

# **Kahibah Bowling Club Co-operative Ltd**

(trading as Kahibah Sports Club)

## **By Laws**

Revised 1 June 2017

### **Extract from the Club Constitution.**

#### **43. A. *By-Laws***

- (1) *The Board shall have power to make by-laws, not inconsistent with the Law, the National Regulations or the Registered Club's Act and the rules, relating to the conduct of members on the premises of the co-operative and to the operations of the co-operative.***
- (2) *A breach of a by-law shall be deemed to be an infringement of the rules for the purpose of Rule 9.***

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## **Preliminary**

These By-Laws are made by the Board of the Kahibah Bowling Club Co-operative Limited pursuant to the power conferred upon the Board by the Constitution.

The Board may alter or appeal a By-Law, as it may deem necessary or expedient for the proper conduct and management of the Club.

These By-Laws shall come into force and be duly operative upon posting on the Notice Board of the Club or the website of the Club.

These By-Laws are to be read subject to the Constitution of the Kahibah Bowling Club Co-operative Limited and in the event of any inconsistency, the Constitution shall prevail.

These By-Laws are binding on each member of the Club in the same manner as if each member had subscribed their agreement.

In these By-Laws the expression “the Club” means Kahibah Bowling Club Co-operative Limited.

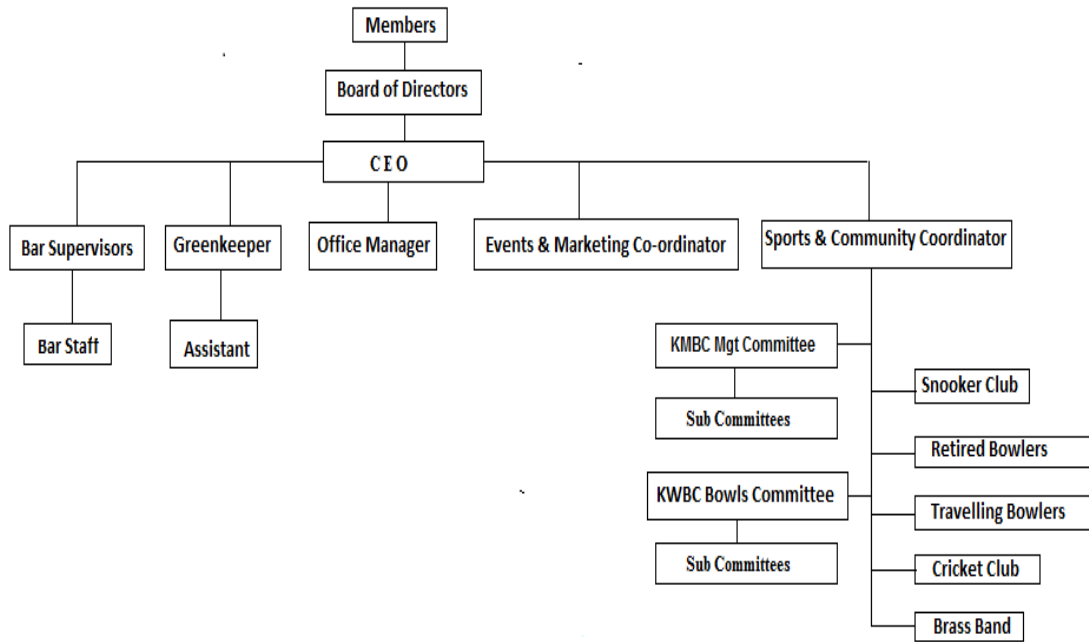
In these By-Laws the expression “Bowls Club” means Kahibah Men’s Bowls Club and/or Kahibah Women’s Bowls Club.

A copy of the Constitution is available on the Club website or from the office during normal business hours under conditions outlined in the Constitution.

A proposal for any alteration(s) and/ or addition(s) to these By-Laws shall be submitted in writing to the Board of Directors of the Kahibah Bowling Club Co-operative Ltd. Final acceptance of any changes to the By-Laws is subject to approval by the Board of Directors of the Club.

## G1 - Organisation & Communication

Administration and control of the club shall be organised in accordance with the Constitution. Approved authority and communication relationships are illustrated on the following chart.



## **G2 - Membership**

### **(a) Ordinary Members**

Ordinary members are described in the constitution and consist of the following classes:

Life members,  
Bowling members,  
Social members,  
Provisional members,  
Temporary members; and  
Junior members.

