary Members for the duration of the day on which the bowls event is programmed for play, or

#### 4.1.6.2 A non-affiliated member of Strathfieldsaye Bowls Club who is providing, or has provided, valuable service to the Club, and has been appointed as an Honorary Member by the Board of Management in recognition of that service. An appointed Honorary Member is entitled to enjoy all the privileges of the Club, but not the right to debate or vote at any General meeting of the Club. An Honorary Member does not pay an annual subscription fee.

### Temporary Members

### 

### Persons who are not affiliated with any Bowls Club, but are present at the Club for the purpose of playing bowls, or engaging in any function as approved by the Board. They shall be Temporary Members for the duration of the Board-approved event only. They shall be entitled to enjoy all the privileges of the Club, but not the right to attend, debate and vote at General meetings.

Example: Local community family members who are participating in a “Barefoot Bowls” event or a “Come and Try Day” event.

## **Application for Membership**

### 4.2.1 To be eligible for membership, the applicant must be a natural person and satisfy criteria set by the Board from time to time. To be a member affiliated with Bowls Vic, applicants must also satisfy and maintain any criteria set by Bowls Victoria from time to time for “Affiliated Members” (or equivalent) under its constitution.

### 4.2.2 Subject to these Regulations and Club Policies, or any other criteria set by the Board from time to time, the process to become a member of the Club is as follows;

### 4.2.2.1 The applicant shall complete all details on the Application for Membership Form. The Forms are obtainable from the Club or from the Club Website. For the application to be valid, the form must be completed in full, signed and then lodged at the Club for processing by the Board. Payment of relevant membership fees is not required at this stage. Incomplete applications will not be accepted by the Board.

### *(Refer to the Appendices section of these Regulations to view a current copy of the Membership Application Form)*

### The Board may, in its discretion, determine whether to approve or decline any application for membership. If the applicant satisfies the criteria for membership of the Club, the Board can approve the application for membership, including the payment of the appropriate fees.

### If the Board does not approve an application for membership, it shall, as soon as practicable, notify the applicant in writing that their application for membership is not approved. The Board is not required to give reasons for its decision.

### 4.2.2.4 Only after the Board has approved the application, shall the applicant be deemed to be a Member of the Club, subject always to the Club Constitution, these Regulations and Club Policies and Codes.

4.2.2.5 A Welcome Letter shall be forwarded to all new Members, along with an invoice for payment of relevant membership fees, unless the fees had already been paid at the time of lodging the application.

## **Life Membership of the Club**

### Nominations for Life Membership are to be lodged in writing with the Board or its nominee by any member or members. The nomination must be prepared in accordance with the format as set out in these Club Regulations and any relevant Club Policy.

### The Board will consider the nomination and may recommend to the Annual General Meeting or any Special General Meeting, that the nominated member, or any natural person who has rendered distinguished service to the Club, be appointed as a Life Member.

### A resolution of the General Meeting to confer Life Membership on the recommendation of the Board shall be a Special Resolution, and have received the votes of at least 75% of the members present and voting for it to be passed.

### A person must accept or reject the Club’s resolution to confer Life Membership in writing. Upon written acceptance, the person’s details shall be either entered, or amended in the Membership Register, and from the time of entry in the Register, the person shall be a Life Member of the Club, but remain subject to this Constitution.

### A Life Member shall not be relieved of any financial obligation to the Club, other than the annual subscription.

## **Renewal of membership**

### All members will be deemed to have renewed their membership by the payment of their annual subscriptions each year, in accordance with the procedures set out in these Regulations, as determined by the Board from time to time.

* + 1. Annual subscriptions are due and payable on the 1st. July each year. The Club expects members to pay their subs. within a three month period before 1st. October that same year.
    2. After 1st.October, if payment has not been received, then the member will be deemed to have resigned, membership will cease, and the member’s details will be removed from the Membership Register. The member shall be advised of their de-listing, with the Club forwarding such advice to the last known address of the member, either by electronic mail or surface mail.

4.4.4 Members who have been de-listed will be encouraged to re-join the Club. If the former member wishes to re-join the Club, then a new Membership Application will need to be lodged with the Club for renewal of membership.

4.4.5 All communication from the Club to the de-listed member pertaining to any general information for Members, will cease on 31st December following the de-listing.

4.4.6 Any affiliated member de-listed as per 4.4.3 above can no longer claim to be a member of this Club, and in accordance with Bowls Australia policy, is not permitted to play competition bowls anywhere in Australia.

4.4.7 Concurrent Financial Periods of the Club *(refer to Figure 3 below):*

Orange Section: Club’s Financial Year

Blue Section: Membership Year (when Ann. Subs. have been paid)

Green Section: Date of de-listing (when Ann. Subs. have not been paid)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1st. May |  |  |  |  |  |  |  |  |  |  | 30th. April |  |  |
|  |  | 1st. July |  |  |  |  |  |  |  |  |  |  | 30th. June |
|  |  |  |  |  | 1st. October |  |  |  |  |  |  |  |  |

*Figure 3: Financial Periods of the Club*

* 1. **Effect of Membership**

### Members acknowledge and agree that:

#### The Club Constitution constitutes a contract between each of them and the Club, and that they are bound by it and these Regulations;

#### They shall comply with and observe the provisions and requirements of the Constitution and these Regulations;

#### By submitting to the Constitution and these Regulations, they are subject to the jurisdiction of the Club;

#### The Constitution and these Regulations are necessary and reasonable for promoting the purposes of the Club; and

#### They are entitled to all benefits, advantages, privileges and services of their membership as determined by the Board.

### Members may, by virtue of their membership, and subject to the Constitution and these Regulations;

#### Express their views and opinions in any meeting in respect of which they are entitled to participate in accordance with their membership status;

#### Make proposals or submissions to the Board;

#### Engage and participate in any activity which is approved, sponsored or recognised by the Club; and

### A right or privilege of a Member by reason of their membership of the Club:

#### Is not transferrable to another person; and

#### Terminates upon the cessation of membership

### Any financial obligation of monies still owed to the Club by the Member, does not terminate upon cessation of membership, except for where a member’s death is the reason for the cessation of membership.

* 1. **Annual Subscriptions and Fees**

### Annual subscriptions, and any other fees payable by Members, and the benefits which apply from such Membership, shall be as determined by the Board, and the Board shall provide advice, and an opportunity for Members to respond to, any proposed changes to subscriptions and fees, before implementation of the changes.

### Procedures and due dates for payment of subscriptions and fees shall be determined by the Board, and be as specified in these Regulations at clause 4.4 “Renewal of Membership”.

### The Board is empowered to prevent any Member whose Annual Subscription or any other fees are in arrears, from exercising the whole or any of the rights or privileges of membership of the Club, including the right to vote at General Meetings.

4.6.4 The Board will not approve a clearance application from an affiliated member of the Club for transfer to another Club, if that member has any outstanding financial obligation to the Club. Once payment is made, the clearance will be approved.

4.6.5 When a new member transfers in from another club, Bowls Vic will issue an invoice against the Club as a transfer fee. As from the 2020/2011 season, the fee is $20.00. The transfer fee will be borne by the Club, and not by the incoming member.

## **Club to maintain a Register of Members**

The Club shall maintain a Register of Members containing the following details:

### full name and address of the Member

### category of membership of the Member;

### contact details of the Member, including telephonic and electronic

### birth date and gender

### date of becoming a Member, and if applicable, date of cessation of membership.

* 1. **Dress Code**

The dress standard expected of members whilst on the Club property, includes the following;

* + 1. For approved, competitive bowls events, including Pennant and Tournaments, bowlers shall be attired in the official Club Bowls Uniform. All official uniform apparel including sundry items such as hats, jackets etc. must have the Bowls Australia merchandising logo attached, according to the Bowls Australia Policy.
    2. At times other than 4.8.1 above, smart casual dress is expected to be worn, except for members involved in working activities at the Club, or members calling in to the Club on their way home from work, then work wear is acceptable.
    3. Only Bowls Australia approved footwear may be worn when on the greens. The only exception is for Barefoot Bowls events, when bare feet are permissible.

## **Resignation of Members**

Any Member who has paid all monies due and payable to the Club may resign from the Club by submitting a resignation in writing to the Secretary.

## **Forfeiture of Membership Rights**

A Member who ceases to be a Member for whatever reason, shall forfeit all right in, and claim upon, the Club and its property.

* 1. **Diverse Membership**

The Club seeks to be an integral part of the Strathfieldsaye community, and as such, welcomes membership applications from members of diverse groups within the community.

* 1. **Club Policies**

4.12.1 Club Policies shall be established and maintained by the Board from time to time, all of which will individually detail certain standards pertaining to societal expectation s and Club Procedures.

4.12.2 It is expected that all members and persons who are on the Club property, shall comply with the standards and provisions of all Club Policies at all times.

*(Please refer to the Appendices Section at the rear of these Regulations to view a copy of all current Club Policies)*

4.12.2 For any incident which appears to involve a non-compliance of any Policy, the matter shall be referred to the Board for investigation and resolution.

* 1. **Borrowing of Club Equipment**

The Club encourages Members and Visitors alike to use Club equipment such as bowls, bowling arms and lifters whilst they are at the Club, to determine the suitability of the equipment for the person concerned.

It is permissible for bowls equipment to be borrowed under the following conditions;

4.13.1 Affiliated Members may borrow one set of bowls at a time, free of charge, and take them away from the Club for their own personal use, for a period of not more than one month. Bowling arms and lifters may be borrowed under the same conditions.

4.13.2 All equipment borrowed must be signed out, by making an entry in the Equipment Register which is located in the Bowls Shed, and then signed back in when the equipment is returned.

4.13.3 Social Bowling Members and Visitors may use the equipment whilst they are at the Club, but are not permitted to take the equipment away from the Club.

