



NORTH BALWYN  
**BOWLS**  
CLUB INC

# **North Balwyn Bowls Club Inc.**

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## **Regulations**

**Registration No. A0017810M**

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**Date: Amended by the Board on the 16<sup>th</sup> March 2023**

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# North Balwyn Bowls Club Inc.

## Regulations

### AMENDMENT LOG

Amendment Date	Amendment	Changed By	Approved by (on behalf of the Board)
16/3/2022	<ul style="list-style-type: none"> <li>Amended section 4.5.1 to remove reference to student.</li> </ul>	M.Petty	M.Ellsmore
16/6/2022	<ul style="list-style-type: none"> <li>Maximum time for payment of membership fee's prior to membership forfeiture – Amended Clause 6 from four months to three months</li> <li>Timing of selection of Pennant Selection Committee – amended Clause 20.1.1 to note the Board will communicate the composition of the New Selection Committee to members rather than announce at AGM.</li> <li>Amended 41.3.2 to confer life membership eligibility to: at least <b>ten</b> years on other committees <b>and/or</b> on-going and exceptional service to the Club in general;</li> <li></li> </ul>	M.Petty	M.Ellsmore
21/01/2021	<ul style="list-style-type: none"> <li>Number paragraph as 4.2.1</li> <li>Insert 4.2.2</li> </ul>	S.Fitzpatrick	M.Ellsmore
03/06/2020	<ul style="list-style-type: none"> <li>Correct dates in Footer</li> <li>All references to Saturday Pennant changed to Weekend Pennant</li> <li>Add 'Dual' in 3.1</li> <li>Add section 4.3 for Dual members</li> <li>In 12.1 change references from 11.3 to 11.3.4</li> <li>Move 18.4 to 23.3 (Annual Renewal process)</li> <li>20.1 Insert "Match Committee" and both Chairmen of Selectors</li> <li>27.3 change Regulation 25.7 to 27.2</li> <li>Add fifth dot point to 39.3.1 and 39.3.4 specifying Handicap definition</li> <li>39.3.5 Update Rules of Play for Super Vets</li> <li>Correct grammatical and reference errors</li> </ul>	S.Fitzpatrick	M.Beresford
21/03/2019	<ul style="list-style-type: none"> <li>Changes relating to Selection Committee</li> <li>Remove clause 11.3.5</li> <li>Add clauses 20.1.1 and 20.1.2 and 38.3.1</li> </ul>	C.Green	B.Beresford
16/01/2019	<ul style="list-style-type: none"> <li>Add Section 44 relating to Privacy Policy</li> <li>Add Addendum No.1 – Privacy Policy</li> </ul>	C.Green	B.Beresford

## **SECTION 1 – NAME**

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### **1. NAME AND REGISTERED ADDRESS**

The name of the Club is the NORTH BALWYN BOWLS CLUB INCORPORATED (in these Regulations called the Club). The Club premises at 60 Buchanan Avenue, North Balwyn, 3104, shall be the registered address of the Club unless the Board otherwise decides.

### **2. DEFINITIONS AND INTERPRETATION**

Definitions and interpretations of terms used in these Regulations shall be as outlined in Section 4 of the Club Constitution.

## **SECTION 2 – MEMBERSHIP**

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### **3. MEMBERSHIP**

**3.1.** Affiliated and Life Members who alone, except as provided in Regulation 9.2, shall be eligible to hold office in the Club and shall be entitled to all the privileges of the Club. Affiliated, Life, Dual, Junior and Intermediate Members may play in events under the control of Bowls Victoria.

**3.2.** Members in other categories shall be entitled to the privileges set out in these Regulations.

**3.3.** All members shall communicate in writing their addresses, and email address (if applicable) or any change thereof to the Club Secretary, who shall register same. Any notices posted or delivered to such address or email address shall be deemed to have been duly received.

**3.4.** The Board shall decide the maximum number of members in each category of membership.

### **4. MEMBERSHIP – CATEGORIES**

The Club shall consist of the following categories of members:

#### **4.1. Affiliated Members**

To be eligible for membership as an Affiliated Member, the applicant must be a natural person and meet any other criteria set by the Board from time to time. For the avoidance of doubt, such members also must meet and maintain any criteria set by Bowls Victoria from time to time for "Affiliated Members" (or equivalent) under its constitution. All official Club Coaches must be Affiliated Members of the Club as recognised under the criteria of Bowls Victoria.

## **4.2. Life Members**

- 4.2.1** Any person who shall have rendered special service or services to the Club may at any Annual General or Special Meeting on the unanimous recommendation of the Board and on receiving the votes of at least three-quarters of the members present and voting at such meeting, be elected a Life Member of the Club with full privileges without payment of any further subscription, charge or levy.
- 4.2.2** The Board by unanimous agreement, may award Life membership, on a posthumous basis, to a person or persons who, in the normal course of events, would be deemed eligible to receive such an honour.

Regulation 41 details the eligibility criteria for life membership.

## **4.3. Dual Members**

- 4.3.1.** To be eligible for membership as a Dual Member the applicant must be registered with at least one State and Territory Association. The applicant must declare one Club as their "Nominated" Club other than North Balwyn Bowls Club. The applicant must be a natural person and meet any other criteria set by the Board from time to time. For the avoidance of doubt, such members also must meet and maintain any criteria set by Bowls Victoria from time to time for "Dual Membership" (or equivalent) under its constitution.
- 4.3.2.** Dual Members can participate in bowls activities as the Board shall determine, including events under the control of Bowls Victoria. They are excluded from entering in the Club's Club Championships & Other Club Events as set out by the Bowls Victoria Constitution.
- 4.3.3.** Dual Members shall have the right to be present at but not be eligible to hold office, debate, or vote at any meeting of the Club.