### **(b) Multi-members**

This category no longer exists under direction of the RNSWBA as per circular 04/2015

### **(c) Membership year**

Membership year is between 1<sup>st</sup> June to 31<sup>st</sup> May each year.

### **(d) Membership Fees – ordinary members**

Bowling  
Junior bowling  
Social

Membership Fees will be set by the Board of Directors annually, with a minimum membership fee of \$2.00

In addition, the club will collect and forward to the relevant bowling associations the relevant registration fee and or levies

## **G3 – Inappropriate Behaviour & Discipline**

### **(a) Inappropriate Behaviour**

Members and guests, and staff, are entitled to quiet enjoyment of the cooperatives facilities and should not be endangered or embarrassed by direct or indirect harassment resulting from inappropriate behaviour of other club users.

Inappropriate behaviour includes:

- Physical violence on any level.
- Inebriation.
- Being drug affected or participating in the sale or use of illicit drugs whilst on club property.
- Wilful destruction of property.
- Verbal abuse.
- Coarse language.

- Broadcasting of unauthorised announcements or inappropriate comments within a common area of the clubhouse.
- Conducting unauthorised sale of goods or items including raffle tickets.
- Unauthorised solicitation of donations.
- Distribution of unauthorised printed material including election paraphernalia.
- Any other behaviour which is deemed inappropriate by the present responsible officer.

Inappropriate behaviours will be seen as conduct which is prejudicial or detrimental to the interests of the co-operative and will be dealt with at a club level as outlined below or as per RSA, OLGR or Clubs Act regulations.

### **(b) Discipline**

Discipline, complaints, disputes, suspension and the expulsion of members is dealt with under the Constitution. **Rule 9** applies.

There are several charges for which disciplinary proceedings may be instigated.

These are shown in Rule 9 of the Constitution and includes that a member:

- i. has seriously or repetitively failed to discharge the member's obligations to the co-operative under these rules or a contract entered into with the co-operative under section 125 of the Law; or
- ii. that the member has acted in a way that has:
  - prevented or hindered the co-operative in carrying out its primary activity or one or more of its primary activities; or
  - brought the co-operative into disrepute; or
  - been contrary to one or more of the co-operative principles as described in section 10 of the Law and has caused the co-operative harm; or
  - Is intoxicated, violent, quarrelsome or disorderly; or
  - Whose presence on the premises of the Co Operative renders the co-operative or the CEO of the co-operative liable to a penalty under any NSW Government Legislation

These charges for the purposes of this by-law can be further broken down into a member:

- engaging in conduct which is unbecoming of a member; or
- engaging in conduct which may render a member unfit for membership of the Club.

Upon determining and notifying a member of the charge and arranging a hearing as provided in Rule 9 of the Constitution, the procedure to be followed at and following such a hearing will be that as outlined in the Clubs NSW Governance and Compliance Best Practice Guidelines for conducting discipline hearings.

The Powers of the Board under this rule may be exercised by a disciplinary committee appointed by the Board and comprising not less than two (2) members

of the Board and the Club solicitor. A quorum of the disciplinary committee is a minimum of two (2) of the appointed members.

A member or former member may not commence or prosecute any action or legal proceeding against:

- (i) the Club or any Club director, other member, employee, consultant or agent for anything said, done or omitted in good faith in connection with this By-law and Rule 9, or
- (ii) any person who provides any complaint, statement, submission or evidence (orally or in writing) in connection with anything arising or that might arise under this By-law and Rule 9, for anything said, done or omitted in good faith in connection with or in the complaint, statement, submission or evidence and all proceedings and utterances at any meeting in connection with anything arising out of this By-law and Rule 9 or at any Board meeting or general meeting in connection with anything arising under this By-law and Rule 9, are privileged and protected from any action or legal proceeding taken by a member or former member. For the avoidance of doubt, this provision does not protect any person against a claim or liability for maliciously or knowingly making a false or misleading statement.

The provisions of this By-law and **Rule 9** apply to all members, in any category.

