



By-Laws and Regulations 2020

There shall be one set of By-laws for both men's and women's bowls and any reference to a particular gender shall include the other gender, except where specific relating to a specific gender such as match play. By-laws are based on the constitution, and the constitution is enacted through the By-laws. Whereas the constitution contains the purposes, aims and overall philosophy that the Club aims to serve, the By-laws contain detailed rules. By-laws and Policies are to be reviewed as required, or at least every two (2) years.

1) GOVERNING STRUCTURE

The Mandurah Bowling and Recreation Club, otherwise referred to as the Club or MBRC, shall have a Management Committee that consists of President, Deputy President, Treasurer, Secretary, Directors of Bowls, Match Captains and Chairpersons of Standing Committees, excluding Selection Committees.

2) ROLE OF MANAGEMENT COMMITTEE

The Management Committee must ensure that By-laws are consistent with the Constitution and Rules of the Club Policies.

Can determine changes to the By-laws after debate by the Management Committee.

Can make a decision on any situation which arises that is not covered by these By-laws.

Specific duties for members of the Management Committee are detailed in the Constitution, with Job Descriptions detailed in separate Duty Statements further in these By-laws.

3) CLUB COLOURS, NAME AND EMBLEM

The official colours of the Club shall be green and gold. Club insignia, logos and letterheads shall be approved by the Management Committee from time to time. Members shall not be permitted use of the Club emblem/logo for personal, or any other purpose without the express prior approval of the Management Committee. The design of the registered shirts may be changed from time to time in consultation with the general membership.

4) OBJECTIVES, AFFILIATIONS and COMPLIANCES

The objectives of the Club are to primarily foster the game of lawn bowls, but to also include any other sporting, recreational, cultural or community pursuits that may be lawfully, compatibly and conveniently carried on in or at the Club premises.

To affiliate with Bowls WA and recognise their constitutions, rules and regulations, and to conduct all games in accordance with these regulations.

To maintain a Club license under the State Liquor Licensing Act and other relevant legislation current at the time.

Every member and member's guests in the Club shall abide to the rules and regulations of the Club.

5) AFFILIATION

For the purpose of playing competition bowls, the MBRC is affiliated to Bowls WA, and recognises and plays under the Bowls WA Constitution and By-laws, the Bowls Australia Constitution and By-laws and the Laws of the Game of Lawn Bowls, as amended from time to time

6) AMENDMENTS TO BY-LAWS

All motions and amendments to motions to vary the By-laws shall be debated and determined by the Management Committee. Any repeal or amendment of/or addition to these By-laws shall be notified to members by notice on the Club notice board

7) EMPLOYEES

The Management Committee shall be responsible for the engaging and terminating of all employees of the Club and shall do so having regards to the relevant State Acts and regulations, and shall do so within the following guidelines:

- No person under the age of eighteen (18) years shall be employed in the sale or delivery of liquor.
- The hours worked shall not exceed those set down in the industrial awards governing employees engaged in similar work.
- Employees shall be paid not less than the rates laid down under current relevant WA or Federal awards.
- No payment or part payment of any Secretary, Manager or other officer or employee of the Club shall be made by way of commission, bonus or allowance.
- Employees shall have no rights to vote at General Meetings of the Club, but are entitled to be a member of a Sub Committee and attend meetings of that Committee but not exercise the right to vote.
- Perform within the guidelines of the job descriptions in place and held in the office

8) AUDITOR

Each year, the Committee shall appoint an auditor on an annual basis to audit the Club accounts. The Auditor shall audit all accounts and have power at any time to call for books, papers, accounts etc., relating to the affairs of the Club. The Auditor may be a member of the Club but must not hold office of the Management Committee. If, during the year, a vacancy occurs in the office of Auditor, the Committee should appoint a new Auditor as soon as is possible.

9) HONORARIUMS

All members of the Management Committee and Sub-Committees shall act in an honorary capacity, except that the Committee shall have the power to reward, remunerate or grant an honorarium to any member for services rendered to the Club: all cases being considered on its own merits and decided by vote of the Committee. Details of honorariums paid must be included in financial reports to members.

10) CO-OPTED MEMBERS

The committee shall have the power to co-opt up to a maximum of three (3) financial full or life members, at any time, to assist any of the elected officers of the Club. Such co-opted persons shall have full voting rights within the committee they are serving.