## **4.4. Junior Members**

- 4.4.1.** Any person between the age of 13 years and the age of 17 years who is approved for Junior Membership of the Club in accordance with these Regulations is eligible to be a Junior Member on payment of an Annual Subscription.
- 4.4.2.** Junior members shall not be entitled to purchase or consume liquor on the premises of the Club nor shall they be eligible to hold office or vote at any meeting but shall be entitled to participate in such bowls activities on the Greens as the Board shall determine including events under the control of Bowls Victoria.

## **4.5. Intermediate Members**

- 4.5.1.** Any person aged between 18 and 25, both inclusive, who is approved for Intermediate Membership of the Club in accordance with these Regulations is eligible to be an Intermediate Member on payment of an Annual Subscription.

**4.5.2.** Intermediate Members shall have the right to be present at but not be eligible to hold office, debate, or vote at any meeting of the Club and can participate in bowls activities as the Board shall determine, including events under the control of Bowls Victoria.

#### **4.6. Social Members**

**4.5.3.** The Board of the Club shall have powers to appoint Social Members on such conditions as shall be fixed by the Board.

**4.5.4.** Social Members shall have the right to be present at but not be eligible to hold office or vote at any meeting of the Club nor use the outdoor greens.

**4.5.5.** Social Members shall be entitled to use the Club House for activities such as Indoor Bias Bowls, bridge and on all social occasions.

#### **4.7. Honorary Members**

**4.6.1** Bowlers from other clubs visiting to participate in pennant matches or authorised events shall be deemed to be Honorary Members of the Club for the day of their visit.

**4.6.2** The Board shall have powers to appoint Honorary Members on such conditions as shall be fixed by the Board.

### **5. MEMBERSHIP – APPLICATION**

**5.1.** An applicant shall submit a Membership Application Form to the Membership Director.

**5.2.** The Membership Director shall review the Application Form prior to approval.

**5.3.** An applicant who is approved for membership as provided in these Regulations is eligible to be a member on payment of the applicable subscription.

**5.4.** Should the Membership Director be concerned about the suitability of the applicant, the Membership Application Form shall be referred to the Board for their consideration.

**5.5.** After approval of the Application, and upon receipt of the Subscription Fee (within 28 days), the Membership Director shall forward the Applicants name and details to the Membership Records Officer for entry in the Register of Members.

**5.6.** The Membership Director will advise the Board of new members.

**5.7.** The amount of Annual Subscription shall be determined from year to year by the Board in accordance with Regulation 25.4. Such subscription shall be due and payable by 30th April. If a new member joins after the first day of September, the subscription for the remaining portion of that year shall be determined at the discretion of the Board. The Board is empowered to prevent any member whose subscription is in arrears from exercising the whole or any of the privileges of the Club.

**5.8.** A right, privilege or obligation of a person by reason of their membership of the Club:

**5.8.1.** is not capable of being transferred or transmitted to another person;

**5.8.2.** terminates upon the cessation of their membership whether by death or resignation or otherwise.

## **6. FORFEITURE OF MEMBERSHIP**

If a member fails to pay their annual Subscription within three months of the beginning of the Club financial year, they shall cease to be a member, but should a sufficient explanation be made to the Board it shall have the power to restore their name to the register upon payment of the amount due. Should any member from any cause whatsoever cease to be a member for one or more years they may be readmitted without paying back subscriptions, provided a majority of the Board agree thereto.

## **7. LIABILITY OF MEMBERS**

If a member, by any breach of the Constitution and these Regulations, or by any unlawful act, causes the Club or any Officer of the Club to pay any money, such member shall be civilly liable to the Club or such Officer for the amount so paid.

## **8. ABSENCE OF A MEMBER**

Any member contemplating absence for a period (not exceeding two years) may request a leave of absence which shall be referred to the Membership Director for approval. The Membership Director shall advise the Board of such approvals.

## **9. RESIGNATION OF A MEMBER**

**9.1.** Any member wishing to resign from the Club shall advise the Membership Director, and shall return any Club properties and pay all monies due at the date of such notice.

**9.2.** Any member resigning from the Club, or ceasing for any reason whatsoever to be a member, shall not have any right title or interest in or to any property of the Club.

## **10. DISCIPLINE OF MEMBERS**

**10.1.** Every member undertakes to comply with the Constitution and Regulations of the Club and any refusal or neglect to do so shall render such member liable to expulsion.

**10.2.** Any member expelled in accordance with the Constitution and Regulations, or otherwise ceasing to be a member, shall forfeit such rights to a claim upon the Club or its property or funds as they would have by reason of membership.



## **SECTION 3 – MANAGEMENT BY MEMBERS**

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### **11. ANNUAL GENERAL MEETING**

- 11.1.** The Annual General Meeting shall be held at such date and place as the Board determines but not later than 31<sup>st</sup> May each year.
- 11.2.** The Annual General Meeting shall be specified as such in the notice convening it.
- 11.3.** The ordinary business of the Annual General Meeting shall be:
  - 11.3.1.** to confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting;
  - 11.3.2.** to receive from the Board the Annual Report upon the transactions of the Club during the last financial year;
  - 11.3.3.** to receive and consider the financial statement submitted by the Board;
  - 11.3.4.** to elect the President, Vice President, Club Secretary, Treasurer, and four other Directors. The Board requires the four Directors elected to fill the following portfolios, Bowls Director, Facilities Director, Membership Director and Social Director;
  - 11.3.5.** to transact any other business affecting the interest and welfare of the Club, for which due notice has been given according to the Constitution.