## ***G4 - Directors and the Board***

### **(a) Function of the Board**

In accordance with **Rule 28** of the Constitution “the business of the co-operative is to be managed by or under the direction of the board of directors”. More specifically, the functions of the Board shall include:

- Providing strategic direction to the Club by constructive engagement in the development, execution and modification of the Club's strategy;
- Appointing the Club Chief Executive Officer (CEO);
- Monitoring the performance of the Club CEO and approving senior management remuneration policies and practices;
- Reporting to members and ensuring that all regulatory requirements are met;
- Providing advice and counsel to management on a periodic and ad hoc basis, adding strategic value;
- Ensuring appropriate compliance frameworks and controls are in place;
- Approving policies governing the operations of the Club;
- Monitoring financial results on an ongoing basis;
- Ensuring the Club's business is conducted ethically and transparently; and
- Overseeing strategic risk management.

### **(b) Director's Expenses**

Individual Directors may necessarily incur expenses specifically associated with the carrying out of their duties. They may apply for reimbursement of these expenses with approval from the Chairman.

The Chairman may apply for reimbursement of like expenses with the approval of the Deputy Chairman.

### **(c) Sub-Committees**

Under **Rule 39** of the Constitution, the Board may delegate the exercise of some of the Board's function to:

*A director; or  
A committee of 2 or more directors; or  
A committee of members of the co-operative; or  
A committee of members of the co-operative and other persons if members comprise the majority of persons on the committee.*

- a) In general, sub committees are responsible for managing all aspects of their specific area of interest under policy set by the Board of Directors.
- b) Sub-committees can neither incur debts nor make any agreements which bind the club without the express approval of the Board or its delegate.

## **G5 – Microphone/ PA System Protocol**

### **PA system:**

The PA system is solely for use by employees. Employees may use the PA system to notify patrons in times of emergency or evacuation, incoming phone calls, or club announcements. No patron or member of the club is to use the PA system unless they have permission from the CEO or his delegated authority.

### **Microphones:**

Microphones may be used on the following occasions only;

- Patrons in private function areas attending functions with prior approval by the Events Manager or the CEO.
- The controlling body/person organising a game of bowls for announcements directly involving the game at hand or the conditions of play. It is not to be used for any other reason unless permission has been sought and granted from either the CEO or his/ her designated officer.
- Staff members or delegated persons when in use for raffles, draws, promotions or announcements throughout the club.

Microphones are not to be used in any areas (other than private function room space previously booked through the Event's Manager) for general broadcasts, announcements, propaganda, political statements or entertainment unless being used by an authorised staff member or previous permission has been granted by the CEO. If you are unsure of any item or information within this protocol, please seek clarification from the CEO.



## **S1 - Subsidiary Clubs – Regulations.**

Subsidiary Clubs (Sub Clubs) may be established upon application to the board of the Kahibah Bowling Club Co-operative Limited. The function of Sub Clubs is to arrange and monitor various specialised sports or activities as outlined in their applications and subsequently approved by the board.

Listed below are regulations specifically related to the operation of sub clubs:

- a) Each club shall have Kahibah as part of its name.
- b) Each club shall operate only with the approval of the Board of Kahibah Bowling Club Co-operative Ltd. Such approval may be withdrawn at any time upon which the relevant club will be dissolved and will dissociate itself from the Co-operative.
- c) Each club shall elect or appoint a representative committee to lead its activities. This committee shall consist of a President or Chairperson, Secretary and Treasurer as a minimum.
- d) A pre-requisite of being a member of a subsidiary club is being a member of Kahibah Bowling Club Co-operative Limited.
- e) A subsidiary club may set its own internal fee structure and will arrange payment for any additional registration necessary for members to be able to participate in events relevant to the activities of that club.
- f) Subsidiary clubs may keep an account (or accounts) with a recognised financial institution in its own name.
- g) Surplus funds of subsidiary clubs will be used to advance the objects of each particular club. In general, each club should hold no more than \$15,000 in surplus funds at any one time. However, should a subsidiary club have a specific purpose for which funds are being raised then this may be in addition to its general funds but must be quarantined in a separate account which shall be named for that specific purpose.
- h) Each club shall cause appropriate records including the minutes of meetings and income and expenditure to be kept. They shall provide the Kahibah Sports CEO or his/her nominee with a brief outline of activities and/or achievements as well as a statement of Income & Expenditure and a Balance Sheet for each month and financial year to date at the end of each calendar month. This is to be provided within 7 days of the end of each calendar month.
- i) Each club shall make all records available for audit by the Co-operative's duly appointed auditor upon request by the Board and in particular at the end of each financial year. Upon confirmation by the auditor the financial results for each sub club will be consolidated into the accounts of the Co-operative.
- j) The financial year for every club shall be 1<sup>st</sup> June to 31<sup>st</sup> May.