**4.14 Attainment of qualifications by Affiliated Members as a Bowls Official:**

The Board believes that all affiliated Members should pursue broader roles in the sport of lawn bowls, and encourages them to seek a Bowls Australia qualification as a Bowls Official, in accordance with the agreements reached between Bowls Australia and the National Officiating Advisory Group (NOAG), and utilizing the training and assessment programs as are provided by the Bendigo, Campaspe, Goldfields Bowls Region.

4.14.1 Umpires, Markers and Measurers:

Any Member wishing to obtain a National Official qualification as either an Umpire, Marker or Measurer shall firstly make application to the Board for assessment as to their suitability for any of these roles, and then secondly, seek approval to undertake the training course.

All costs will be borne by the Club following successful completion of the course.

4.14.2 Club Coaching Panel:

The Club encourages experienced skilful bowlers to become a Club Bowls Coach. Members interested in this role should firstly discuss the matter with the Club’s senior coach, for assessment of their suitability for the role, and if deemed suitable, then make application to the Board seeking approval to undertake the training course.

All costs will be borne by the Club following successful completion of the course.

**PART 5: FINANCIAL REGULATIONS**

* 1. **Financial Year**
     1. The Club’s financial year shall be from 1st. May until the 30th. April each year. The Treasurer is responsible for the financial management of the Club, and shall;
        1. prepare an operational budget and a capital budget each year, for final approval by the Board,
        2. report upon the financial affairs of the Club to each monthly meeting of the Board, and
        3. prepare an Annual Financial Statement and Report for presentation to the Members at each Annual General Meeting.

**5.2 Purchasing Policy**

The Board authorises the following Regulations to be applied as the Purchasing Policy, for the expenditure of Club funds;

* + 1. The Club will purchase goods and services locally whenever possible, and preferably from Club Sponsors. If goods and services are not available and/or are not competitive in cost or quality from local retailers, then purchases may be made non-locally.
    2. The Club shall maintain credit card accounts with its bankers, to use for the purchase of minor or sundry items in accordance with this Purchasing Policy. Each credit card shall have a limit as specified by the Board, with the cards being in the possession of the Bar Manager and the Treasurer, both of whom are authorised to use the card for purchases in accordance with **Club Financial Delegations**. *(Refer to Figure 4 below)* The Treasurer shall monitor the use and activity of all credit cards.
    3. Purchases of capital items and/or expenditures for the Greens, Clubrooms or other projects exceeding $1000 in value, must be approved by the Board. Where such purchases or expenditures are estimated to exceed $1000 in value, a minimum of two (2) quotes are required to be obtained, for final approval by the Board.
    4. To prevent Club operations from being adversely affected, certain Club Officers may approve capital purchases to repair or replace Club equipment to a maximum of $1000.

*(Refer to Figure 4 below)*

All such purchases are to be confirmed at the next Board meeting following the purchase.

* 1. **Financial Delegations**

|  |  |  |  |
| --- | --- | --- | --- |
| **COMMITTEE/WORK GROUP** | **ITEMS** | **MAX. PURCHASE AMOUNT** | **DELEGATED PURCHASER OF GOODS** |
| Bowls Tournament Committee | Advertising, Raffles | $200 | Committee Chair |
| Bowls Match Committee | Club Trophies | $200 | Committee Chair |
| Alternate Bowls Committee | Event needs (food-refreshments) | $200 | Committee Chair |
| Finance Committee | 1. Items as required 2. Promo’s, Projects | 1. <$1000 2. >$1000 | 1. < Treasurer 2. > Board |
| Bar Operations Committee | Stock purchases | 1. <$1000 2. >$1000 | 1. < Bar Manager 2. > Board |
| Catering Committee | Catering purchases | $200 | Catering Co-ord. |
| Social Committee | Items as required | $200 | Social Co-ord. |
| Community Engagement Committee | Publicity & on-costs | $200 | Committee Chair |
| Health, Safety & Welfare Committee | Items as required | $200 | Safety Co-ord. or Welfare Co-ord. |
| Buildings, Equipment, Surrounds & Utility Services Work Group | Maintenance requirements | 1. <$1000 2. >$1000 | 1. < Maint. Co-ord. 2. > Board |
| Greens Management Work Group | Consumables | $500 | Greens Manager |
| Strategic Planning Committee | Items as required | $500 | Club Executive |
| New Clubrooms Committee | Items as required | $500 | Club Executive |
| Secretariat | Documentation, I.T.,  Stationery, Media, consumables | 1. <$1000 2. >$1000 | 1. < Secretary 2. > Board |

*Figure 4: Financial Delegations*

* + 1. Any Director acting alone has no power or financial authority unless;

* + - 1. The Board has delegated a specific task, function or responsibility with an identified financial limitation to that Director, or

* + - 1. The Director as a Member of a Committee, is acting within the scope of the delegated authority of that Committee. *(Refer to Figure 4 above)*
    1. Financial delegations may be required to be exercised within both budgets, providing monies are available and/or financing arrangements as approved by the Board are in place. The Board may review these budgets as required.
    2. For routine financial transactions, reference should always be made to *Figure 4* *– Financial Delegations* which displays the financial delegations relative to the Club’s Purchasing Policy. (*Refer to section 5.2 for details of the Policy).*

**5.4 Financial Reporting**

5.4.1 Club Treasurer

The Treasurer shall prepare and present a financial statement to each monthly meeting of the Board, for consideration of financial management decisions deemed necessary, in accordance with the provisions of the Club Constitution.

The Treasurer shall, in accordance with the provisions of the *Associations* *Incorporation Reform Act 2012*, prepare and present to each Annual General Meeting, an Annual Financial Report, and a Profit and Loss Statement.

5.4.2. Public Officer

As an Incorporated Association in accordance with the provisions of the *Associations Incorporation Reform Act 2012*, the Club is required to submit a financial report each year to Consumer Affairs Victoria.

The Secretary is the Public Officer of the Club, as determined by the same legislation, and on behalf of the Club, is required to lodge the Club’s Annual Statement each year with Consumer Affairs Victoria.

**PART 6: CLUB SUPPORT ROLES**

Members desirous of being appointed to a Club Support role, as determined by the Board from time to time, shall submit a nomination in accordance with AGM nomination processes for presentation to the AGM, and subsequent appointment by the Board following the AGM.

Should there be no nomination for any role, the Board shall seek and appoint any member to the vacant role, at any time, with their approval.

All appointments to the various roles are for a period of 12 months only, and incumbents are eligible to nominate for re-appointment each year.

Current Club Support roles are as follows;

6.1 Welfare Officer

The Welfare Officer shall maintain an awareness with regard to the health and wellbeing of all members, and if any member is ailing, or is in a period of needing sympathy or comfort, the Welfare Officer shall, on behalf of the Club, forward such condolences or well-wishes, as the case may be, to the member concerned.

6.2 Club Bookings Coordinator

The Club Bookings Coordinator is responsible for receiving and coordinating requests from organizations, community groups, families or individuals who are not members of the Club, for the purpose of using the Club and its facilities, including the bowling greens, for a private function.

The Coordinator shall liaise with the Greens Manager and the Bar Manager to ensure that facilities, and supervising members, are available for use on the date/ s requested, and if so, approval may be given for the conduct of the private function.

*(For details regarding the hiring and use of the Club and its facilities, please refer to the Appendices section of these Regulations).*

6.3 Health & Safety Officer

The Health & Safety Officer shall be responsible for ensuring to the best of their ability, that a safe and healthy environment exists for all persons who are present at any time at the Bowls Club.

The H & S Officer shall at all times, either through their own awareness, or by second party reporting, maintain an awareness of any situations or conditions that may pose a threat to the health and safety of any persons at the Club, where such conditions or situations may inadvertently arise or become apparent, and cause a change to the safety aspect of the Club environment.

The H & S Officer shall make a timely report to the Board, of any accidents, incidents situations, conditions or near misses that occur at the Club, and implement immediate actions that are necessary for overcoming any unsafe situation, by using current WHS “Hierarchy of Control” processes.

*For details regarding the duties and tasks of the H & S Officer, please refer to the Appendices section of these Regulations.*

6.4 Grants Coordinator

The Grants Coordinator is responsible for administering any grant funding for the Club. The duties of the Coordinator involve;

* being alert to, and seeking the availability of, any grants for which the Club satisfies the eligibility criteria,
* reporting to the Board of any such a grant, and seeking permission to apply for the said grant,
* preparing the grant application, and submitting it on behalf of the Club,
* undertaking specific grant tasks as directed by the Board

The Grants Coordinator is to be kept informed at all times, of any material items or programs for which a grant may be available.

6.5 Merchandising Officer

The Merchandising Officer is responsible for the safe storage, inventory maintenance and issuing Club merchandise to purchasers. This includes Club Uniform items, supplementary bowls equipment, and other minor materials.

This Officer shall report regularly to the Treasurer on the status of all merchandise stock totals, and any sales made.

6.6 Greens Manager

The Greens Manager is responsible for the Club’s Greens, defined as that area bounded by the green’s banks, and includes the ditches. Responsibilities include the preparation and general maintenance of the greens, as well as ensuring that the greens are in a condition suitable for the playing of bowls.

To achieve this, The Greens Manager shall;

* seek the advice of, and cooperate with, the Club’s contracted Green Keeper,
* coordinate as many members as are deemed necessary to assist with the preparation of greens for play,
* determine whether any Green, or any particular rink of any Green, is not suitable for play, and close the green or rink as applicable,
* respond to any impact upon the greens because of inclement weather, such as flooding by deeming either closure of the green, or continuance of play,
* be responsible for the effectiveness of all greens maintenance equipment.

The Greens Manager has individual authority to make a final decision in regards to whether any green or rink is available for the playing of bowls.

6.7 Property Officer

The Property Officer is responsible for compiling and maintaining an inventory of all equipment and other assets owned by the Club. This shall include all equipment and appliances within the various sections of the Club, such as the Clubrooms, the Bar, the kitchen area, storerooms, bowls equipment shed, and workshop.

In particular, the inventory shall contain details of purchases and applicable warranties for all such assets. The removal of any asset from the Club property by any member shall be in accordance with current Club Policy, with the removal and return of any such items, being recorded in the applicable Register.