### **12. ELECTIONS**

- 12.1.** Nominations for the positions detailed in Regulation 11.3.4 shall be in writing signed by the candidate and their proposer and seconder and shall be lodged with the Club Secretary not less than fourteen days before the date set for the Annual General Meeting.
- 12.2.** In the event of an insufficient number of members being nominated for election on the Board or as office-bearers, the vacancies may be filled at the Annual General Meeting by the vote of not less than two-thirds of those present and voting. In default, the vacancies may be filled by the Board.
- 12.3.** If more than eight nominations are received for positions on the Board, the Club Secretary shall arrange voting by secret ballot, appropriate to the circumstances of the time, subject always that the outcome of such election will be consistent with Rule 15.2.(b) of the Constitution.
- 12.4.** A returning officer, assisted by at least two scrutineers, shall be appointed by the Board to conduct a ballot, if required, for all elected positions.
- 12.5.** The method of voting shall be by crossing out the name of the member or members nominated not preferred and leaving no more than the number of nominated members to fill the vacant offices.

- 12.6.** Any ballot required must be conducted in a manner such that the outcome of voting is consistent with Rule 15.2 (b) of the Constitution.
- 12.7.** Ballot papers not meeting the requirements of Regulation 12.5 above shall be invalid.
- 12.8.** If two or more candidates receive an equal number of votes a second ballot will be conducted at the same meeting. In the event of an equal number of votes occurring again the successful candidate will be drawn by lot.
- 12.9.** Absentee Voting for Annual Elections:
- 12.9.1.** A member eligible to vote, and who is unable to attend an Annual General Meeting at which a ballot is to be conducted under Regulation 12.3 above, may apply to the Club Secretary for Application for a Postal Ballot paper for submission to the Returning Officer by no later than three days before the date of the meeting- unless a later date is agreed to by the Board
- 12.9.2.** All absentee votes must be in the hand of the Returning Officer by 5.00 pm on the day preceding the meeting.
- 12.9.3.** A postal vote will be counted only once in the primary ballot. In the event of a secondary ballot being required, a postal vote will not be counted.

## **SECTION 4 – THE BOARD**

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### **13. THE BOARD OF DIRECTORS**

- 13.1.** The Board shall meet at least nine times a year for transaction of the business of the Club. The President and/or Club Secretary shall, when necessary, or when requested by five members of the Board, convene a Special Meeting of the Board.
- 13.2.** In matters of urgency any three of the President, Vice President, Club Secretary or Treasurer acting together may exercise any power of the Board subject at all times to ratification of their action at the next meeting of the Board.
- 13.3.** Should any member of the Board fail to attend for three consecutive Board Meetings without leave of absence or apology delivered prior to the meeting, they shall thereupon cease to be a member of the Board.

### **14. RESIGNATION**

No Office-bearer or other Officer of the Club shall be held to have resigned their office until their resignation in writing has been accepted by the Board.

### **15. FUNCTION AND DUTIES OF THE BOARD**

The function of the Board is to:

- 15.1.** control and manage the business and affairs of the Club;

- 15.2. maintain the Constitution, Regulations and apply the policy of the Club;
- 15.3. operate in accordance with the Constitution, Regulations and any other legal requirement;
- 15.4. conduct the Annual General Meeting;
- 15.5. initiate or endorse policy and guidelines for all functional areas;
- 15.6. coordinate and monitor all activities within the functional areas;
- 15.7. plan and initiate financial planning and budgeting;
- 15.8. to review all Clubs fees and charges on an annual basis;
- 15.9. appoint a Bar Manager, who shall be on the Social Committee;
- 15.10. delegate functions and duties;
- 15.11. discipline members; and
- 15.12. appoint an appropriate person or persons to conduct an internal review of the Annual Financial Statements.

## **16. PRESIDENT**

The President shall:

- 16.1. chair the Board meetings, and any other meetings as determined by the Board;
- 16.2. represent the Club as required, including community liaison;
- 16.3. attend committee meetings as necessary as an ex-officio member of all committees, except the Selection Committees t;
- 16.4. liaise with Convenors of committees.

## **17. VICE-PRESIDENT**

The Vice-President shall:

- 17.1. assist the President to represent the Club;
- 17.2. coordinate functions of the Club as they are delegated by the President;
- 17.3. report to each meeting of the Board the activities of those functions which have been delegated;
- 17.4. carry directions and recommendations from the Board to those responsible for the functions delegated to the Vice President;
- 17.5. oversee publicity and Club promotion, and
- 17.6. manage and develop Club sponsorships.

## **18. CLUB SECRETARY**

The Club Secretary shall:

- 18.1.** prepare the Agenda and minutes of Board meetings and track completion of critical referred items;
- 18.2.** attend to all correspondence and action as authorised by the Board, and serve as the nominated correspondence officer with Bowls Victoria;
- 18.3.** maintain the records of the Board electronically and in hard copy in the filing system;
- 18.4.** attend to all requirements of the Annual General Meeting of the Club;
- 18.5.** prepare the Annual Report and organise the Annual General Meeting;
- 18.6.** have the right to attend any meetings of any committees of the Club except the Selection Committees;
- 18.7.** coordinate content of the Handbook and arrange publishing;
- 18.8.** manage all communications through newsletters, website and notices to members;
- 18.9.** appoint a Club Communication Officer to monitor the Club's email account and disseminate information to members and to specific position holders as appropriate;
- 18.10.** manage all office facilities and supplies;
- 18.11.** ensure all lease agreements and insurance protection is current;
- 18.12.** maintain Honour Boards;
- 18.13.** administer member transfers, annual renewals and affiliation to Bowls Victoria;
- 18.14.** ensure the maintenance of all records and statistics;
- 18.15.** maintain Club archives and historical records, and
- 18.16.** delegate duties and recruit assistants as appropriate.