- k) Each individual sub club may, where appropriate, register as the recognised body with any organisation that has been granted overall control of the sport or activity with which that particular sub club has been established to participate.
- l) Club activities, meetings, fund raising promotions and the like shall be arranged via the Events & Marketing Co-ordinator or the Sports & Community Co-ordinator of Kahibah Sports,
- m) All social functions arranged by subsidiary clubs will, where possible, be held on the premises of Kahibah Sports Club.
- n) Should any subsidiary club be liquidated, dissolved or wound up then any surplus funds will revert to Kahibah Bowling Club Co-operative Limited.
- o) Kahibah Bowling Club Co-operative Limited does not guarantee any debts incurred by subsidiary clubs unless by separate signed specific agreement with the CEO.
- p) Sub Clubs as of 1<sup>st</sup> June, 2017 are:
  - Kahibah Men' s Bowling Club
  - Kahibah Women' s Bowling Club
  - Kahibah Sports Cricket Club
  - Kahibah Brass Band
  - Kahibah Sports Travelling Bowlers
  - Kahibah Sports Retired Bowlers
- q) Additional regulations referable specifically to sub clubs concerned with Lawn Bowling operations are shown as Appendix A.

## Appendix A

# Bowls Clubs Regulations

Revised June 2017

These regulations form part of By-Law S1 and are in addition to the regulations set out for Subsidiary Clubs.

1 – Bowling Clubs/ Members – affiliation, finances and rules.

2 - Officials & Sub-committees

- (a) The Publicity Officer
- (b) Sub-Committees
- (c) Controlling Body
- (d) Umpires

3 – Policies Relating to Bowls Activities

- (a) Greens Generally
- (b) Greens & Green Fees
- (c) Green Control & Extreme Weather
- (d) Tournaments & Special Events.
- (e) Selection Policy, Appeals & Code of Conduct.
- (f) Team Bonding.
- (g) Clothing & apparel
- (h) Incentives, prizes and Trophies.
- (i) Travel expenses
- (j) Club championships.
- (k) Microphone Policy
- (l) Lockers
- (m) Discipline

## **1 - Bowling Clubs/ Members – affiliation, finances and rules.**

Members admitted as bowling members of the co-operative shall be deemed members of:

- Kahibah Men's Bowling Club (KMBC)– for male members, and
- Kahibah Women's Bowling Club (KWBC) – for female members.

They shall be registered and affiliated with:

- Newcastle District Bowling Association (NDBA) and Royal New South Wales Bowling Association (RNSWBA) for deemed members of Kahibah Men's Bowling Club; and
- Lake Macquarie Women's Bowling Association (LMWBA) and New South Wales Women's Bowling Association (NSWWBA) for deemed members of Kahibah Women's Bowling Club.

The KMBC shall be the affiliated body with the NDBA and the RNSWBA.

The KWBC shall be the affiliated body with the LMWBA and the NSWWBA.

With relation to participation in the game of bowls, bowling members will conform to the requirements of their respective Associations.

Should there be certain administrative requirements necessary to achieve and/or maintain affiliation with the various Associations, then this will be facilitated. However, it should be noted that such administrative requirements are purely to allow participation in in the game of bowls and shall not contradict in any way the Constitution or By-Laws of Kahibah Bowling Club Co-operative Limited.

Ratification of each of these administrative requirements by the Board of Directors is required.

KMBC & KWBC will each establish a Management Committee to organise all bowls related aspects of their activities. Each Management Committee will develop its own rules, procedures and processes and will produce a comprehensive written compilation setting out such rules, procedures and processes. These Management Committees are shown below as Bowls Committee.

Any financial or statistical information not normally recorded by the co-operative will be compiled and maintained by members of KMBC or KWBC as appropriate.

Each Bowls Committee must submit an annual budget and/ or any request for financial support, if required, to the Board for approval and allocation. This needs to be submitted prior to 30 April each year.