The Property Officer shall report as and when required to the Secretary, for all matters involving Club assets.

6.8 Catering Coordinator

The Catering Coordinator shall be responsible for determining the catering needs of any Club event or function. This shall include the preferred type of catering, estimation of quantities, procurement of the identified food and refreshments, plus the serving methods deemed suitable for the particular function.

Prior to any function, the Coordinator is responsible for all equipment preparations, venue bookings, availability of members to assist, and the delivery of the catering.

6.9 Bar Manager

The Bar Manager is responsible for the overall operation of the Bar. The Manager’s duties include purchase and management of bar stock, rostering of bar personnel , security of cash and the EFTPOS facility, general cleanliness of the Bar and kitchen area, the display of required VCGLR signage, and ensuring alcohol is being served in a responsible manner by Bar personnel, in accordance with current legislation.

**PART 7: APPENDICES**

**7.1** **CLUB POLICIES**

**7.1.1**  **Code of Conduct**

(Re-affirmed by the Board of Management on 27.09.22)

**7.1.1.1 Purpose:**

The purpose of the Code is to establish and maintain a high standard of behaviour by any and all persons when on Club property, with such required behaviour to be as defined by this Code, and read in conjunction with the behavioural standards of the Victorian State Government (e.g. the Government Fair Play Code) and related Sporting organizations (e.g. Bowls Australia, Bowls Victoria, BCG Bowls Region).

**7.1.1.2 Scope:**

This Code applies to all Club members, and any other person or persons, whenever they are within the confines of the Strathfieldsaye Bowls Club Inc. property.

**7.1.1.3 Application:**

Everyone is expected to conduct themselves in the best interests of the Club and Members, at all times. The Code of Conduct is not designed to suppress enjoyment of, passion for, or commitment to the Club, but rather is designed to ensure that Club participants understand that there is a definitive line which provides division between passion and enjoyment of the Club, and, any offensive behaviour.

In particular, the following behaviours **will not be tolerated**;

**Acting in an abusive, threatening or intimidating manner towards any person:**

There is no place for violence in our Club. Abuse of another person who is present at our Club, whether it be verbal or physical abuse, is not acceptable and will not be tolerated.

**The use of obscene, offensive, abusive, threatening or intimidating language towards any person:**

The Club does not tolerate foul language, nor does it condone abusive language being directed towards another person who is present at the Club.

**Racial Vilification:**

The Club does not tolerate any comments that are of a racial nature, directed towards another person who is present at our Club.

**Sexual Vilification:**

The Club will not accept at any time, any gender based vilification. We are a family friendly Club, and encourage Members to bring along their family and friends.

Sexual slurs and innuendo are not part of the culture of the Club, and will not be tolerated.

* + - 1. **Sensible Alcohol Management and Consumption**:

Strathfieldsaye Bowls Club has a duty of care for all people who attend games and functions on Club property, with the understanding that the duty of care obligations could involve Club liability, where damage or injury is associated with alcohol misuse.

* + - * 1. As such, we are committed to ensuring that a healthy and safe environment will exist for all persons in attendance at any activity at the Club.
        2. The obligations and accountabilities associated with Responsible Service of Alcohol (RSA) shall be applied at all times.
        3. Members and other persons who are intoxicated, will not be permitted entry onto the Club premises.
        4. Members and other persons who are intoxicated, will be asked to leave the Club premises immediately (after appropriate safe transport options have been offered).
        5. Members and other persons are not permitted to bring alcohol onto the Club premises during games or functions.
      1. **Breaches and Non-Compliance**:

Any non-compliance or breach of this Code of Conduct, is to be referred to the Board of Management for consideration and action as appropriate. The notification to the Board can be made by any Member, who is a witness to any incident involving the breach or non-compliance of the Code.

* + - 1. **Penalties that could be applied by the Board include**;

If the offender of the breach or non-compliance is a Member of the Club;

* A Verbal and/or Written warning from the Board
* A Short or Long-term suspension of membership
* A termination of Membership of the Club

If the offender of the breach or non-compliance is not a Member of the Club;

* A Ban from the Club, set for a specific period of time ( up to 5 years )
* A Life Ban from the Club
  + - 1. **Grievance Procedure**:

If a Member who has been penalized in accordance with the provisions of this Code, feels aggrieved by the penalty imposed by the Board, then the member may appeal to the Board of Management for the Member’s grievance to be attended to, in accordance with the provisions of Rule 26 of the Constitution.

**Reviewing this Policy:**

This Policy shall be reviewed every two years. The Board of Management will seek feedback from Members to assist with the determination of any required amendments, before any amendments are made.

**7.1.2**  **Privacy Policy**

(Re-affirmed by the Board of Management on 27.09.22)

**Purpose:**

Strathfieldsaye Bowls Club Inc. is committed to respecting the right to privacy and the protection of personal information of our members and other persons who engage with Strathfieldsaye Bowls Club Inc. When personal information is provided to Strathfieldsaye Bowls Club Inc., the person consents to its use, storage and disclosure in accordance with this policy.

What personal and sensitive information does Strathfieldsaye Bowls Club Inc. collect?

***Personal Information***

Personal information is information or an opinion (including information or an opinion forming part of a database) from which it is possible to determine someone’s identity.

The information collected by Strathfieldsaye Bowls Club Inc. about a person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, credit card details, driver's licence number, passport number, insurance details, employment history, qualifications or communication history with Strathfieldsaye Bowls Club Inc.

***Sensitive Information***

Sensitive information is a type of personal information that also includes information or an opinion about someone's:

* racial or ethnic origin;
* political opinions;
* membership of a political association, professional or trade association or trade union;
* religious beliefs or affiliations or philosophical beliefs;
* sexual preferences or practices;
* criminal record; or
* personal health, genetic information, or disability.

If it is reasonably necessary in the circumstances, Strathfieldsaye Bowls Club Inc. may also collect sensitive information such as a person's medical history, nationality, their ethnic background or disabilities.

Strathfieldsaye Bowls Club Inc. is required by law to obtain consent when collecting sensitive information.

Strathfieldsaye Bowls Club Inc. will assume consent to the collection of all sensitive information that is provided to it for use in accordance with this policy, unless told otherwise.

**How does Strathfieldsaye Bowls Club Inc. collect personal and sensitive information?**

Information may be collected when you:

## become a member of Strathfieldsaye Bowls Club Inc.;

## subscribe to any publication of Strathfieldsaye Bowls Club Inc., including electronic publications;

## provide details to Strathfieldsaye Bowls Club Inc. in an application, consent form, survey, feedback form or incident report;

## provide details to Strathfieldsaye Bowls Club Inc. in an application to become a Coach, Umpire or when you complete an accreditation such as Responsible Service of Alcohol;

## enter personal information into, or agree to having your personal information entered into, one of Strathfieldsaye Bowls Club Inc.’s online systems;

## access the Strathfieldsaye Bowls Club Inc. website; contact Strathfieldsaye Bowls Club Inc. via email, telephone, fax or mail or engage with Strathfieldsaye Bowls Club Inc. via social media;

## participate in any program, activity, competition or event run by Strathfieldsaye Bowls Club Inc. or the BCG Bowls Region, or Bowls Victoria;

## purchase tickets to bowls or a sporting event from Strathfieldsaye Bowls Club Inc. or an authorised agent;

## purchase tickets to social event such as an awards night from Strathfieldsaye Bowls Club Inc. or an authorised agent;

## purchase merchandise, products or services from Strathfieldsaye Bowls Club Inc. or an authorised agent or licensee;

## are elected or appointed to the Committee including a sub-committee of Strathfieldsaye Bowls Club Inc. or

## apply for employment or undertake a volunteer position with Strathfieldsaye Bowls Club Inc.

## or in any other circumstances where Strathfieldsaye Bowls Club Inc. is required to do so by law (for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Australia).

**Providing information**

Depending on the circumstances, some types of information will be required, and others might be optional. If you do not provide some or all the information requested, this may affect the ability of Strathfieldsaye Bowls Club Inc. to communicate with you or provide the requested products or services.

By not providing requested information, you may jeopardise your ability to participate in programs or competitions or apply for employment or volunteer positions with Strathfieldsaye Bowls Club Inc. If it is impracticable for Strathfieldsaye Bowls Club Inc. to deal with you because of you not providing the requested information or consent, Strathfieldsaye Bowls Club Inc. may refuse to do so.

**Collection from third parties**

## Strathfieldsaye Bowls Club Inc. may collect personal information regarding a child from the parent or other responsible person associated with that child. In many circumstances, Strathfieldsaye Bowls Club Inc. collects information from other third parties.

## Examples of such third parties could include, but is not limited to, the Australian Sports Commission, the Australian Sports Anti-Doping Agency, the Australian Institute of Sport, the Australian Commonwealth Games Association, non-affiliated bowls organisations or government and law enforcement bodies.

**Information storage and protection**

## Strathfieldsaye Bowls Club Inc. stores information in different ways, including in paper and electronic form. Much of the information we collect from and about our members is added to the membership database of Strathfieldsaye Bowls Club Inc. When your information is entered into the database of Strathfieldsaye Bowls Club Inc., the information may be combined or linked with other information held about you. The membership database of Strathfieldsaye Bowls Club Inc. is shared among Bowls Australia, Bowls Victoria, and the BCG Bowls Region with each organisation having access to information about Strathfieldsaye Bowls Club Inc. members.

## ***Security of personal information***

Strathfieldsaye Bowls Club Inc. has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures Strathfieldsaye Bowls Club Inc. uses includes strict confidentiality requirements of our employees or volunteers and service providers, security measures for system access and security measures for our website.

We seek to protect your personal information from any unauthorised loss, disclosure or access. However, if a serious data breach occurs, we must notify you as required under the Privacy Act regarding the circumstances of the breach, and must also advise the Office of the Australian Information Commissioner.

How does Strathfieldsaye Bowls Club Inc. use and disclose personal and sensitive information?