## **19. TREASURER**

The Treasurer shall:

- 19.1.** prepare and submit to the Board an annual budget and forward projections;
- 19.2.** manage all accounts receivable and payable and to make investments as necessary;
- 19.3.** maintain books of account;

- 19.4.** report on financial issues to each Board meeting;
- 19.5.** prepare annual Financial Statements in accordance with the Associations Incorporated Reform Act 2012 (Vic);
  - 19.5.1** submit the annual Financial Statements for an internal review by an appropriate person or persons appointed by the Board;
- 19.6.** present to each Annual General Meeting the annual Financial Statements reviewed by the appropriate person or persons;
- 19.7.** be the nominated Public Officer in dealings with the Australian Taxation Office;
- 19.8.** ensure compliance with all relevant tax legislation;
- 19.9.** liaise with the person or persons appointed by the Board to conduct an internal review of the annual Financial Statements;
- 19.10.** chair the Finance Committee, and
- 19.11.** delegate duties and recruit assistants as appropriate.

## **20. BOWLS DIRECTOR**

The Bowls Director has overall responsibility for ensuring that Bowls programs meet the diverse interests of members across the Club, and has responsibility for:

- 20.1.** chairing the Bowls Committee, which will include both Chairmen of Selectors, a Club Championship Match Committee Coordinator, Social Bowls Managers and other members co-opted by the Bowls Director as required;
  - 20.1.1** managing the process of ensuring the Board appoints the Midweek and Weekend Selection Committees for the ensuing Pennant Season immediately after the close of the existing Season, and
  - 20.1.2** upon approval by the Board communicate the composition of the New Selection Committee to members;
- 20.2.** delegating duties and recruiting assistants as required;
- 20.3.** the conduct of all games controlled by the Club;
- 20.4.** reporting to the Board on all activities of the Bowls Committee including bowling plans and programs for the next twelve months and the financial implications of such plans, and
- 20.5.** the Bowls Director retains the right to be the final arbiter in all bowls matters.
- 20.6.** The duties of the Bowls Committee shall be to:
  - 20.6.1.** arrange the Club fixture program for the year; to arrange teams for, and control of all Club fixtures including tournaments;

- 20.6.2.** allocate rinks for play, including pennant, in conjunction with the Greens Manager;
- 20.6.3.** determine handicaps and make the draw for Club competitions;
- 20.6.4.** coordinate Club coaching; umpires and the Schools program; and
- 20.6.5.** coordinate and communicate pennant selection policies.

## **21. FACILITIES DIRECTOR**

The Facilities Director has overall responsibility for:

- 21.1.** chairing the Facilities Committee, which shall include the Greens Manager, and other members co-opted by the Facilities Director as required;
- 21.2.** all physical property belonging to the Club;
- 21.3.** the maintenance and upkeep of all greens, grounds, gardens, buildings, contents, equipment and utilities;
- 21.4.** club cleaning services;
- 21.5.** provision of consumable supplies (other than bar, food and office supplies);
- 21.6.** appointment, delegation of duties and management of the Greens Manager;
- 21.7.** ensuring compliance to Club requirement of ensuring no member or visitor shall be allowed to play on the greens wearing heeled or heavily-treaded footwear;
- 21.8.** the Greens Manager shall have full control and supervision of the playing area and power to prevent play at any time when it is considered the area may be damaged thereby and notice posted by the Manager shall be sufficient advice thereof;
- 21.9.** reporting to the Board about facility plans and programs for the next twelve months including the financial implications of such plans, and
- 21.10.** delegating duties and recruiting assistants as appropriate.

## **22. SOCIAL DIRECTOR**

The Social Director shall be responsible for:

- 22.1.** chairing the Social Committee which shall include a Bar Manager, a Catering Coordinator, Social Activities Coordinators, a Club Hire Manager and other members co-opted by the Social Director as required;
- 22.2.** planning, programming and organising the Club's social events including those with a mix of bowls and non-bowls activities;
- 22.3.** liaising with the Bowls Director regarding bowls component of special days;
- 22.4.** catering arrangements;

- 22.5.** provision of food supplies. This shall include the procurement of afternoon tea supplies and the outsourcing of event catering;
- 22.6.** the management of the kitchen equipment and its contents;
- 22.7.** the maintenance of food safety requirements, including the appointment of a Food Safety Officer (if required by law);
- 22.8.** overseeing the management of the Bar, including rostering and provision of supplies;
- 22.9.** the appointment and delegation of duties of a Club Hire Manager;
- 22.10.** reporting to the Board about social plans and programs for the next twelve months including the financial implications of such plans, and
- 22.11.** delegating responsibilities as appropriate.