11) MEMBERSHIP

The membership of the Club shall be persons elected to categories of membership set out in the Constitution. The Management Committee will have the power to create additional or change existing membership categories as the need arises, provided that such categories are consistent with all regulatory authorities that govern the operations of the Club. As members of the MBRC you agree to conduct yourself in an acceptable manner at all times and shall be responsible for ensuring your guests conduct themselves likewise. Members not financial by the 1st July, shall not be eligible to play pennants or Club events, nor use the Club's bowling facilities, until such time as payment has been made

12) MEMBERSHIP CARDS

Membership cards will be issued to all financial members stating their membership category

13) MEMBERSHIPS FEES

Any new members joining from 1st January each calendar year will pay the current yearly subscription plus an additional \$50 which will give make them financial until the end of the following financial year

14) LIFE MEMBERS

All nominations for Life Membership shall be confidential and come directly from the proposer to the Club Secretary and shall be accompanied by a resume detailing the service the nominee has given to the Club and all relevant details supporting the application

The nominated member must

- have rendered meritorious service to the Club over a period in excess of ten (10) years
- served on one or more committees for not less than five (5) years
- have consistently performed their duties and functions at a level greater than generally expected, without seeking recognition or reward for same
- have an unblemished record, and serve as a role model for others, putting the welfare of the Club above personal ambition, disappointments, likes and dislikes
- persons who have been accepted for Life Membership on the recommendation and endorsement of members, shall have the membership fee set by the Management Committee paid by the MBRC on behalf of it members

Where Life members are proposed, a sub-committee of three (3) committee members and two (2) other Full members, one of whom shall be a Life member, shall be set

Any member nominated and not selected in any one year shall be eligible for re-nomination in subsequent years

No more than two (2) life members can be elected in any one (1) year

15) MEMBERS RIGHTS

Full Members - persons eighteen (18) years of age and over will have access to all Club facilities, including hire of rooms, and all bowling events (constitution rule 15e & 15f)

Life Members – persons awarded life membership will have access to all Club facilities, including hire of rooms, and all bowling events (constitution rule 15e & 15f)

Temporary Members – no rights as per Constitution Rule 14d

Social Members – persons over the age of eighteen (18) will have use of Club facilities, including hire of rooms, but not eligible to use the bowling greens, unless invited by the Committee or undergoing coaching

Honorary Member –will have use of the club facilities, but no bowling privileges

Junior Member – persons over the age of twelve (12) years but under the age of eighteen (18) years will be eligible to play all in all bowling events

Special Circumstances Member – can play social bowls if membership is incumbent to a bowling type membership (Rule 14 f)

A member of the Management Committee or Match Committee has the power to approach a member whose conduct or behaviour is unsatisfactory

- Remind that person of their obligation as a Club member, or
- Request that person vacate the greens
- Or take whatever action the Committee member may feel is appropriate to the circumstances

A full written report of the incident must be submitted to the President and/or Secretary with twenty four (24) hours of the event.

Mobile phones must be turned to silent or vibrate whilst on the bowling banks or green when play is in progress. Permission to use a mobile phone must be sought from the Umpire of the Day.

Members are also required to conform to the Code of Conduct of the Club.

16) SMOKING

In compliance with health regulations no member or their guest may smoke tobacco products or use electronic smoking devices within the confines of the Club.

- Smoking is only permitted in designated areas
- Smokers must dispose of their butts correctly using the supplied receptacles
- Smoking is not permitted on the bowling greens or banks at any time
- Smoking is not permitted within the clubhouse or within five (5) metres of any entrance to the clubhouse

17) DRUG USE

No illicit or recreational drugs shall be allowed anywhere, either in the Club or on the bowling greens and surrounds.

18) CHILDREN (persons less than 18 years of age)

Parents, guardians or adult members bringing children in the Club premises shall be directly responsible for their behaviour, and may be directed to leave the premises by a member of the Management Committee or Bar Manager/Duty person if any child is contravening Club rules:

Children must at all times -

- Be under the control of a parent, guardian or adult member of the Club; conduct themselves in a manner so as not to interfere with the proper functioning of the Club
- Refrain from entry onto the greens unless under instruction of a member of the Club or be a member of a visiting team

19) VISITORS and GUESTS

The Club encourages the attendance of visitors from other clubs to participate in organised competition. Regular attending guests may need to be advised that an application for membership may be requested, if the number of visits in any one year exceeds three (3).