***Use of information:***

Strathfieldsaye Bowls Club Inc. and third parties to whom we may disclose personal information in accordance with this policy, may use your personal information to:

## verify your identity;

## complete background checks;

## other events relating to bowls;

## research or develop and market products, services, merchandise and special offers made available by us and third parties;

## respond to emergency situations involving or requiring medical treatment;

## undertake administrative functions, such as billing;

## administer, manage and provide you with access to <http://www.bowlsvic.org.au/>;

## administer and manage our membership database; and

## keep you informed of news and information relating to various bowls events, activities and opportunities via various mediums.

Strathfieldsaye Bowls Club Inc. may use health information to ensure that programs we operate are run safely and in accordance with any special health needs participants may require. Health information may also be kept for insurance purposes. In addition, we may use de-identified health information and other sensitive information to carry out research, to prepare submissions to government, or to plan events and activities.

**Disclosure of information:**

Strathfieldsaye Bowls Club Inc. may disclose your personal information to a range of organisations, which include, but are not limited to:

## Bowls Victoria, the BCG Bowls Region and other organisations involved in bowls programs in Victoria;

## companies we engage to carry out functions and activities on behalf of Strathfieldsaye Bowls Club Inc., including direct marketing;

## our professional advisers, including our accountants, auditors and lawyers;

## our insurers;

## relevant sporting bodies such as Bowls Australia, Australian Sports Commission, the Australian Sports Anti-Doping Authority, Australian Institute of Sport, the Australian Commonwealth Games Association, various National Sporting bodies, Federal and State Departments of Sport amongst others; and

## in other circumstances permitted by law.

## In some circumstances, personal information may also be disclosed outside of Australia - for example personal information is disclosed to World Bowls which is in Scotland. In such circumstances, Strathfieldsaye Bowls Club Inc. will use its best endeavours to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are suitably like the Australian Privacy Principles.

## ***Direct marketing:***

## We will assume consent to use non-sensitive personal information to provide better services and for marketing purposes (including disclosure of such information to service providers).

Every person whose data is collected by Strathfieldsaye Bowls Club Inc. has the option to refuse e-mail, SMS or posted offers by making a request in writing to the Secretary of Strathfieldsaye Bowls Club Inc. via the contact details set out below, or by making use of the opt-out procedures included in any communications from us (however, information relating to the option to unsubscribe from those communications may be retained).

***Other disclosures:***

In addition, Strathfieldsaye Bowls Club Inc. may also disclose personal information:

## with either your expressed or implied consent;

## when required or authorised by law;

## to an enforcement body when reasonably necessary; or

## to lessen or prevent a threat to an individual’s wellbeing, or public health or safety.

**Strathfieldsaye Bowls Club Inc. website:**

## When users visit the Strathfieldsaye Bowls Club Inc. website, our systems may record certain information about their use of the site, including the web pages visited and the time and date of their visit. Strathfieldsaye Bowls Club Inc. uses this information to help analyse and improve the performance of the Strathfieldsaye Bowls Club Inc. website.

## In addition, the Club may use “cookies” on the Strathfieldsaye Bowls Club Inc. website. Cookies are small text files that help a website to remember the preferences of users to improve the experience of using that website. In some cases, the cookies that are used may collect some personal information. Strathfieldsaye Bowls Club Inc. will treat this information in the same way as other personal information we collect. You are free to disable cookies on your internet browser to prevent this information being collected; however, you will lose the benefit of the enhanced website experience that the use of cookies may offer.

## Websites linked to the Strathfieldsaye Bowls Club Inc. website are not subject to Strathfieldsaye Bowls Club Inc.'s privacy standards, policies or procedures. Strathfieldsaye Bowls Club Inc. cannot take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third-party website.

Accessing & seeking correction of information held by Strathfieldsaye Bowls Club Inc.

Strathfieldsaye Bowls Club Inc. will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly.

We encourage all users to regularly review and update their personal information. If you would like to access personal information that we hold about you, we require you to put your request in writing. If we do not allow you access to any part of the personal information we hold about you, we will tell you why.

Individuals may also request access to their personal information held by us by making a request via the contact details set out below. We will respond to your request for access within 14 days and refer your request to your club or bowls organisation to provide the requested information.

Your club or bowls organisation will endeavour to provide the requested information within 60 days. If you do not receive the requested information, you should notify the Secretary of Strathfieldsaye Bowls Club Inc. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will arrange for it to be corrected.

Resolving privacy issues and complaints:

***Regarding Issues:***

Any issues in relation to the collection, use, disclosure, quality, security of, and access to your personal information may be made in writing to:

The Secretary,

Strathfieldsaye Bowls Club Inc.   
P.O. Box 438

Strathfieldsaye 3551

To maintain the confidentiality of your personal information, we may ask you to visit the Strathfieldsaye Bowls Club Inc. office and to bring your specific identification before we give you access. If it is not possible for you to visit our office, we will arrange to check your identification before we mail the information to you.

***Regarding Complaints:***

Any complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made in writing to:

The Secretary,

Strathfieldsaye Bowls Club Inc.   
P.O. Box 438

Strathfieldsaye 3551

We will respond to your complaint within 60 days and try to resolve it within 90 days.

If we are unable to resolve your complaint within this time, or you are unhappy with the outcome, you can contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.

**Further information:**

For further information on Strathfieldsaye Bowls Club Inc.’s management of personal information, please contact Strathfieldsaye Bowls Club Inc.

Strathfieldsaye Bowls Club Inc. may amend this policy from time to time, and at times other than the nominated review date.

**Reviewing this Policy:**

This Policy shall be reviewed every two years. The Board of Management will seek feedback from Members to assist with the determination of any required amendments, before any amendments are made.

**7.1.3**  **Social Media Policy**

(Re-affirmed by the Board of Management on 27.09.22)

## **Background:**

Social media is changing the way the world communicates, and provides an opportunity for many people, including club members, to interact socially through a common portal. However because of a possible threat of inappropriate use and the negative outcomes associated with such inappropriate use, the Club must ensure to the best of its ability, that adequate measures are in place, to safeguard the Club and its members against any impacts from such inappropriate use. This Policy is one avenue of providing such measures.

## **Purpose:**

Social media offers the opportunity for members to gather in online communities of shared interest and create, access, or share content. For the purpose of providing guidance to Members when they are interacting with the Club’s social media outlets, this Policy suggests a few guidelines towards providing helpful and practical advice for members, including how they can be an identifiable member of the Strathfieldsaye Bowls Club, when they are operating on the internet.

## **Underlying principles:**

This Policy compliments the core values of the Strathfieldsaye Bowls Club, they being;

1. Coming together is the beginning
2. Keeping together is progress
3. Working together is success

## **Application:**

This Policy is to be considered as being part of the Club Regulations, as defined by Rule 38 of the Club Constitution *(V.3 – 4th. August 2014)* and under that Rule, the Policy is binding on all Members, and has the same effect as a provision of the Club Constitution.

This Policy also applies to all employees, visitors and contractors of Strathfieldsaye Bowls Club Inc., and particularly to all persons who are involved with the activities of the Strathfieldsaye Bowls Club through interaction with the Club’s social media outlets.

This Policy does not apply to any personal use of social media where such use is not related to, or there is no reference to, Strathfieldsaye Bowls Club, its bowls competitions or any Club events or Club Members. If any Member wishes to engage in social media as a representative of Strathfieldsaye Bowls Club Inc., that Member must be authorized by the Social Media Coordinator prior to such engagement.

## **Guidelines:**

The following guidelines must be adhered to by Members when they are using social media that is associated with Strathfieldsaye Bowls Club, including any related Club competitions, team and participant details, Club events, Club sponsors, individual members or reputations.

1. **Use common sense**

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content. When using social media, the lines between public and private, personal and professional, may be blurred. Remember you are representing the Bowls Club.

1. **Be responsible for what you publish**

Take responsibility for what is published, and exercise good judgement. The world, and internet, it full of varied opinions, be careful of what you are saying. Ensure that all your communications are respectful and courteous. Comments may be seen by the media, sponsors or competitors and could impact negatively on you and/or the Club.

When using social media you should be considerate towards others and should not post any information if you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.

1. **Protect confidential information**

Any information that is posted through the internet can be seen by anyone and everyone around the world. Once it has been seen it can never be fully removed. Therefore, remember to only list information you would be happy for everyone in the world to read.

When using social media, you must maintain the privacy of sensitive and personal information as it relates to Strathfieldsaye Bowls Club. This includes information that is not publically accessible, widely known, or not expected to be shared outside of Strathfieldsaye Bowls Club.

1. **Gaining permission when publishing a person’s identifiable image**

You must obtain express permission from an individual before use a direct, clearly identifiable image of that person. You should refrain from posting any information or photos of a sensitive nature.

1. **Respect copyrights and fair use**

Always give people proper credit for their work, and make sure you have the right to use any information before it is published.

1. **Discrimination, sexual harassment and bullying**

The public in general, as well as Strathfieldsaye Bowls Club’s members reflect a diverse set of customs, values and points of view. You must not post any material that could be considered to be offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

1. **Reporting a breach**

If you notice inappropriate or unlawful content online relating to Strathfieldsaye Bowls Club or any of its members, you should report the circumstance immediately to the Social Media Coordinator or the President.

1. **Disciplinary process and consequences**

Members of Strathfieldsaye Bowls Club who breach this policy may face disciplinary action as deemed appropriate by the Board of Management, on a case by case basis.

**7.1.4**  **Life Membership Policy**

(Re-affirmed by the Board of Management on 27.09.22)

**The Award:**

Life Membership is Membership of the Club in perpetuity, for the natural life of the Member.

Life Membership is the highest award available to recognize the distinguished service of individual members to the Strathfieldsaye Bowls Club. It is therefore only to be awarded in exceptional circumstances.

Only one Life Membership should be bestowed in any one year period, and the award is usually presented at an Annual General Meeting or Special General Meeting of members. The meeting requires 75% of the Members present and voting to pass a special resolution, for Life Membership to be conferred upon the Member.