### **23. MEMBERSHIP DIRECTOR**

The Membership Director shall be responsible for:

- 23.1.** chairing the Membership Committee which shall include a Club Welfare Officer and other members co-opted by the Membership Director as required;
- 23.2.** the Membership process including new member documentation;
- 23.3.** organise the annual membership renewal process;
- 23.4.** recruitment of members, including:
  - (i)** designing and implementing recruiting initiatives; and
  - (ii)** liaising with the Bowls Director on bowls components of recruiting initiatives;
- 23.5.** induction of new members, including interviewing and introductions to mentors and coaches;
- 23.6.** retention of members, including:
  - (i)** liaising with Bowls Director and Social Director about designing programs to attract and retain members; and
  - (ii)** maintaining contact with members for complaints, concerns, or suggestions;
- 23.7.** welfare of members, including:
  - (i)** keeping in touch with members with health or other problems;
  - (ii)** considering leave of absence requests; and
  - (iii)** obituaries;
- 23.8.** recognition of volunteers and fostering a volunteer culture;

**23.9.** reporting to the Board about membership plans and programs for the next twelve months including the financial implications of such plans; and

**23.10.** delegating responsibilities and recruiting assistants as appropriate.

#### **24. OTHER COMMITTEES AND PROJECTS**

From time to time a major project such as green replacement may be established and a Project Director appointed. The Project Director may be co-opted to the Board for the life of the project.

### **SECTION 5 – FINANCIAL**

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#### **25. FINANCE COMMITTEE**

**25.1.** a Finance Committee, comprising the Treasurer, who shall be Chairman, and two appointees of the Board;

**25.2.** the Finance Committee will present a short term (one year) and longer term (up to five years) financial budget to the Board no later than the February meeting of the Board. The Budget will apply to the next Club year, and will take account of the short and long term programmes of works, maintenance and other matters recommended by all the Committees of the Club;

**25.3.** each Director of the Club must submit in writing to the Chairman of the Finance Committee the financial implications of their plans and programmes for the next Club year and any significant changes in expenditure or planned income for the succeeding four years. These submissions must be handed to the Chairman of the Finance Committee before 31<sup>st</sup> January;

**25.4.** the Board will consider the Budget, and after making any modification deemed desirable, adopt the Budget for the next Club year. A copy of the adopted Budget must be placed on the Club's Notice Board for the information of members within 14 days of the date of adoption for a period of not less than 30 days.

#### **26. FUNDS**

**26.1.** the funds of the Club shall be kept with such financial institutions as shall from time to time be approved by the Board;

**26.2.** all cheques, withdrawal forms and electronic payments shall be signed by any two Directors appointed by the Board.

#### **27. ACCOUNTS**

**27.1.** the funds of the Club shall be derived from Annual Subscriptions, green fees, social functions, club hire, bridge card games, donations and such other sources as the Board determines;



- 27.2.** proper books of accounts shall be kept by the Treasurer showing the financial affairs of the Club and the particulars usually shown in books of account of a like nature, and these shall be open to the inspection of the Board;
- 27.3.** the accounts and books referred to in Regulation 27.2 shall also be available for inspection by members after seven days' notice having been submitted in writing to the Club Secretary;
- 27.4.** all expenditure must be approved by the Board.

## **SECTION 6 – GENERAL**

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### **28. COLOURS OF THE CLUB**

The colours of the Club are Royal Blue, Light Blue and Yellow.

### **29. SUPPLY OF LIQUOR**

**29.1** in accordance with the terms of the Club's Liquor License(s) which precludes BYO, neither members nor visitors may bring alcohol on to or take from the club premises, except with the authority of the Bar Manager for purposes of re-stocking bar supplies;

**29.2** members and visitors shall comply with the provisions of the Club's Liquor License(s).

### **30. PROPERTY**

No member shall remove from the Club premises or deface or injure any article of the property of the Club. Members removing, breaking or damaging any article, the property of the Club, shall pay for the same at a price fixed by the Board.

### **31. INTERPRETATION**

In the event of any doubt or difficulty arising as to the meaning of any Regulation, or should any question arise as to its interpretation, the Board shall have power to pronounce a decision thereon, and its decision shall be final and binding on the members.

### **32. VISITORS**

**32.1.** every member shall be allowed to introduce visitors to the Club, subject to the Regulations as the Board shall from time to time determine, provided that no person shall be introduced as a visitor who has been expelled from membership of a bowling club or whose conduct or presence on the Club's premises shall be considered objectionable or prejudicial to the interests of the Club;

**32.2.** a member shall be entitled to introduce an approved visitor for a period not exceeding one month unless approved by the Board;

**32.3.** Organised Events

**32.3.1.** a visiting bowler playing in an event run by the Club, Bowls Victoria or other organisations using the Club's greens will pay the entry fee and/or green fee set for that event;

**32.3.2.** no fee will be payable by visiting competitors for practice sessions which are allowed for in the rules of the respective competition.

**32.4. Agreements with Other Clubs**

no fee will be required to be paid by a bowler from a club with which North Balwyn Bowls Club has an agreement for a practice session within the terms of that agreement.

**33. DISPUTES AND SUGGESTIONS**

All formal suggestions and complaints must be made in writing to the Club Secretary, who shall bring the same before the Board at the next meeting.

**34. CLUBHOUSE**

**34.1.** the Clubhouse shall be open to members for such times, and on such conditions, as may be decided by the Board from time to time;

**34.2.** the Club allows members to bring their pets to the Club, provided that they are properly restrained, do not enter any of the greens and are not taken into the Clubrooms. The Board reserves the right to refuse entry to the Club grounds to any pet that it considers inappropriate.

**35. LAWS OF THE SPORT OF BOWLS**

The laws of the sport of bowls as adopted from time to time by World Bowls shall apply to all games played under the control of the Club, except when specifically stated otherwise. Failure to observe any such laws will render the offending player liable to disqualification from the Competition or Match.

**36. NAMING OF GREENS AND OTHER FIXTURES**

**36.1.** The Board may from time to time review the naming of the greens and other Club fixtures.

**36.2.** Any person who shall have rendered special service to the Club or the sport of Bowls may, on the recommendation of the Board have a green or other Club fixture named in their honour.