The Bowls Committee of each Bowls Club shall supply a copy of the annual accounts of that club to the Board prior to presentation of such accounts to the members. The Board shall include in the financial accounts of the Bowls Club such information relating to the financial affairs of each Bowls Club as the Board or the Auditor may consider appropriate.

## **2 - Officials & Sub-committees**

### **(a) The Publicity Officer**

- Is appointed by the Bowls Committee
- Organises bowls related publicity in appropriate media.
- Provides bowls copy for the club web site.

### **(b) Sub-Committees**

- In general, sub committees are responsible for managing all aspects of their specific area of interest under policy set by the Bowls Committee.
- Sub Committees can only be established at the direction of and with the support of the Bowls Committee.
- Sub-committees can neither incur debts nor make any agreements which bind the club without the express approval of the CEO or his designated authority.

### **(c) Controlling Body**

The controlling body is appointed by the Bowls Committee as required. Duties of the Controlling Body are outlined in documentation supplied by the RNSWBA, NSWBA, NDBA or the LMWBA. Please consult the relevant associations as required.

### **(d) Umpires**

Umpires who are qualified and active members of the Kahibah Bowling Club umpires panel can expect to be appointed as umpire of the day in accordance with arrangements agreed and approved by the Umpires Committee, or by the Bowls Committee or their delegated authority.

Duties of Umpire of the day are outlined in the relevant association documents.

### **3 - Policies Relating to Bowling Activities**

#### **(a) Greens Generally**

- (i) Control of the greens lies within the jurisdiction of the parent Club in accordance with the current Club Constitution and By-Laws.
- (ii) All members shall be responsible for the safekeeping of their own property including bags, bowls or clothing and the Club accepts no responsibility for this property.
- (iii) Any bowls and/ or bags which are the property of the parent Club cannot be removed from the Club premises without the authority of a member of the Bowls Committee or CEO, but can be loaned to players for use on the Club's greens only on the authority of a Bowls Committee member, recognised coach or CEO.

#### **(b) Greens and Green Fees**

The Board has directed that all members of the Bowls Club who participate in the game of bowls should have fair and reasonable use of the greens and that maximum use should be made of the greens, keeping in mind the need to maintain the greens in first class condition.

The allocation of the green time contained in this Regulation is to be viewed in the light of the general principles outlined above and there will need to be some flexibility in the arrangements so as to accommodate the special needs of the Men's or Women's Bowls Club, or other sub-club, on a particular day.

Subject to unavailability for maintenance, special events etc. all greens will be made available to the Men's Bowls Club at the following time:

- (a) Wednesday – morning and afternoon play.
- (b) Saturday – morning (if required) and afternoon play.
- (c) Sunday – (if required)

Subject to unavailability for maintenance, special events etc. all greens will be made available to the Women's Bowls Club at the following time:

- (a) Tuesday – morning.
- (b) Thursday – morning.

Subject to unavailability for maintenance, special events etc. all greens will be made available to the Retired Bowler's Club at the following time:

(a) Friday – morning.

Roll ups are permitted at the discretion of the “Controlling Body” on the day but not on a Monday before 1pm. Roll-ups are not to be on the same green as any social games or any Championship or Pennant game.

Green fees are to be set by the Board. All green fees are payable when a player reports to the Bowls office or the “Controlling Body” prior to the commencement of play. All green fees collected for social play, special events, pennants or Championship play, whether for Men’s Bowls Club, Women’s Bowls Club or other Sub-Clubs shall be payable direct to the Club on that day, unless approved otherwise by application to the CEO.

### **(c) Green Control & Extreme Weather**

At least one (1) hour prior to the commencement of play on any day, the Greenkeeper shall release the control of the greens to the Controlling Body for that session. No games can commence until the Greenkeeper feels that the greens are in such a condition that they can be played on.

Games are not to be called off by the Controlling Body until one (1) hour prior to the scheduled start of play.

Following commencement of play or during a game play may be delayed for up to one (1) hour after the scheduled start time if the adverse weather conditions are anticipated to improve. Where conditions have not improved in that time, the Controlling Body should cancel the play for that day and/ or reschedule.

The Controlling Body duties, for each Club for any session, will include the implementation of the Heat Stress Policy as set by the Club. This policy will be enforced by the relevant Controlling Body or the Club authorised delegate at all times when extremes of weather are a factor.