20) PARKING

The Management Committee may allocate reserved parking bays to certain office bearers or workers at their discretion, and to visiting dignitaries and sponsors

21) DRESS

At all times members and their guests shall be clean and neatly dressed in keeping with the activities of the Club. They shall be expected to be dressed tidily and appropriately

- No clothing shall have obscene signs or comments to cause offence
- No singlets or tank tops at any time
- No hats
- Footwear must be worn at all times – no barefeet
- Management reserves the right to refuse entry or service to any person considered be unsuitably attired

22) PROPERTY

No member or visitor shall, without authority, interfere with any appliance, fixture or fitting on the Club premises. If at any time members wish to borrow Club property, permission must be obtained from the

President, Operations Manager or Deputy President. A monetary deposit and/or hire charge may be made for mechanical appliances borrowed by members or other organisations. The borrower will be held responsible for the cost of breakages or repairs to any property not returned in good condition

23) BOWLING ATTIRE

Club members competing or officiating in Pennants, Murray District Bowling League and Club Championships events must wear the registered MBRC bowling shirt. Failure to wear the Club uniform in Club Championships events will result in forfeiture of that event.

The Club uniform is:

- Club shirt (registered) and bottle green pants, shorts, skorts or skirts
- Club jackets, BA approved bottle green or white jackets, vests or rainwear
- If worn, hats must be either approved club cap/hat, or any bottle green or white hat, cap or visor with regulation Bowls Australia (BA) logo
- Alternatively, MBRC hatbands must be attached to white hats without a BA logo

Flat soled shoes which comply with BA policy for foot-wear are to be worn on the greens at all times. Bare feet are allowed in some social events

The Match Committee may designate the attire to be worn for particular events, including the surrounding greens

All players shall wear a name badge or have their name embroidered/printed on their shirt

MUFTI is considered neat, clean casual attire. Any offensive clothing is not acceptable

24) CONDUCT OF PLAYERS

Members are required to conduct themselves in a manner that reflects the good standing of the MBRC, including when attending other bowling clubs.

- No persons other than those authorised by the Bar Manager and displayed on the bar roster may enter the bar area, serve liquor, operate the bar till or other facilities
- The Bar Manager or other authorised person operating the bar, has the right to refuse to serve any member or guest whose conduct they consider shall impair or effect the proper enjoyment of the Club and other members
- No stranger shall be permitted to purchase liquor, or to use the Club premises, and no member or other person shall admit any stranger to use the Club premises
- No gambling or betting shall be allowed on the Club premises unless such gambling or betting is first authorised by any competent authority
- Alcohol may be consumed within the grounds surrounding but not on A,B,C and D greens as approved by the Director of Liquor Licensing Office of Racing and Gaming.

25) KEYS

Keys to the facility shall be kept to a minimum and only issued to such persons as considered essential and approved by the Management Committee.

An up to date registry of key holders will be kept by the Secretary

26) SALE OF LIQUOR AND BAR MATTERS

Constitution Rule 34 to be read in conjunction with Liquor Licensing Code of Conduct

- Bar trading hours will be decided by the Management Committee within the provisions of the Liquor Licensing Act and displayed within the Clubhouse
- The Management Committee shall appoint/employ a Bar Manager

- Liquor from outside sources shall not be brought onto Club premises for consumption
- Members refusing to leave the premises promptly at time of closing may have their name communicated to the Management Committee by the Bar Manager or Chairperson and dealt with under Rule 35 of the Constitution
- Bar staff shall not drink alcohol behind the bar whilst on duty and shall dress according to the Dress Code as recommended and agreed to by the Management Committee

27) DUMPING OF BOWLS

Definition: Bowls that are repeatedly delivered from a height of more than 30cm that results in 'denting' of the compacted material immediately beneath the synthetic surface.