**36.3.** At any time a green or other Club fixture is renamed, an appropriate plaque shall be displayed to recognise the previously named Member.

**36.4.** The criteria shall include, but not be restricted to the following:

- Personal record at Club level.
- State and/or National representation.
- Recognition of contribution at a higher than Club level.
- Recognition of services to the community or other Club activities.

- Other activities the Board may consider worthy of recognition.
- 36.5.** It is not a requirement to be a Life Member of the Club although being so shall not exclude a Member from being honoured.
- 36.7.** No green or other Club fixture shall be renamed until at least 5 years after the passing of the previously named Member.
- 36.8.** Life Membership will always remain the highest honour awarded by the Club.

### **37. DRESS RULES**

Dress rules (unless otherwise specified):

- 37.1.** Pennant Games - approved club uniform as determined by the Board from time to time;
- 37.2.** Special (Opening Day, President's and Presentation Day, Life Members Day) - Club uniform or whites/creams;
- 37.3.** Wednesday Interclub Social Bowls – Club uniform or whites/creams;
- 37.4.** Club Championship Finals – Club uniform;
- 37.5.** Markers to be attired in accordance with dress rules for game;
- 37.6.** Neat casual clothes (or uniform/whites/creams) may be worn for all other games.

### **38. COMMITTEES OF THE CLUB**

- 38.1.** Other than the Committees specified in the Rules; there may be a number of Special Purpose Committees and Special Purpose Appointments by the Board.
- 38.2.** Where possible there shall be gender equity on all Club committees.
- 38.3.** Selection Committees
- 38.3.1.** selection committees for Midweek and Weekend Pennant shall be decided by the Board for the forthcoming season and advised to Members at the next Annual General Meeting in accordance with Clauses 20.1.1 and 20.1.2;
- 38.3.2.** the duties of the selection committees shall be:
- to elect one of their members as Chairperson as and when required;
  - to select teams and sides to represent the Club in pennant fixtures; and
  - to select or recommend other playing representatives of the Club;
- 38.3.3.** in the event of a casual vacancy occurring on a selection Committee the Board may appoint a member to fill such vacancy;
- 38.3.4.** the Selection Committee shall have power to co-opt any member to assist in its duties but a final decision on any matter within its duties shall rest entirely with the Selection Committee.

## **39. CONDITIONS OF PLAY – CLUB CHAMPIONSHIPS AND OTHER CLUB EVENTS**

### **39.1. Eligibility and Conditions of Play**

- 39.1.1.** all members affiliated with Bowls Victoria through North Balwyn Bowls Club are eligible to play in Club Championships and other Club events. Only events given Bowls Victoria dispensation under Equal Opportunity laws will be gender specific;
- 39.1.2.** the Match Committee will fix the closing date for entries and completion of rounds, decide the handicaps, make the draw for each event and deal with all other phases of the Championships and other Club events;
- 39.1.3.** when drawing competitions, the dates or final dates for playing each round will be placed on the draw sheets. Should any player or players default in completing a match by the due date, the Match Committee has power, in its discretion, to eliminate any player or players who are in default and to award wins by default. The player or players affected may, within three days from the date of the elimination, appeal in writing to the Match Committee against such decision. Such appeal will be referred to an Appeal Body comprising any two of the current President, Vice President or other Board Director together with the Chairperson of the Match Committee for investigation and decision. The decision of the Appeal Body is final;
- 39.1.4.** the Match Committee will allocate handicaps taking into account but not restricted to such criteria as pennant divisions and/or results of previous events and the like.

### **39.2. Club Championships**

#### **39.2.1. Men's Singles**

- Open to all affiliated male members.
- Each round is played to 25 shots up, including the final.
- All rounds to be played in the direction of play, together with greens and rinks, allocated by the Match Committee excluding the final which may be played North/South.
- Club uniform must be worn for the final.

#### **39.2.2. Women's Singles**

- Open to all affiliated female members.
- Each round is played to 25 shots up, including the final.
- All rounds to be played in the direction of play, together with greens and rinks, allocated by the Match Committee excluding the final which may be played North/South.
- Club uniform must be worn for the final.

#### **39.2.3. Men's Pairs**

- Open to all affiliated male members.
- Match to be played 2x2x2x2.

- All games to be 15 ends, with the final to be 18 ends. In the event of a tied score after playing the required number of ends, a further end is to be played after tossing for the mat.
- All rounds to be played in the direction of play, together with greens and rinks, allocated by the Match Committee excluding the final which may be played North/South.
- Club uniform must be worn for the final.

#### **39.2.4. Women's Pairs**

- Open to all affiliated female members.
- Match to be played 2x2x2x2.
- All games to be 15 ends, with the final to be 18 ends. In the event of a tied score after playing the required number of ends, a further end is to be played after tossing for the mat.
- All rounds to be played in the direction of play, together with greens and rinks, allocated by the Match Committee excluding the final which may be played North/South.
- Club uniform must be worn for the final.

#### **39.2.5. Mixed Pairs**

- Open to all affiliated male and female members.
- Match to be played 2x2x2x2.
- All games to be 15 ends, with the final to be 18 ends. In the event of a tied score after playing the required number of ends, a further end is to be played after tossing for the mat.
- All rounds to be played in the direction of play, together with greens and rinks, allocated by the Match Committee excluding the final which may be played North/South.
- Club uniform must be worn for the final.