The Club recognizes that exceptional circumstances may arise, whereby two worthy recipients are eligible for the award within the same 12 month period. In this case, it will then be at the discretion of the Club Executive to determine how many awards shall be bestowed.

**Nomination for Life Membership:**

Any Full Member may nominate another Full Member for consideration of Life Membership of the Club. Nominations must be submitted in writing to either the Club Secretary or the Club President, and must be signed by at least two current Full Members (unrelated Members) of the Club.

The nomination should be prepared in such a way so as to detail the achievements and activities of the nominee, and at a minimum, must satisfy the criteria as set out below. Nominations must be received by the Club Secretary no later than the 1st. March in any year in which the nomination is to be considered.

**Award Criteria:**

In consideration of the awarding of Life Membership, an individual Member should have **demonstrated significant, sustained and high quality service that has enhanced the reputation and standing of the Strathfieldsaye Bowls Club.**

The main points to be considered when assessing any nomination will include, but are not limited to, the following;

1. The nominee’s length of service to the Club shall be at least 10 years, in either on-field or off-field activities, or both, with such service in either role being taken concurrently.
2. The general attitude and overall demeanour of the nominee has indicated a genuine dedication to the values of the Club.
3. The nominee has demonstrated a commitment to the principles of fair play and good sportsmanship
4. The nominee has provided valued leadership and/or been an outstanding role-model to the Members in general.
5. The nominee’s service must reflect favourably on, and have brought credit to, Strathfieldsaye Bowls Club.
6. The nominee must be a current Full Member.

**Process for assessment of nominations:**

If a nomination for Life Membership is to be presented to an AGM for ratification by the Members present, in accordance with this Policy, then the nomination must be received by either the Club Secretary or the Club President by the 1st. March in any year.

An assessing panel consisting of the Club Executive, that being the President, the Vice President, the Secretary, and the Treasurer, plus a Life Member, shall meet for the purpose of assessing any nominations so received, before the 1st. April each year.

The assessing panel will discuss and consider all nominations submitted, and assess them in accordance with the Award Criteria of this Policy. Those nominations considered worthy of the award shall be forwarded for a final vote at the next Board of Management meeting.

Any Board-endorsed nomination will then be recommended to a General Meeting of Members for final endorsement, and the conferring of Life Membership for the Member.

**Retraction of Life Membership:**

Retraction of a Life Membership Award may occur where the recipient has conducted himself/herself in a manner that reflects both directly and adversely upon the image or activities of the Strathfieldsaye Bowls Club, generally or in a specific manner.

This provision will only be exercised in exceptional circumstances and will require the unanimous agreement of the Board of Management for it to be enacted. As part of the deliberations, the Life Member in question shall be provided an opportunity to present their case for retention of Life Membership status, in accordance with the grievance provisions of the Club Constitution.

**Benefits of Life Membership:**

In addition to the status of membership of a select group within the Club, Life Membership will be recognized by;

* The Award of Life Membership of Strathfieldsaye Bowls Club.
* No requirement to pay Annual Subscription Fees to the Club.
* Listing on the Life Members Honour Board, the Club Website, and other Club documentation.
* Invitation to attend all official Club events and functions. (Function fees may apply to cover Club costs, such as food, drinks, entertainment).

**Reviewing this Policy:**

This Policy shall be reviewed every two years. The Board of Management will seek feedback from Members to assist with the determination of any required amendments, before any amendments are made.

**7.1.5 Smoke Free Policy**

(Re-affirmed by the Board of Management on 27.09.22)

**Introduction:**

Strathfieldsaye Bowls Club Inc. is located at 40 Club Court, Strathfieldsaye Victoria 3551. The Club recognizes that the exposure of non-smokers to environmental tobacco smoke is irritating and hazardous to health, and that non-smokers should be protected from such exposure.

Legislation and the legal precedent of Duty of Care also provide clear reasons for having a smoke free organization. Under common law, Strathfieldsaye Bowls Club Inc. has a legal duty to ensure that Members, employees and visitors are not exposed to potentially harmful situations. Workplace Health & Safety legislation requires workplaces to be safe, and without risk to the health to any person.

Strathfieldsaye Bowls Club Inc. has determined that any Member, employee, contractor or visitor who still wish to smoke whilst at the Club, can only do so in designated smoking areas of the Club property. These designated smoking areas, as determined from time to time, shall be identified by the posting of specific “Designated Smoking Area” notices around the Club property.

Accordingly, the following Policy has been developed by Strathfieldsaye Bowls Club Inc. to enable Members, bowlers and visitors alike, to participate in a game of bowls or just enjoy the facilities of the Club, in a Club-controlled, smoke-free, healthy and safe environment.

**Interpretation:**

Unless the context otherwise requires, the terms “controlling body’, “the green”, “the bank” and “the end” shall have the same meaning as in the *Laws of the Sport of Bowls in Australia*.

**Application:**

This Policy is to be considered as being part of the Club Regulations, as defined by Rule 38 of the Club Constitution *(V.3 – 4th. August 2014)* and under that Rule, is binding on all Members, and has the same effect as a provision of the Club Constitution. This Policy also applies to all employees, visitors and contractors of Strathfieldsaye Bowls Club Inc.

**Smoke-Free Areas:**

The entire area of the Club property, enclosed within the property boundaries as defined by the Club Pavilion building, the Maintenance Sheds and the property boundary fences, shall be smoke-free, except for the “designated smoking areas”.

Smoking is only permitted within a “designated smoking area”, which is defined as follows;

*A “designated smoking area” shall be an area of 3 metres x 3 metres square, and one such area shall be located at the four corners of the Club property boundary.*

Each “designated smoking area” will be identified by signage, and also have ash-trays supplied for the disposal of cigarette butts, to reduce the risk of fire and littering.

In addition to the requirements of clause 4.1 and 4.2 of this Policy, all outdoor areas of the Club, including the “designated smoking areas” shall be smoke-free for the duration of any event at the Club, held exclusively for children under the age of 18 years.

**Penalties:**

The following penalties shall apply to any person who is in breach of the provisions of this Policy;

5.1 First offence; The offending person shall be advised of the Club Policy, and be requested to relocate to a “designated smoking area” whilst they are smoking. This advice and request can be given by any Member of the Club who witnesses the offence.

5.2 Subsequent offence: If the initial offending person breaches the Policy for **a second time** on the same day, then an **official warning** **of** **imposition of a penalty** shall be issued by the “controlling body” to that person. In this case, the controlling body can be any Club Official who is performing Club business at the time of the offence.

**For a third breach** on the same day, the following penalties as defined by 5.2.1. and 5.2.2. shall apply;

5.2.1. If the offending person is a **visitor to the Club**, then the person will be directed to leave the Club property immediately.

5.2.2. If the offending person is a visitor **involved in a game of bowls**, then such a breach will result in the forfeiture of the game, in accordance with the provisions of the *Laws of the Sport of Bowls in Australia,* and the offending person will be directed to leave the Club property immediately.

5.2.3. If the offending person **is a Member**, then clause 5.2.2. will be exercised, if applicable, and further disciplinary action may be considered by the Board of Management in accordance with Rule 10 of the Club Constitution.

**Reviewing this Policy:**

This Policy shall be reviewed every two years. The Board of Management will seek feedback from Members to assist with the determination of any required amendments, before any amendments are made.

**7.1.6 Child Safe Policy**

(Re-affirmed by the Board of Management on 27.09.22)

**Introduction:**

This **Child Safe Policy *(Version 1: February 2017)*** was approved and adopted as an interim Policy by the Strathfieldsaye Bowls Club Inc. Board of Management at its meeting on 19th. December 2016 for endorsement by members present and voting at the 2017 Annual General Meeting.

**Purpose:**

This Policy was established to demonstrate the strong commitment of the Board of Management, staff and members of Strathfieldsaye Bowls Club Inc. towards child safety, and to provide an outline of the policies and practices that the Club has developed to keep all children and young people safe from harm, including abuse.

**Commitment to Child Safety:**

All children who come to Strathfieldsaye Bowls Club have a right to feel safe, and be safe. The welfare of children visiting our Club will always be our first priority, and as such, the Club has a “zero tolerance” towards child abuse. The Club aims to create a child safe, and child friendly environment, where children feel safe, and can have fun.

**Application of this Policy:**

This Policy applies to all individuals who are involved in our Club (paid or volunteer) and includes, but is not limited to;

Administrators Coaches Officials

Participants Parents Spectators

All of the people to which this Policy applies, have a role and responsibility in relation to child protection. They must all;

1. Understand the indicators of risks and child abuse
2. Appropriately act on any concerns raised by the children
3. Understand and follow all applicable laws in relation to the protection of children, and the reporting or management of child safety concerns.

**Children’s rights to Safety and Participation:**

Strathfieldsaye Bowls Club Board of Management, staff and members will always encourage children to express their views. The Club actively encourages all children and their parents who visit us, or use the facilities of the Club, to “have a say” about the things that they believe are important to them.

We will advise children about what they can do if they feel unsafe. We will listen to, and act on any concerns that the children, or their parents, raise with us.

**Child Abuse:**

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are the circumstances that the Club is committed to reducing the risk of occurrence.

**Valuing Diversity:**

The Club values diversity, and will not tolerate discrimination of any kind. To achieve this, the Club will;

1. Promote the safety and participation of indigenous children and their families.
2. Promote the safety and participation of children from culturally and/or linguistically diverse (CALD) backgrounds, and their families.
3. Welcome children with a disability, and their families, and act to promote their participation.

**Recruitment of Members, Staff and Volunteers:**

Strathfieldsaye Bowls Club will apply the best practice standards in the recruitment and screening of Members, Staff and Volunteers. The Club will ensure that “Working with Children Checks” are completed for Members, Staff and Volunteers who are required, or may be required, to support children whilst they are at the Club.

**Supporting Members, Staff and Volunteers:**

Strathfieldsaye Bowls Club seeks to attract quality people for its programs and membership. The Club has developed a Child Safe Code of Conduct to provide guidance to Members, Staff and Volunteers in the application of this Policy.