If by observation of an Umpire of the Day, nominated greens or match committee person, a player is considered to be causing damage to a green, the player will be warned. (If playing in a team event, the skip will also be notified)

If in the opinion of the Controlling Body the player continues to damage the green the player must be required to retire from the game but may be allowed a substitute player

A letter to the player will be sent, outlining the following

- That they have been identified as a member of the Club who dump their bowls
- Explain to them the damage and financial consequences that their delivery is causing to the greens and the effect on games in general
- Offer the assistance of the Club's coaches
- Suggest the use of a bowling stick or bowling arm
- Set out a time frame within which the dumping problem is expected to be addressed by them
- Advise of the penalty for the individual if they fail to address the problem of the delivery

When the time period given has expired the player will be reviewed again and a further letter will be sent to either:

- Thanking the player for their efforts in addressing the problem and advising that they are welcome to continue playing on our greens
- Advising the player that their continued dumping is no longer acceptable and that the use of the Club's greens is no longer available to them until they address and rectify the problem

28) BOWLING GREENS

At no time is it permitted to take food or drinks onto the greens except in the case of a medical emergency

The delivery of bowls shall not damage the greens

Players and spectators, whether directly participating or not in a game, are not permitted to sit on the banks of the greens

Guests of members who want to use the greens must be supervised at all times to prevent damage to the surface

The respective Match Committees shall have exclusive use of sufficient greens to conduct Association, Pennant and Club competitions and official practice

There will be no smoking within 5 metres of the bowling greens to avoid burning of the surface

29) USE OF BOWLING GREENS

The bowling greens will only be used for the following purposes:

- All events that are listed in the MBRC bowls fixture book
- All events, other than those listed in the fixture book, organised by the Match Committees

- Any MDBL fixture that has been allocated to the MBRC during the season
- All coaching sessions with a qualified club coach
- Pre-arranged social games when requested by businesses that have been approved by the Management Committee or Match Committee
- Night Owl Bowling competition
- Supervised junior bowlers and school events
- Roll-ups and practice events by members and/or visitors
- Private events by other bowling clubs are as follows:
 - A charge of \$10 per player, \$5 of which is paid into green fees and \$5 into ancillaries
 - All monies to be paid before any event takes place
 - Wages of any staff incurred out of regular rostered hours is to be paid by the hirer
 - MBRC is to keep all bar taking for the period of the hire

30) INDOOR GREEN HIRE

The hire of the indoor green is available to groups, businesses and schools according to the availability of the green in relation to bowling fixtures. The fee for hire will be determined by the Management Committee along with supervision for such from members of the Club

31) LOCKERS

Lockers are available for hire to members through the office at a fee determined by the Management Committee

32) COACHING

Prospective new bowlers, prior to commencing coaching classes, shall be allowed to participate in a reasonable number of roll-ups, provided they are under the supervision of a capitated bowling member

A new bowler shall be offered approved coaching classes from a qualified Club coach prior to playing in organised competition. The coach may direct that the new bowler only play one type of competition (e.g. scroungers) for such a time as they may think necessary, before any player may enter open competitions. The coach should advise the Match Committee when the new player may participate in competitions

Coaches will assist existing bowlers who wish to improve their performance

33) RETURNING OFFICER

An appointed returning officer shall be supplied with a current register of members eligible to vote in the election

The returning officer will do a draw in the presence of candidates wishing to be present, to determine the order in which names are placed on the ballot paper

The returning officer will mark off and count votes from eligible members in the presence of other authorised persons

34) SCRUTINEERS

A candidate may nominate in writing to the returning officer a scrutineer to represent them at the ballot. The scrutineer shall be a financial full of life member of the Club and shall not be a candidate in the election

A scrutineer may be present throughout the ballot and may query the inclusion or exclusion of any vote in the count, but the returning officer shall have first determination of any votes queried

A scrutineer shall not place or remove any mark on a ballot paper

35) COMPETITION FEES

Entry fees for Club events are to be set by the Management Committee. Any variation can only be made by the Match Captains in consultation with the Treasurer and approval by the Management Committee

Green fees shall be decided by the Management Committee for each upcoming season

Prizemoney shall be according to a formula decided by the Management Committee, based on the number of players in an event or available sponsorship

The distribution of prizemoney shall be decided by the Match Committee

Entry fees for OPEN events shall be recommended by the Match Committee to the Management Committee for approval

36) PENNANT SELECTORS

There will be two (2) Selection Committees, one (1) for Men and one (1) for Women

Pennant selectors shall be elected from a list of nominated parties by ballot of members

Five (5) selectors will be elected to fairly represent all divisions by full bowling or life members of that bowling section. (I.e. men vote for men and ladies vote for ladies)

Selectors will be elected annually with the results announced prior to the commencement of the season, or at the AGM.