Kahibah Sports Club Heat Stress Policy is to apply to all bowls related activities held on the Co-operatives bowling greens

In extreme heat conditions the designated officers of the Club (either the CEO, Supervisor on Duty, or Head Greenkeeper), or the designated officers of the organising body of any event, or the umpires of any event, will conduct regular readings using the Kestrel 3000 to obtain a Heat Stress calculation.

The designated officer's or umpires may take into account the current weather conditions as well as other determining factors, as discussed in the above guidelines, to suspend, cancel or postpone games at any time.

However, once a Heat Stress reading from the Kestrel 3000, reaches or exceeds 37, the greens are to be closed immediately, play suspended and all players are to move to a cool area. Readings will then be taken every half hour and the greens will not reopen or play resume until the Heat Stress reading is at 34 or below.

Consult the Wet Weather Policy and Heat Stress Policy for further information.

#### **(d) Tournaments & Special Events**

Tournaments shall be held under the auspices of the relevant Bowls Committees after liaison with and subject to the approval of the Sports Co-ordinator and CEO under such rules and conditions as the committee sees fit, provided that such rules and conditions are not in conflict with conditions set down as acceptable by the relevant governing associations.

##### **Cancellation**

Should it be decided by the relevant Committee to abandon a tournament prior to its natural conclusion, any prize money earned up to the time of abandonment shall be paid.

##### **Postponement**

Should it be decided by the relevant Committee to postpone a tournament because of interruption prior to its natural conclusion then all entrants shall be advised of the date selected to complete the tournament.

All prize money earned to the time of postponement shall be paid.

Should entrants be unable to attend on the new date then substitutes will be allowed. Should no substitute be able to be arranged then scheduled matches will be forfeited with no further penalty.

##### **Funding**

Funding of tournaments or special events is under the control of the Bowls Club. Any request for funding support from the Co-operative must be at least thirty (30) days in advance of the proposed event/ tournament and in writing and contain a working budget to show the use and funding requirements. Submitting a proposal or organising a tournament or special event does not commit the Co-operative to



funds unless approved by the CEO or the Board of Directors of the Co-operative.

The Kahibah Bowling Club Co-operative Ltd may conduct any special event.

### **(e) Selection Policy, Appeals Process and Players Code of Conduct**

Registered players are expected to make themselves available to represent the club in various fixtures. Players offering themselves for selection will write their names on the lists included as part of each notice.

Selection will be made initially from the players who have indicated their availability on the lists provided.

#### **Policy Statement**

The selectors will endeavour to select the individuals and teams that they believe will give the club the greatest chance of achieving the best results. It is acknowledged that this may, from time to time, require valuing compatibility and experience above individual prowess. Communication of selections will be done by the boarding of teams in a timely manner. Players have the right to appeal selection decisions and non-selection decisions through the appeals process.

#### **Selection Criteria**

Selection will be based on a balance of subjective and objective criteria as recommended by the Australian Sports Commission and Bowls Australia.

#### **Objective Criteria**

The following points may be taken into consideration:

- Current Pennant Grading
- Scores achieved in training activities
- Results from benchmark skills tests
- Evidenced results from club events
- Evidenced results from pennant and external competitions

#### **Subjective Criteria**

The following points will be taken into consideration:

- Availability
- Observation of leadership; communication skills; and compatibility with other players

- Player temperament during games
- Performance under pressure
- Input and recommendations from coaches, and/or skips
- Demonstration and willingness to improve by participation in coaching and skills development sessions; team and individual practices; trial activities and games.

### **Selection Process**

During the pennant season the selection panel will meet weekly, or more often if necessary, to discuss team selection. They will make every effort to comply with the Selection Criteria outlined above. All selection decisions will be posted on the notice board well in advance of any event. They will conduct trial games and other procedures which will give ample opportunity for all players to show evidence of their ability for consideration by selectors. Selectors as a group are always available to discuss selection decisions.

### **Appeals Process**

All players should be happy to play where selected and accept the decisions of the Selectors, they are not infallible. They select Teams on what they believe is best for Kahibah the Club. However, if you believe you have a legitimate case, the following is the process to be followed.

- Request a meeting with the Selectors as a group to discuss your situation.
- If after this meeting, you still feel that you have a grievance, then you can apply in writing to have it heard by the "Appeals Panel".
- This Panel will be the Co-operatives Chairman, CEO, & Chairman of the Selection Committee (of non-involved Bowls Club).