**Reporting a Child Safety concern or complaint:**

The Club Executive has been appointed as the “Child Safety Committee” with the specific responsibility of responding to any complaints made by Members, Staff, Volunteers, children or their parents.

**Risk Management:**

The Club recognizes the importance of a Risk Management Approach towards minimizing the potential for child abuse or harm occurring, and shall use this approach to inform the Policy, the associated Procedures, and activity planning.

**Reviewing this Policy:**

This Policy shall be reviewed every two years. The Board of Management will seek feedback from Members, visiting children and their parents, to assist with the determination of any required amendments, before any amendments are made.

**7.1.7 Alcohol Management Policy**

(Re-affirmed by the Board of Management on 27.09.22)

**Purpose:**

This Policy was established to demonstrate the strong commitment of the Board of Management, staff and members of Strathfieldsaye Bowls Club Inc. towards the management of alcohol consumption on the licensed Club premises, and to provide an outline of the policies and practices that the Club has developed to keep all members and other persons on the licensed premises, safe from any harm that could result through unsafe alcohol practices.

# Our commitment:

Our Club supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking. AIcohol-free social events will be provided for young people and families, as and when required. We will not endorse or support events, celebrations or end of season trips that involve excessive consumption of alcohol.

# Serving of Alcohol:

## Alcohol will be served in compliance with the requirements of our Club's liquor licence and in accordance with the safety and wellbeing of patrons.

* Only trained servers will be permitted to serve alcohol. They are not permitted to drink while serving alcohol.
* The liquor licence will be displayed at the bar.
* Excessive or rapid consumption of alcohol will be discouraged.
* A person aged under 18 is not permitted to be behind the bar under any circumstances.
* A Board Director will be present at all events where alcohol is served.

## **Intoxicated patrons:**

* Alcohol will not be served to any person who is intoxicated. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, and aggressive, belligerent and disrespectful behaviour.
* Servers will follow procedures, provided in their training by the Liquor Licensing Commission, for dealing with and refusing alcohol to intoxicated patrons.
* Intoxicated patrons will be asked to leave. Safe travel options will be suggested.

## **Underage drinking:**

* People aged under 18 will not knowingly be served alcohol.
* Staff will request proof of age, where appropriate, and only photo ID will be accepted.

## **Safe transport:**

* We will prominently display taxi phone numbers in the venue.
* Club members and bar staff will encourage intoxicated patrons to take safe transport home.
* Our Club will implement a designated driver program

## **Food and other drinks:**

* A range of snacks and meals will be available when alcohol is served.
* The Club will provide a selection of low-alcohol and alcohol-free drinks, such as fruit juice and soft drink, at the bar and at social functions. Free jugs of water will also be available.
* Tea and coffee will be provided at the bar during social functions.

## **Promoting the responsible use of alcohol:**

* Posters about responsible drinking and standard drinks measures will be prominently displayed.
* We will not advertise, promote or serve alcohol at junior events or activities.
* We will educate members and supporters about our Alcohol Policy through our website, newsletter and other club communication.

# Expected behavior of patrons:

All members and other persons are required to comply with the following;

* Drink and behave responsibly at all Club functions, events and away trips.
* Do not supply alcohol to team members if they are aged under 18.
* Do not drink alcohol at the Club, Club functions, matches, or while away on trips if you are aged under 18.
* Do not bring alcohol or drink alcohol while at games (e.g. as a spectator, in your role as a coach, as an official or as a volunteer).
* Do not encourage others to drink alcohol excessively.
* Do not encourage or take part in team bonding activities that involve alcohol.
* Do not spike another person's drink.

# Non-Compliance:

The club will take appropriate action for any breach of behaviour standards and responsibilities as outlined in this policy.

* If members or sporting personnel become drunk at the Club or other social events, they will be asked to leave the licenced premises. Ongoing instances of intoxication will be in breach of our Code of Behaviour and can result in disciplinary action (e.g. suspension or termination of membership).
* Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation’s and our club’s Member Protection Policy to provide for the protection, safety and welfare of members.
* Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our State sporting organisation’s policy and our Club’s Child Safe Policy to provide for the protection, safety and welfare of children.
* Any person aged under 18 found to have consumed alcohol while at a Club function or on a trip in the care of the Club (e.g. while attending a country carnival) may be suspended for the remainder of the competition/tournament. The young person’s parents shall be advised, and they will be responsible for getting their son/daughter home at their own expense.
* Any member or sporting personnel found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in the Club’s Regulations and/or Code of Behaviour.

**Reviewing this Policy:**

This Policy shall be reviewed every two years. The Board of Management will seek feedback from Members, visiting children and their parents, to assist with the determination of any required amendments, before any amendments are made.

*Reference: Playbytherules.net.au/resources/templates/alcohol-policy*

*Sports Focus Website*

*23/08/2021*

**7.2 Membership Application Form**

**APPLICATION FOR MEMBERSHIP**

(Including Privacy Collection Notice)

SURNAME ..........................................................................................................................................

GIVEN NAMES ................................................................. PREFERRED NAME ..............................

ADDRESS ...............................................................................................................................................

.

............................................................................................................. POST CODE ............................

DATE OF BIRTH ..................................... PREVIOUS BOWLS CLUB ...............................................

PHONE (HOME) .............................................. PHONE (MOBILE) ...................................................

E-MAIL ..................................................................................................................................................

EMERGENCY CONTACT: (Optional) NAME …………………………….. CONTACT …………………..

***I hereby make application for membership of Strathfieldsaye Bowls Club Inc. as a;***

***FULL MEMBER □ $200.00***

***RESTRICTED MEMBER □ $130.00***

***JUNIOR MEMBER □ $ 80.00***

***SOCIAL MEMBER □ $ 30.00***

* ***I agree that during the period of my Membership, I will comply Yes No***

***with the provisions of the Club Constitution and Regulations,***

***and all Club Policies, Codes and Procedures.***

* ***I agree to having my Name, Home and/or Mobile phone number Yes No***

***published in the Club Members Contact Book.***

* ***I agree to having my personal information as detailed on this Yes No***

***application form, and in accordance with the provisions of the Privacy Collection Notice (rear of this form), being displayed on the Club Notice Board, prior to my acceptance as a Member of the Club.***

**APPLICANT’S SIGNATURE: ......................................................... DATED: ....................................**

NOMINATED BY (Print Name) ..................................................... (Sign) ............................................

SECONDED BY (Print Name) ...................................................... (Sign) ............................................

****

**7.3 Role and Responsibilities of Directors**

All Directors are expected to carry out their duties and responsibilities at all times with due diligence, and as defined by the Club Constitution. The Role and Responsibilities of Directors include the following;

* Directors are expected to act with integrity to ensure that the reputation of the Club is managed, protected and enhanced.
* Directors are expected to attend all Board meetings, however personal circumstances notwithstanding, shall strive to attend at least 75% during the year of their Directorship.
* The Board recognises the importance and value of diversity within the Club. As such, the Directors and Club members are expected to promote and encourage equity and inclusiveness throughout the organisation and should always take into consideration, age, gender, cultural background and people with a disability in all decision-making processes.
* Directors are expected to act honestly and in the best interests of the Club members as a whole, and not to represent individual constituents.
* Directors are expected to contribute towards a positive board behaviour and culture, by demonstrating respect for Director’s opinions, and allowing a fair and equal opportunity for Directors to contribute to discussions and decision making.
* Directors are required to comply with the following legal duties;
  + - Act in good faith and for a proper purpose,
    - Exercise due care and diligence,
    - Meet the requirement of various federal and state laws that directly impact on the organisation.
* Directors are expected to disclose any actual/potential conflicts of interest.
* Directors are expected to always behave responsibly, particularly with regard to confidential or sensitive information.
* Directors are expected to review Board meeting documentation before any Board meeting, and acquaint themselves with the issues.
* All Club business needed to be addressed by the Board, will generally be transacted at regular monthly Board meetings. In emergency situations however, business can be transacted outside regular scheduled times, providing that at least 4 Directors concur with the action proposed.
  1. **Position Descriptions - Club Directors**
     1. **The President:**

The President is elected annually at the Annual General Meeting, shall serve a term of 12 months following the election, and is a member of the Club Executive.

**7.4.1.1 Responsibilities:**

The President is primarily responsible for ensuring that the Club sets and meets its strategic goals and objectives, is administered according to the Club Constitution and Regulations, and maintains legislative compliance obligations.

As the key member and figure-head of the Club, it is desirable that the President possesses certain abilities that will allow the role to be undertaken successfully. They include;

**7.4.1.2 Knowledge**

To be successful in the role, the President must;

* Be well informed of all Club activities, especially those associated with the Club’s participation in the sport of Lawn Bowls.
* Have a good working knowledge of the Constitution, the Regulations, Club Policies and Procedures, as well as the duties of all management positions within the Club.
* Have a strong understanding of the financial, legal and compliance obligations of administering the Club.

**7.4.1.3 Governance:**

Key governance responsibilities includes ensuring that the Club;

* Defines and documents Club culture and behaviours, and continually communicates such aspects of the Club to all members.
* Has clearly defined goals and objectives pursuant to documented strategies, plus implementation plans detailing the attainment of such goals and objectives.
* Implements strong financial controls to protect the cash and assets of the Club, and the members who handle cash as part of their duties.
* Informs the Board of Management with regular and accurate financial reporting, budget status reports, and cash flow projections.
* Maintains compliance with all legislated obligations.
* Maintains the health and safety of its members, and any other persons, who may be on the Club property.
* Immediately investigates all complaints and disputes, and responds to such matters in accordance with Club Policies and procedures.
* Regularly promotes the Club within the local Strathfieldsaye community and the broader Bendigo Region.
* Has provided appropriate training and support to the Members who have been appointed to Club roles, enabling them to competently perform their roles within the Club system.
  + - 1. **Essential Skills:**

It is most desirable that the President;

* Can communicate effectively
* Can oversee organisational activities
* Is aware of the future directions and plans of the Club
* Has a good working knowledge of the Constitution, the Regulations, and the duties of all office holders and sub Committees
* Able to chair Board, General or Executive meetings.
* Has a good understanding of the sporting and competition requirements of Lawn Bowls at local, regional and higher levels.
* Is unbiased and impartial on all issues.
* Is receptive to change.
* Is a dedicated and passionate club person.