Voting forms will be distributed to the members eligible to vote and must be completed by the nominated closing date to be valid. Such votes can be returned by either mail, electronic or in person to the office, or placed in the provided ballot box, by 5:00pm on the nominated closing day, which must be before August 31st. Voting will be counted by the appointed returning officer, current Director of Bowls, current Match Captain and 1 scrutineer.

Elected selectors will appoint their own Chairperson at the first meeting. In the event that this is not readily achieved, the appointment of a Chairperson will be made by the appropriate bowls committee

Elected selectors will have the option to co-opt up to a further three (3) selectors on to the committee to ensure all divisions have fair representation, and to allow for the absence of elected selectors in the case of prolonged illness.

Persons nominating for selection must have at least three (3) years bowling experience at the MBRC, but not necessarily be a pennant bowler.

Selectors can hold another position in the club

Selectors shall meet weekly after each pennant game and select teams to represent MBRC in the pennant divisions. Such teams will be posted on the notice board no later than four (4) days prior to the next playing date.

The chairperson shall appoint umpires for pennant games, and inform players of any changes made to their playing positions, if those changes have been made after the teams have been posted on the pennant board as well as being responsible for determining and allocating pennant duties

The selection committee shall appoint and educate a manager for each side, whose responsibility it will be to write the cards and draw for rinks with the opposing team manager on the greens that have been allocated by the greens manager

The selection committee shall appoint one (1) person to be responsible for posting the results in the official results format that is used by Bowls WA.

The selection committee shall keep a register of eligible players and record their representation within the different divisions and be conversant with the rules of pennants as decided by the Murray League and ensure they are adhered to

Have the power to invite members to sit in on a Selection Meeting to gain experience, but this person shall have no voice in the decisions being made, and will keep outcomes and discussions confidential.

Maintain the confidentiality of all meetings (refer to Constitution Rule 24f)

37) MATCH COMMITTEE

Committee members shall be elected from a list of nominated parties by ballot of members with a minimum of five (5) members being elected from the candidates by full bowling or life members of that bowling section. (I.e. men vote for men and ladies vote for ladies), but having the option to increase that number to eight (8)

Match committee persons will be elected annually with the results announced prior to the commencement of the season, or at the AGM

Voting forms will be distributed to the members eligible to vote and must be completed by the nominated closing date to be valid. Such votes can be returned by either mail, electronic or in person to the office, or placed in the provided ballot box, by 5:00pm on the nominated closing day, which must be before August 31st. Voting will be counted by the appointed returning officer, current Director of Bowls, current Match Captain and 1 scrutineer

Match committee members can hold another position in the Club

The responsibilities of the Match Committee are to work closely with the Match Captain to:

- With the Match Captain arrange the fixtures for the season, other than pennant games
- Determine the conditions of play for matches under their control. Charge and record such entry fees and/or green fees as directed by the Management Committee
- Be empowered to co-opt members to organise and control games in their absence or to assist in the running of an event or programme
- Make competitors aware of conditions of play prior to the commencement of any event
- Clearly advertise on the notice board and changes to a fixture shown in the Club fixture book and shall announce such changes when a majority of the players are present
- Make the greens ready for play by putting out mats, jacks, water bottles and cups, umpires equipment and flags, and they are returned at the completion of competition
- Have umpires appointed for all events (except pennants)
- Keep the match room tidy
- Do not remove information/resources from the match room without the consent of the Captain
- Ensure results from all games are recorded, adding any other relevant information that may assist in the future
- Shall forward names of all championship winners to MDBL (ladies section) for inclusion in the MDBL Championships

38) NIGHT OWL BOWLS CO-ORDINATOR

This is a volunteer position for one (1) or two (2) members to organise and control nightly sessions as determined during the calendar year

They will be responsible for liaising with the Management Committee and advertising such sessions to gain maximum participation, allocation of prizes and recording of results

39) BOWLING COMMITTEE SECRETARY

An appointed full or life member of MBRC from both the Ladies and Men's bowling sections will be tasked with the following duties:

- Keep accurate records of all meetings of the Ladies/Men's Committee meetings and file a copy for viewing by the Management Committee and members
- Obtain from the Club Secretary and retain an accurate register of financial members
- Request and address relevant information received by the Club Secretary from Murray District Bowling League (MDBL), Bowls WA and other clubs
- Advertise all General Meetings of their division
- Attend to any correspondence as is necessary
- Work closely with the Match Captain and Director of Bowls