### **Players Code of Conduct**

*Referenced from: Bowls Australia & Bowls NSW*

- 1.1 Maintain a high standard of personal behavior at all time
- 1.2 Abide by the rules and respect the decision of any official, ensure appeals are made through the formal process and accept the final outcome.

Work equally hard for yourself and for the team.

At all times when competing in an event involving youth or junior players, act in an appropriate manner which sets an example of expectable behavior for a Club Member

Players participating in Association Events conducted by RNSWBA and/or NSWBA, or in which the participant is a member of a side selected by or is nominated by the Bowls Club, are expected to behave in an appropriate manner whilst playing in or in attendance at the event.

Disciplinary action may be taken against any player who behaves in an inappropriate manner.

This may include immediate removal from the event and/or further disciplinary action as provided for in the Constitutions of the State Associations.

**Players are expected to:**

- iii. Be punctual – be where you need to be on time
- iv. Play as a team – be supportive and encouraging to your team mates
- v. Play by the rules and conditions of the competition
- vi. Be a ‘good sport’
- vii. Comply with the requests of the Team Manager
- viii. Comply with the entry requirements and rules of the Club at which the event is held.
- ix. Be friendly to all participants

**Players must not:**

- i. Argue with an officials or umpire’s decision.
- ii. Engage in any violent or threatening behaviour.
- iii. Use foul or abusive language.

**General Code of Conduct**

Give your best at all times. Participate for your own enjoyment and benefit. Do not tolerate harmful or abusive behaviours. Adopt appropriate and responsible behaviour in all interactions. Adopt responsible behaviour in relation to alcohol and other drugs. Act with integrity and objectivity and accept responsibility for your decisions and actions. Ensure your decisions and actions contribute to a safe environment free from harassment. Support and encourage

people to participate in all aspects of sport. Treat each person as an individual. Display control and courtesy to all involved in our sport. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.

**(f) Team Bonding. - deleted 23<sup>rd</sup> June 2011**

**(g) Clothing and Apparel**

Whilst on the Club premises and on the greens members and their guests shall be attired in a neat and tidy manner and in keeping with accepted standards of respectability as determined by the Board of Directors and according to the current dress rules of the Club.

**Attire on the Greens**

The registered Club uniform **MUST** be worn for all Club Championships, Competition, Pennant and above level as defined in:

- (i) the RNSWBA conditions of play and regulations;
- (ii) the NSWBA conditions of play and regulations, respectively.

For matches not played under RNSWBA or NSWBA conditions dress rules shall be those outlined by the Bowls Club Committee relating to such matches.

**(h) Incentives, Prizes and Trophies**

A full review of Incentives, prizes and trophies is to be carried out by the respective Management Committees as part of their budgetary considerations and will be notified to members by way of a notice posted on the appropriate Notice Boards

The Co-operative encourages players to participate in National, State & District Championships as well as representing the club in Pennants or other association sanctioned competitions.

As an incentive for members to participate in these matches the following awards are offered by the Co-operative for the current season.

For national, state & district championships as well as those matches organised and run by the NDBA (for example: Mattara Carnival) all entry fees will be paid by the club. This includes entry fee for State Pennants, Big Bowls Challenge, Club Challenge or similar.

However, if any player or team forfeits any entry fees are repayable in full to the Co-operative from the player(s) involved. Consideration will be given upon application to the Board.

Incentives relating to success in District and State Championships are also available and are based on the following formulae.

At NDBA or LMDWBA level for Champion of Club Champions, State Presidents Singles and State Presidents Pairs the Co-operative will award winners representing KMBC or KWBC an amount equal to the NDBA or LMWDBA payments or, if appropriate, 50% of the RNSWBA or NSWBA payment (whichever is greater).

For District and State Singles, Minor Singles, Pairs, Triples & Fours the Co-operative will match NDBA or LMDWBA payments for winning club representatives or, if appropriate an amount equal to 10% of RNSWBA or NSWBA payment (whichever is greater).

Incentives relating to Pennant play shall be determined and payable by the relevant Bowls Club section.

Prize money for success in KBC Club Championships shall be determined and payable by the relevant Bowls Club section.

Incentives relating to success in non-Kahibah Club Tournaments are also available and are based on the following formula.