**7.4.1.5 Requirements**

The President is expected to;

* Act in the best interest of the members at all times
* Undertake the role in good faith and with honesty.
* If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, the President shall immediately notify the Club Secretary of the conflict, who will immediately inform all other Directors.

**7.4.1.6 Meetings, communication and key relationships:**

Chairing meetings and communicating to stakeholders, are core responsibilities of a Club President including;

* Setting the agenda in conjunction with the Secretary for each Board meeting and General meeting, including the Annual General Meeting.
* Chairing all Board meetings, and any General meetings including the Annual General Meeting
* Acting as a spokesperson for the Club, and representing it locally, regionally and nationally as required
* Regularly liaising with sub Committees to ensure that they are receiving the assistance and support as needed
* Ensuring that all sub Committees are regularly reporting to the ~~B~~oard.
* Ensuring that the Board, sub Committees, Coordinators, Managers and Coaches perform their role responsibly and competently.

**7.4.1.7 Preparations for End of Year handover to the incoming President:**

* At the end of each year, a key activity of the President will be to review and revise the President’s Position Description to ensure that it continues to reflect the requirements of the role.
* Any amended Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.
* An important responsibility of any outgoing President will be to train, mentor and brief the incoming President on all current matters.
  + 1. **The Vice President:**

The Vice President is elected annually at the Annual General Meeting, shall serve a term of 12 months following the election, and is a member of the Club Executive.

The primary role of the Vice President generally, is to work closely with and support the Club President at all times, in the performance of the President’s duties.

The Vice President will undertake the duties and responsibilities of the President, if the President becomes unavailable for any reason.

The key attributes of the Vice President’s role, are the same as are required of the President’s role. Therefore, in the key areas of; *Responsibilities, Knowledge, Governance, Essential Skills, Requirements, Meetings, Communication and Key Relationships,* the attributes as detailed in in these Regulations for the President’s role, shall also apply to the Vice President’s role.

Preparations required of the Vice President for an end of year hand over to the incoming Vice President, shall include;

* At the end of each year, a key activity of the Vice President will be to review and revise the Vice President’s Position Description to ensure that it continues to reflect the requirements of the role.
* Any amended Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.
* An important responsibility of any outgoing Vice President will be to train, mentor and brief the incoming Vice President on all current matters.

The role of Vice President is the ideal position for those members who may be contemplating becoming Club President in the future, as it provides great insight into the Club leadership role.

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, the Vice President shall immediately notify the Club Secretary of the conflict, who will immediately inform all other Directors.

* + 1. **The Secretary:**

The Secretary is elected annually at the Annual General Meeting, shall serve a term of 12 months following the election, and is part of the Club Executive.

**7.4.3.1 Responsibilities:**

The Secretary is primarily responsible for the administrative management of the Club. This generally includes maintaining relevant Club management systems, plus ensuring effective communications are in place for all entities associated with the Club, both internally for Members, and externally with organisational bodies such as the Bendigo, Campaspe, Goldfields Bowls Region and Bowls Victoria.

The communication requirement with associated organisations shall also include the Council, Government Departments, and corporate entities from time to time.

**7.4.3.1.1 Key responsibilities:**

* Have a sound understanding of the Club Constitution, Regulations, Policies and Procedures.
* Undertake the specific duties of the Secretary as specified by the Club Constitution and these Regulations.
* Have a sound understanding of the fundamentals of the sport of Lawn Bowls, and of the requirements and manner for the administration of the sport at local, State and National level.
* Ensure effective communications with the Board and Members at all times, so that they are kept informed of any matter pertaining to the Club and the Members.
* Ensure that the Club is administered in accordance with all legislative, bowls organisational, and constitutional requirements at all times.

**7.4.3.1.2 Legislative responsibilities:**

The Secretary is the Public Officer of the Club as determined by the *Associations Incorporation Reform Act 2012* and as such, is responsible for;

* Having a sound understanding of all legislative compliance obligations of the Club as specified by the *Associations Incorporation (Reform) Act 2012.*
* Notifying Consumer Affairs Vic (CAV) of their appointment as the Secretary.
* Lodging with CAV on behalf of the Club, all Annual Reports and other notices as required by the relevant legislation.
* Ensuring that the functioning and management of the Club is maintained in accordance with the provisions of the Club Constitution.
* Ensuring that all other legislative obligations are complied with.

**7.4.3.2 Knowledge**

To be successful in the role, the Secretary must;

* Have a sound understanding of all Club activities, especially those associated with the Club’s participation in the sport of Lawn Bowls.
* Have a good working knowledge of the Constitution, the Regulations, Club Policies and Procedures, as well as the duties of all management positions within the Club.
* Have a strong understanding of the financial, legal and compliance obligations of administering the Club.
* Be competent in the use of computer systems and electronic data management.

**7.4.3.3 Governance:**

Key governance responsibilities of the Secretary includes the management and maintenance of;

* Definitions and documentation relative to Club culture and behaviours, and the dissemination of such aspects of the Club to all members.
* Clearly defined goals and objectives pursuant to documented strategies, plus implementation plans detailing the attainment of such goals and objectives.
* Strong control systems to protect the assets of the Club.
* Information protocols for the Board of Management ensuring regular and accurate reporting on all matters pertaining to the management of the Club.
* Compliance with all legislated obligations.
* The health and safety of its members, and any other persons, who may be on the Club property.
* Investigations into all complaints and disputes, and providing response to such matters in accordance with Club Policies and procedures.
* Regular promotions of the Club within the local Strathfieldsaye community and the broader Bendigo Region.
* Appropriate training opportunities and support to the Members who have been appointed to Club roles, enabling them to competently perform their roles within the Club system.
* For the purpose of Members being eligible to compete in Pennant competitions, Tournaments, and other bowls events, ensure that all affiliated Members are registered on the Bowls Vic data-base (Bowlslink) including their financial status, so that each affiliated member is eligible to play in those bowls events.
* Processing all player clearances and transfers with other Clubs and Bowls Vic.
* Participation in meetings of the Club Executive and the Board.
  + - 1. **Essential Skills:**

It is most desirable that the Secretary;

* Can communicate effectively
* Can confidently oversee organisational activities
* Is aware of the future directions and plans of the Club
* Has a good working knowledge of the Constitution, the Regulations, and the duties of all office holders and sub Committees
* Is able to present reports to, and maintain the minutes of any Board, General or Executive meetings.
* Has a good understanding of the sporting and competition requirements of Lawn Bowls at local, regional and higher levels.
* Is unbiased and impartial on all issues.
* Is receptive to change.
* Is a dedicated and passionate club person.

**7.4.3.5 Requirements**

The Secretary is expected to;

* Act in the best interest of the members at all times
* Undertake the role in good faith and with honesty.
* If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, the Secretary shall immediately notify the Club President of the conflict, who will immediately inform all other Directors.

**7.4.3.6 Club Meetings:**

Secretarial duties at meetings is a core responsibility and includes;

* Setting the agenda in conjunction with the President for each Board meeting and General meeting, including the Annual General Meeting.
* Preparing and circulating, at least 4 days prior to each Board meeting, the meeting Agenda, Minutes of the previous meeting, Director’s reports, and any other supporting documentation including financial reports, that will require consideration and determination by the ~~B~~oard
* Recording the Minutes of each Board and General meeting. It is desirous that within 4 days of the meeting, but no longer than 7 days if circumstances permit, the Minutes be circulated to all relevant stakeholders.
* Ensuring that General meetings, including the Annual General Meeting, are conducted in accordance with the requirements as specified by the Constitution and Regulations.
* Maintaining a Minute Book of each Board and General meeting, in both hard-copy and electronic format.
* Ensuring that the Minutes of each meeting are signed by the Chairperson of the next meeting, following confirmation of those Minutes, as an indication that they are a true and correct reflection of that meeting.

**7.4.3.7. Communications and Key Relationships:**

The Secretary is responsible for these Club aspects. The duties include;

* Collecting, reviewing, managing, and archiving the information, data and knowledge of the Club, and disseminating such information, knowledge and data as and when required to relevant stakeholders.
* Managing and processing all general club correspondence, including replying to, or actioning any matters as required, or by direction of the Board.
* Overseeing, co-ordinating and managing the Club’s communication strategy, including the Club website, emails, newsletters and social media portals.
* Being the Club’s point of contact for key stakeholders, including local council, Bendigo, Campaspe, Goldfields Bowls, or Bowls Vic, or other peak sports bodies and the media.
* Being the spokesperson for the Club, and representing it locally, regionally and nationally as required.
* Regularly informing Members of all matters pertaining to the Members.
* Regularly liaising with sub Committees to ensure that they are receiving the assistance and support as needed.
* Ensuring that the Board, sub Committees, Coordinators, Managers and other Club support roles, are receiving relevant information as required, allowing them to perform their role responsibly and competently.
* Maintaining continual and effective two-way communications with the Board, Members, and all relevant entities.
* Maintaining relationships with key personnel and organisations, both internally and externally, towards the betterment of the Club.

**7.4.3.8 Preparations for End of Year handover to the incoming Secretary:**

* At the end of each year, a key activity of the Secretary will be to review and revise the Secretary’s Position Description to ensure that it continues to reflect the requirements of the role.
* Any amended Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.
* An important responsibility of any outgoing Secretary will be to train, mentor and brief the incoming Secretary on all current matters.
  + 1. **The Treasurer:**

The Treasurer is elected annually at the Annual General Meeting, shall serve a term of 12 months following the election, and is part of the Club Executive.

**7.4.4.1 Responsibilities:**

The Treasurer is primarily responsible for the financial management of the Club, and is empowered in accordance with the Constitution, to manage and ensure the protection of, all aspects of the Club’s finances, financial systems, and assets.