### **39.3. Other Club Events**

#### **39.3.1. Open Proportional Handicap**

- Open to all affiliated male and female members.
- All handicaps must be played off in full before commencing to score in any match.
- Scores are 4, 3, 2 & 1 for the four bowls nearest the jack.
- The number of points to be scored is 100.
- The last end is not completed until all the bowls are played and points allotted. The player with the greater aggregate shall be the winner.
- All rounds to be played in the direction of play, together with greens and rinks, allocated by the Match Committee excluding the final which may be played North/South.
- The range of handicaps will depend on the size of the Club and number of competitors and will be determined by the Match Committee.
- Club uniform must be worn for the final.

#### **39.3.2. Open Novice Singles**

- Open to all affiliated male and female members who have been affiliated with Bowls Victoria for less than two years on 1<sup>st</sup> September of the current season and who have not previously won this event at this or any other Club.

- Each round is played to 21 shots up, including the final.
- All rounds to be played in the direction of play, together with greens and rinks, allocated by the Match Committee excluding the final which may be played North/South.
- Club uniform to be worn for the final.

#### **39.3.3. Open Minor Singles**

- Open to all affiliated male and female members who have not won a Singles Club Championship or Minor Singles event at this or any other Club.
- Each round is played to 21 shots up, including the final.
- All rounds to be played in the direction of play, together with greens and rinks, allocated by the Match Committee excluding the final which may be played North/South.
- Club uniform to be worn for the final.

#### **39.3.4. Open President's Handicap**

- Open to all affiliated male and female members.
- All handicaps must be played off in full before commencing to score in any match.
- Each round is played to 21 shots up, including the final.
- All rounds to be played in the direction of play, together with greens and rinks, allocated by the Match Committee excluding the final which may be played North/South.
- The range of handicaps will depend on the size of the Club and number of competitors and will be determined by the Match Committee.
- Club uniform to be worn for the final.

#### **39.3.5. Open Super Veterans Singles**

- Open to all affiliated members who have reached the age of 80 years at 1<sup>st</sup> September of the current season.
- Depending on number of entries, players will be selected to play games of 4-bowl singles over 9 ends which will be determined by the Match Committee.
- The final will be played over 15 ends. In the event of a tied score after playing the required number of ends, a further end is to be played after tossing for the mat.
- All rounds to be played in the direction of play, together with greens and rinks, as allocated by the Match Committee excluding the final which may be played North/South.
- Club uniform to be worn for the final.

#### **39.3.6. Harold Brennen Perpetual Trophy**

- To be played between rinks of sides of Weekend Pennant teams.
- Prize money in accordance with the terms of the Trust Deed and to be presented on the day.
- Club uniform to be worn.

- 39.4.** The Board shall review annually the conditions of play for Club Championships and Other Club Events and shall make any changes to the conditions as deemed necessary.

#### **40. NAMED COMPETITIONS**

In order to recognise and honour the contributions made to the Club by a past or present Member, the Board may name a Club Competition after that Member. The Board is bound to review the name of the competition from time to time. In no case may the period before review be longer than 10 years.

#### **41. LIFE MEMBERS**

**41.1.** in principle, to be elected a Life Member a person must have served the Club over a long period and contributed to the welfare of the Club and its members to an outstanding degree;

**41.2.** the nominee's service must be so exceptional and be far ahead of that of any of their peers who may otherwise consider that they have an equal or better case for such an appointment;

**41.3.** the following minimum requirements will apply. Either:

**41.3.1.** ten years in total service on major club committees of which five years must have been a major office such as:

- President
- Club Secretary
- Treasurer
- Bowls Director
- Green Manager, or

**41.3.2.** at least 10 years on other committees and/or in on-going and exceptional service to the Club in general;

**41.3.3.** the maximum number of life members shall be twelve.

#### **42. DUMPING/THROWING FORWARD (BOWLERS ARM) DELIVERY POLICY**

**42.1.** if during any play on Greens 1 or 2, a bowler is considered to be dumping or throwing forward (Bowlers Arm) by the Greens Manager, Bowls Director or any of the qualified coaches, that bowler shall be requested to consult a coach to improve their technique;

**42.2.** if after seeking coaching and the bowler is considered to be still dumping or throwing forward (Bowlers Arm) by the Greens Manager, Bowls Director or any of the qualified coaches, that bowler shall be given one warning;

**42.3.** if they are observed to repeat the offence the bowler shall be directed to cease playing on that green and advised that they will be required to undergo further coaching to rectify the problem and improve technique. The bowler will be restricted to social bowls on Green 3 only;

**42.4.** where the bowler currently does not use a Bowlers Arm, if after undergoing coaching the coach cannot resolve the bowler's dumping, they will be asked to use a Bowlers Arm (*to use a Bowlers Arm a Doctor's certificate is required to obtain Bowls Victoria approval*);

- 42.5. for those bowlers who currently use a Bowlers Arm, where the coach cannot resolve the bowler's throwing forward (bowlers arm) the player will be restricted to social bowls on Green 3 only;
- 42.6. in all cases the bowler may return to using Greens 1 and 2 after satisfying any two of the Greens Manager, the Bowls Director or any of the qualified coaches that the problem has been rectified;
- 42.7. for all visiting bowlers the "Damage to Green" is defined in the Bowls Victoria Rules for Competition 2015-2016, 5.1 Damage to Green.

#### **43. COMMON SEAL**

The Club may have a Common Seal. The use of the Common Seal on a document is to be authorised by the Board and requires the signatures of the Secretary and one other Director or two Directors.