Any Kahibah player who earns prizemoney for winning (coming 1<sup>st</sup>) in a non-Kahibah Club Tournament, the prizemoney earned will be matched by the Co-operative up to the cumulative amount of \$1000 per player per annum.

To qualify for any incentive payment above the following conditions apply.

- 1/ In any singles or team(s) event all players have to be bowling members of Kahibah Bowling Club Co-operative Limited.
- 2/ All Players must be dressed in the current Kahibah Bowls Club Uniform.
- 3/ Players are required to supply written proof of their winnings.
- 4/ It is the responsibility of the member(s)/ player(s) to lodge an incentive claim to the CEO or Sports Co-ordinator prior to approval of payment. The decision of the CEO is final.

### **(i) Travel & Accommodation.**

Pennant level travel will be considered by the appropriate Management Committee as part of their annual budgetary process and will be notified to members by way of a notice posted on relevant notice boards.

District Championships – travel and expenses to be paid by the player. Entry fees will be paid by the Co-operative (if teams forfeit they are to repay the entry fees to the Co-operative)

State Championships – travel and accommodation to be reimbursed to the player. The approved net expense (after external contributions) to be split 50/50 between the section and the Co-operative.

Champion of Champions – State - travel and accommodation to be reimbursed to the player. The approved net expense (after external contributions) to be split 50/50 between the section and the Co-operative.

Consideration will only be given after receiving a request in writing with details of the full costs, location, event details and player's names. All applications MUST be submitted to the section and/or the Co-operative in writing at least 7 days prior to the event for approval.

The Board will consider all request made by the sections for financial assistance to State Pennant Finals.

### **(j) Club Championships & Competitions**

Players may be called to play club competition always provided at least six (6) clear days' notice has been given.

All competitions and other games conducted by the Bowls Club shall be played in accordance with the relevant NSW Bowls Association conditions of play and regulations and in accordance with club domestic rules and conditions, provided that such conditions shall not conflict with any other event. No club championships shall be called for play on a Public Holiday or the long weekend of a public holiday, unless by request by mutual consent of the participants involved.

Eligible club members may participate in Club Championship Games provided they are financial and qualify under Declaration of Club rules provided for in the relevant Association rules.

In the case of the Minor Singles there are some special conditions concerning eligibility.

- Minor Singles entries are restricted to No 4 ,5, 6 and 7 Grade Pennant players.
- A previous winner of a Club Minor Singles is ineligible to enter.
- Any member who was graded higher than No 3 Grade Pennants in the previous two years is ineligible to enter.
- Club Selectors will decide if a player who does not play Pennants is eligible to enter.
- Entries for the Minor Singles will close after the completion of Sectional Play in the current season.

Conditions of play for Club Championship matches are to be set out by the relevant Bowls Club section.

### **(k) Microphone/ Public Address System Use Policy**

Use of the Club Microphone and Public Address System is limited as outlined in section G5 of the Co-operatives By-laws.

Please consult the Policy document, if you are unsure of any item or information within this Policy, please seek clarification from the CEO before you use the microphone or PA system.

### **(l) Lockers**

Members shall be given the use of lockers, as available, for an annual fee as determined by the Board, including key deposit fee.

Lockers shall be allocated to members in order of receipt of application for a locker.

All members shall be responsible for the safekeeping of their own or borrowed bowls, bags or clothing and the Club accepts no responsibility for this property.

Any bowls and/ or bags which are the property of the parent Club cannot be removed from the Club premises without the authority of a member of the Committee or CEO, but can be loaned to players for use on the Club's greens only on the authority of a Management Committee member, recognised coach or CEO.

Neither the Club nor its officers shall be liable for any loss or damage to bowls or any other property left by members in lockers or in any other part of the Club premises.

### **(m) Discipline**

Any misconduct brought to the notice of the Bowls Club Committee and not considered of such nature as to be covered by item nine (9) of the Constitution or of the By-Laws of the Kahibah Bowling Club Co-operative Limited shall be dealt with by the Bowls Club committee.

When a player having registered to play, fails to attend for play without due notice or reasonable excuse, a please explain letter will be issued by the Bowls Club. Should the same player re-offend, he/ she shall be suspended from social play for two (2) weeks.

The Management Committee of the relevant Bowls Club shall deal with any complaint of the foregoing nature that relates to matters within the Men's Bowls Club or the Women's Bowls Club.