40) MATCH CAPTAIN

Having been elected by ballot at the AGM, each Match Captain will be responsible for the administration of Ladies/Men's bowling events within the Club and maintain a close liaison with the opposite Match Captain for mixed events, along with keeping requests up to date with the Greens Manager

The elected Match Captains will work with their committees to ensure an early formation of a bowls programme for the coming year and submit the programme through to the Management Committee for endorsement

- They shall chair their Committee, convene and preside over meetings and report back to the Management Committee
- Appoint a secretary for their bowling section
- Attend and report monthly to the Management Committee meeting
- Liaise and assist in the arrangement of sponsorship for the season and invite sponsors to relevant events for promotion of their business and presentation of prizes
- Be responsible for arranging social and competition games, prizes and trophies
- Oversee the collection and dispersion of match fees, ensuring that all monies collected are promptly distributed by way of prizes, expenses or to Club revenue
- Encourage the recruiting of new members and foster their introduction to the Club and competitions
- Ensure results from all games are recorded, adding any other relevant information that may assist in the future
- Ensure the production and distribution of flyers with correct information is done in a timely manner to gain maximum participation in all events
- Liaise with coaches to ensure new bowlers have been recommended to play in competitions
- Ensure correct attire is worn for all bowling events, and if necessary refuse participation
- Oversee the role of the match Committee in the performance of their duties
- Liaise for hire of function room and opening of the bar if required
- Ensure the Director of Bowls is instructed to vote in accordance with the wishes and direction of the Bowls Committee
- Liaise with the Night Owl Bowls co-ordinator to maintain a successful competition
- Maintain the confidentiality of all meetings (refer to Constitution Rule 24f)

41) DIRECTOR OF BOWLS

Duties of the Director shall be:

- Looking after the interests of the bowlers and represent the Club with integrity
- Responsible for seeing that trophies are presented, and guests and sponsors are introduced
- To represent the bowlers on the Management Committee
- Discuss upcoming agenda of MDBL meetings with Match Committee and note action required
- To receive and deal with complaints from members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Management Committee

- To attend all MDBL meetings, vote in accordance with the wishes of the MBRC bowlers, and report back to the Committee any findings and/or outcomes
- Assist the Match Captain as required in the supervision, organisation and running of events in the Club
- Hold and chair bowling meetings. The Director shall be entitled to his/her vote as well as a casting vote on the proviso that the casting vote retains the status quo
- Umpire co-ordinator, encouraging members to become umpires and maintaining a record of accreditation as well as review the status of equipment on all boards, requesting replacement of broken, damaged or outdated items

42) PRESIDENT

The President's primary responsibilities are to provide overall leadership, stewardship, motivation and innovation to the Club. Leading by example they will:

- Work constructively with committees and sub-committees
- Uphold good working relations with stakeholders and external parties
- Maintain a good rapport with members
- Attend functions when available and contribute to the forward planning, review of events and management of the Club
- Maintain confidentiality of all meetings (refer to Constitution rule 24f)
- Preside over the General Meetings of the Club with impartiality
- Formulate the agenda and time with the Secretary for such meetings
- Promote the public image of the Club
- May convene special meetings of the committee
- Prepare and present a Presidents Report at the MBRC AGM
- Attend committee and sub-committee meetings as an ex-officio member
- Ensure the Club constitution and by-laws are respected and observed by everyone

43) DEPUTY PRESIDENT

The Deputy President is accountable to the Management Committee through the President. He/she will assist the President in the general administration of the Club and shall:

- Support the President in all activities of the Club and shall assume the responsibilities of the President in his/her absence
- Contribute to the forward planning and review of events and management of the Club
- Maintain the confidentiality of all meetings (refer Constitution Rule 24f)
- Be an ex-officio member of all committee and sub-committee meetings
- Assume the role of **Bar Chairperson** and be responsible for:
 - Overseeing the operations of the bar whilst working harmoniously with the Bar Manager
 - Ensure economical use of the services of paid staff
 - Provide support to paid bar staff to assist in the delivery of a satisfactory level of service to Club members
 - Maintain Club policy in bar pricing procedures and co-operate with the bar Manager in implementing changes
 - Ensure ordering methods are satisfactory and levels of low turnover stock in minimised
 - Carry out a stocktake of the bar commodities and generate a variance report as directed by the Management Committee
 - Ensure proper health and cleanliness standards are maintained in the bar area