Apart from managing the security of cash and other electronic transaction systems involving the collection of all revenues and payment of financial obligations, the Treasurer is also required to produce an Annual Budget and Cash Flow projections.

The Treasurer is also responsible for preparing and submitting financial reports to each Board meeting, and to the Members in General Meetings, in accordance with the reporting requirements as defined by the Constitution and relevant legislation.

**7.4.4.1.1 Key responsibilities:**

* Have a sound understanding of the Club Constitution, Regulations, Policies and Procedures.
* Undertake the specific duties of the Treasurer as specified by the Club Constitution and these Regulations.
* Prepare a Club Annual Budget, including cash-flow projections for review and approval by the Board
* Record all financial transactions in the Club’s accounting system and maintain a list of club assets and liabilities.
* Report the Club’s financial position to each monthly Board meeting, by providing a Profit and Loss Statement, a Balance Sheet, and a listing of revenues outstanding and payments to be made.
* Make recommendations to the Board on any financial matter that requires Board approval on that matter.
* Prepare and submit an Annual Financial Report and Balance Sheet to the Annual General Meeting each year.
* Ensure that the Club’s financial affairs for each financial year are audited professionally by an external agency, and that the audited reports are presented to each Annual General Meeting.
* Make recommendations to the Annual General Meeting on any financial matter that requires Members approval, in accordance with the provisions of the Constitution.
  + - * 1. **Protection of Club’s assets, cash and the members who manage them:**
* Implement financial management procedures which protect both the Club’s funds and assets, and the members who handle them.
* Maintain control of the Club bank account(s), ensuring only those members authorised as Bank account signatories, have access to the accounts.
* Ensure that as many payments as is possible, are made online via the Bank’s Electronic Funds Transfer system (requiring two signatories for payments to be made)
* Ensure that all moneys due to the club are collected, and that as many revenue payments as is possible, are collected online.
* Ensure that all approved expenditure is paid, as and when it falls due.

**7.4.4.2 Knowledge**

To be successful in the role, the Treasurer must;

* Have a sound understanding of financial management systems, including the preparation of financial reports.
* Have a good working knowledge of the Constitution, the Regulations, Club Policies and Procedures, as well as the duties of all management positions within the Club.
* Have a strong understanding of the financial, legal and compliance obligations of administering the finances of the Club.
* Be competent in the use of computer systems and electronic data management.

**7.4.4.3 Governance:**

Key governance responsibilities of the Treasurer includes;

* Participation in meetings of the Club Executive and the Board.
* Creating and maintaining defined goals and objectives pursuant to documented financial strategies, plus implementation plans detailing the attainment of such goals and objectives.
* Providing strong control systems to protect the cash and all assets of the Club.
* Having reporting protocols in place that ensure the Club’s financial matters are presented to the Board in a regular, timely and accurate manner.
* Ensuring compliance with all legislated obligations.
* Providing appropriate training opportunities and support to the Members who have cash-handling roles at the Club, thus enabling them to competently perform their roles within the Club system.
  + - 1. **Essential Skills:**

It is most desirable that the Treasurer;

* Can communicate effectively
* Has a good knowledge of, and possesses sound computer skills
* Can confidently oversee and manage financial recording systems
* Is aware of the future directions and plans of the Club
* Has a good working knowledge of the Constitution, the Regulations, and the duties of all office holders and sub Committees
* Is able to prepare and present reports to any Board, General or Executive meeting.
* Is unbiased and impartial on all issues.
* Is receptive to change.
* Is a dedicated and passionate club person.
* Is honest, ethical and trustworthy.

**7.4.4.5 Requirements**

The Treasurer is expected to;

* Act in the best interest of the members at all times
* Undertake the role in good faith and with honesty.
* If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, the Treasurer shall immediately notify the Club Secretary of the conflict, who will immediately inform all other Directors.

**7.4.4.6 Club Meetings:**

The Treasurer’s duties at meetings includes;

* Preparation and submission of a financial report, relative to the level and type of Club meeting, plus any other supporting documentation pertinent to the financial report, that will require consideration and determination by either the Board, the Club Executive, or the Members, as the case may be.
* Making recommendations to the meeting as necessary, relative to the financial management of the Club
* Implementing any decisions taken at meetings, relative to the financial management of the Club.
* Recording all financial transactions emanating from decisions taken at meetings.

**7.4.4.7. Preparations for End of Year handover to the incoming Treasurer:**

* At the end of each year, a key activity of the Treasurer will be to review and revise the Treasurer’s Position Description to ensure that it continues to reflect the requirements of the role.
* Any amended Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.
* An important responsibility of any outgoing Treasurer will be to train, mentor and brief the incoming Treasurer on all current matters.
  + 1. **Board Director**

Board Directors are elected annually at the Annual General Meeting, and shall serve a term of 12 months following the election. Apart from the four Directors who form the Club Executive, the Board shall consist of a further three Directors.

* + - 1. **Responsibilities:**

The responsibility of a Board Director is participate in the management of the Club on behalf of the Club Members, by providing general support to the Club Executive Directors, ensuring that the Club sets and attains its goals and objectives, is administered according to the Constitution, and completes all legal and compliance obligations.

The general responsibilities of Board Directors are wide and varied, and may include, but certainly are not limited to, the following;

**7.4.5.2 Knowledge**

To successfully undertake the role, a Director should:

* Be well informed of all club activities, especially those associated with the Club’s participation in the sport of Lawn Bowls.
* Have a good working knowledge of the Constitution, the Regulations, Club Policies and procedures, as well as the duties of all management positions within the Club.
* Have a strong understanding of the legal and compliance obligations of administering the Club.

**7.4.5.3 Governance**

Board Directors generally contribute to the development, definition and delivery of the following Club activities and responsibilities;

* Club culture and behaviours
* Goals, objectives and documented strategies, plus implementation plans on how they will be achieved.
* Identification and formulation of budgets and cash flow projections for the upcoming year.
* Ensuring compliance and legislative obligations are attained.
* Ensuring the health and safety of all club members, and other persons who may be present on Club property.
* Ensuring all complaints and disputes are immediately investigated and responded to according to the Constitution, and Club policies and procedures.
* Has provided appropriate training and support to the Members who have been appointed to Club roles, enabling them to competently perform their roles within the Club system.
* Assist the President, Secretary and Treasurer in their duties as required.
* Undertake specific tasks at the request of the President or Board.
* Undertake Director Management Portfolios as specified by the President or the Board.

**7.4.5.4 Essential Skills:**

* Be a dedicated Club person
* Possess an ability to provide a calculated opinion in group discussions.
* Have an outgoing personality
* Be an effective communicator.
* Be discreet, and be able to maintain confidentiality on relevant matters.

**7.4.5.5 Requirements**

Board members are expected to;

* Act in the best interest of the Club and its members at all times.
* Attend all Board meetings.
* Undertake the role in good faith and honesty
* If at any stage a Director becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Secretary of the conflict, who will immediately inform all other Directors

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**7.4.5.6 Updating key documents**

At the end of the Club year, a key activity for each Director will be to review and revise their Position Description to ensure it continues to reflect the requirements of the role.

Any updated Director’s Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

**7.5 Miscellaneous Provisions:**

**7.5.1 H & S Officer – Duties and Tasks:**

Regular tasks to be performed by the H & S Officer should include;

* + Keeping the first aid kit up to date
  + Checking the battery and chest pads on the AED on a regular basis and arranging replacements as necessary.
  + Checking operational readiness of fire extinguishers and fire blankets
  + Ensuring that no smoking signage is in place and visible.
  + Undertaking regular safety inspections of the Club.
  + Recording promptly in the Incident Register, any incidents that caused injury to a member, or threatened the safety of members (near misses).
  + Reporting immediately to the President and Secretary, any incident that is recorded in the Incident Register.
  + Ensuring that emergency signage is current, and well displayed.
  + Arranging regular safety seminars and CPR courses for members.
  + Ensuring the Club has made provision for disabled persons to safely participate in bowls events, and enjoy the Club and its facilities
  + Ensuring all electrical leads and appliances are tested and tagged as required.

**7.5.2 COVID Marshall responsibilities:**

The COVID Marshall (when a Board-appointed member is performing the role) shall make recommendations to the Board as and when required, to ensure that any use of the Club, whether for the purpose of playing bowls or for social activities, will be in accordance with Government guidelines, whenever restrictions are in force because of a COVID outbreak.

The COVID Marshall and the Board shall continuously monitor current Government guidelines, and amend the operation of the Club as necessary, in accordance with any changes to the guidelines.

**7.5.3 Booking of Club for Private Functions:**

* Days of week available for Private Functions include Wednesdays, Fridays, and Sundays, subject to those days not being required for Club events.
* A non-refundable deposit of $200 is payable at the time of booking.
* A minimum number of 20 persons is required for the Bar to be available, which will be staffed by Club Members.
* The Club’s Liquor Licence does not permit BYO alcohol.
* Catering:

1. The Club can provide BBQ food at a reasonable cost. Once again, a min. of 20 persons is required for the use of the BBQ.

2. If COVID restrictions are in place, the BBQ will not be available,

but BYO catering is permitted, including delivery of take-away orders.

**7.5.4 Maintaining the cleanliness of the Clubrooms:**

Strathfieldsaye Bowls Club is a volunteer-based organisation, without employees, and as such, relies upon its Members to undertake the necessary cleaning duties, to maintain the Clubrooms in a clean and hygienic state.

**7.5.4.1 Regular Cleaning:**

All areas of the Clubrooms are required to be cleaned on a regular basis, including the toilets, the kitchen, the Bar, and the main social area. The scheduled cleaning is usually undertaken by the Members participating in maintenance duties on a Friday, or those who are part of the cleaning roster.

**7.5.4.2 After Use cleaning:**

It is the expectation of the Club that all Members will tidy up the area they have just used before they depart the Club, particularly the tables and chairs that have been used by those departing Members in the main social area.