#### **44. PRIVACY POLICY**

The Club Privacy Policy was adopted by the Board of Directors on 16th January 2019 and is included in these Club Regulations as Addendum No 1.



## SECTION 7 – ADDENDUMS

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### ADDENDUM NO. 1 – PRIVACY POLICY

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

What personal and sensitive information does North Balwyn Bowls Club 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 North Balwyn Bowls Club 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 North Balwyn Bowls Club

#### ***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
- health, genetic information or disability.

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

North Balwyn Bowls Club is required by law to obtain consent when collecting sensitive information.

North Balwyn Bowls Club 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 North Balwyn Bowls Club collect personal and sensitive information?

Information may be collected when you:

- a) become a member of North Balwyn Bowls Club;
- b) subscribe to any publication of North Balwyn Bowls Club, including electronic publications;
- c) provide details to North Balwyn Bowls Club in an application, consent form, survey, feedback form or incident report;

- d) provide details to North Balwyn Bowls Club in an application to become a Coach, Umpire or when you complete an accreditation such as Responsible Service of Alcohol;
- e) enter personal information into, or agree to having your personal information entered into, one of North Balwyn Bowls Club's online systems;
- f) access the North Balwyn Bowls Club website;
- g) contact North Balwyn Bowls Club via email, telephone, fax or mail or engage with North Balwyn Bowls Club via social media;
- h) participate in any program, activity, competition or event run by North Balwyn Bowls Club or the Yarra Bowls Region or Bowls Victoria;
- i) purchase tickets to bowls or a sporting event from North Balwyn Bowls Club or an authorised agent;
- j) purchase tickets to social event such as an awards night from North Balwyn Bowls Club or an authorised agent;
- k) purchase merchandise, products or services from North Balwyn Bowls Club or an authorised agent or licensee;
- l) are elected or appointed to the Committee including a sub-committee of North Balwyn Bowls Club; or
- m) apply for employment or undertake a volunteer position with North Balwyn Bowls Club.

Or in other circumstances where North Balwyn Bowls Club 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 North Balwyn Bowls Club's ability 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 North Balwyn Bowls Club. If it is impracticable for North Balwyn Bowls Club to deal with you because of you not providing the requested information or consent, North Balwyn Bowls Club may refuse to do so.

### ***Collection from third parties***

North Balwyn Bowls Club may collect personal information regarding a child from the parent or other responsible person associated with that child. In many circumstances, North Balwyn Bowls Club 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***

North Balwyn Bowls Club 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 North Balwyn Bowls Club's membership database. When your information is entered into North Balwyn Bowls Club's membership database, the information may be combined or linked with

other information held about you. North Balwyn Bowls Club's membership database is, in part, shared among Bowls Australia and Bowls Victoria, with each organisation having access to specific information about North Balwyn Bowls Club members.

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

North Balwyn Bowls Club has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures North Balwyn Bowls Club uses include 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 North Balwyn Bowls Club use and disclose personal and sensitive information?**

#### ***Use***

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

- a) verify your identity;
- b) complete background checks;
- c) research, develop, run, administer and market competitions, programs, activities and other events relating to bowls;
- d) research or develop and market products, services, merchandise and special offers made available by us and third parties;
- e) respond to emergency situations involving or requiring medical treatment;
- f) undertake administrative functions, such as billing;
- g) administer, manage and provide you with access to <http://www.northbalwyn.bowls.com.au>;
- h) administer and manage our membership database; and
- i) keep you informed of news and information relating to various bowls events, activities and opportunities via various mediums.

North Balwyn Bowls Club 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***

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

- a) Bowls Victoria, the Yarra Bowls Region and other organisations involved in bowls programs in Victoria;
- b) companies we engage to carry out functions and activities on North Balwyn Bowls Club's behalf, including direct marketing;
- c) our professional advisers, including our accountants, bankers, auditors and lawyers;

- d) our insurers;
- e) 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
- f) 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, North Balwyn Bowls Club 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 North Balwyn Bowls Club has the option to refuse e-mail, SMS or posted offers by making a request in writing to North Balwyn Bowls Club's Privacy Officer 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, North Balwyn Bowls Club may also disclose personal information:

- a) with your express or implied consent;
- b) when required or authorised by law;
- c) to an enforcement body when reasonably necessary; or
- d) to lessen or prevent a threat to an individual or public health or safety.

### ***North Balwyn Bowls Club website***

When users visit the North Balwyn Bowls Club 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. North Balwyn Bowls Club uses this information to help analyse and improve the performance of the North Balwyn Bowls Club website.

In addition, we may use "cookies" on the North Balwyn Bowls Club 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 we use may collect some personal information. North Balwyn Bowls Club 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 North Balwyn Bowls Club website are not subject to North Balwyn Bowls Club's privacy standards, policies or procedures. North Balwyn Bowls Club cannot take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third-party website.

## **Accessing and seeking correction of information held by North Balwyn Bowls Club**

North Balwyn Bowls Club 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 will endeavour to provide the requested information within 60 days. If you do not receive the requested information, you should notify the North Balwyn Bowls Club Privacy Officer. 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**

### ***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:

Privacy Officer, North Balwyn Bowls Club, 60 Buchanan Avenue, Balwyn North, Vic. 3104

To maintain the confidentiality of your personal information, we may ask you to visit the North Balwyn Bowls Club 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.

### ***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:

Privacy Officer, North Balwyn Bowls Club, 60 Buchanan Avenue, Balwyn North, Vic. 3104

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 North Balwyn Bowls Club's management of personal information, please contact North Balwyn Bowls Club.

North Balwyn Bowls Club may amend this policy from time to time as deemed necessary.