- Ensure all paid staff and volunteer staff working in the bar area adhere to Club policy and dress standards while working
- Ensure employees do not smoke or consume alcohol beverages behind the bar

* note: the day to day operation of the bar rests with the Bar Manager who is employed by the Club

** note: it is desirable but not essential that the incumbent is qualified under the WA Liquor Control Act as either an unrestricted or restricted bar manager and/or hold an RSA certification

44) TREASURER

The Treasurer shall be responsible for all monies paid to the Club and shall ensure that all such monies are paid into the bank account of the Club. The Treasurer shall keep correct accounts and books showing the financial affairs of the Club and in particular:

- Provide financial reports at each monthly Management Committee meeting
- Be responsible, in conjunction with the Operations Manager, for the timely and correct collection and payment of monies due
- Investigate, record, supervise and report all incomes and expenses of the Club, and control the assets expenditure of the Clubs resources
- Attend Management Committee meetings and contribute to the forward planning, review of events and management of the Club
- Prepare any department reports if required
- Ensure the Club complies with account keeping requirements
- Assist the auditor in performing their functions
- Maintain confidentiality of all meetings (refer Constitution Rule 24f)
- Prepare and present a full audited financial report at the MBRC AGM
- Ensure the safe custody of the financial records of the Club and any other relevant records of the Club

45) GREENS MANAGER

The Greens Manager will be responsible to the maintaining and improvement of the bowling greens and having them available for scheduled completion events. Their duties will be:

- Liaise with the Match and Selection Committees in meeting all match and practice requirements
- Ensure the greens and equipment are maintained in good order
- Prepare a Greens Report as requested, to be tabled at the monthly Management Committee meeting outlining greens condition, equipment replacement and requirements
- Allocate use of greens and rinks for play to ensure even wear for preservation and upkeep of the greens
- Work with grounds personnel in keeping storage sheds clean and tidy
- Ensure that all personnel adhere to safe working practices
- Maintain the confidentiality of meetings (refer Constitution rule 24f)
- Form a sub-committee to look after the grounds, whose duties shall be:
 - Maintain the greens, gardens and surrounds
 - Do repairs as required
 - Liaise with the Management Committee when hardware/equipment needs to be purchased
 - Keep tools in good clean working order and locked away when not in use
 - Ensure all rinks are marked as per competition requirements
 - Organise vacuuming of carpet when necessary

46) MEMBERS SERVICES MANAGER

Conduct, arrange and supervise regular Club social functions and fund raising (other than specific Club projects) within the Club to meet the social need of members, primarily:

- Provide a monthly programme in advance of social events for endorsement by the Management Committee
- Recommend entertainers or any other service permitted for upcoming social events
- Ensure all monies received and expended are promptly brought to account on statements as required by the Management Committee, together with all dockets and receipts
- Oversee the Friday Night members night activities and raffles
- Co-operate and liaise with other committees to reach a successful outcome of events
- Maintain confidentiality of all meetings (refer Constitution rule 24f)
- Form a sub-committee of volunteers and co-ordinate a roster to ensure the ongoing success of key fundraising already implemented by the Club
 - Friday Night Raffles
 - Mothers Day Raffle
 - Fathers Day Raffle
 - Christmas Raffle
 - Easter Raffle
 - Melbourne Cup Sweeps etc.

47) HOUSE FACILITIES MANAGER

The House Facilities Manager shall be responsible for the general maintenance and upkeep of the clubhouse and property inside by keeping it in a clean and safe condition in accordance with the City of Mandurah Health Regulations.

Duties of this position will encompass:

- Making recommendations to the Management Committee regarding fixtures to the clubhouse walls, furnishings and equipment
- Liaise with other Committee Managers for required maintenance and cleaning (i.e bar mats, and floor weekly)
- Responsible for the overall appearance of the clubhouse
- Ensure equipment is maintained and repaired in the most expedient and economical manner
- Liaise with Match Committees and office with regards to function room setup as required
- Recruit Club members to effect such repairs and maintenance as falls within their capabilities
- Receive reports of damage, deterioration or malfunction of equipment and arrange repair or replacement in the most expedient and economical manner
- Form a sub-committee to ensure the required tasks are accomplished, and that safe work practices are adhered to

48) MARKETING MANAGER

The Marketing Manager shall be pro-active in securing new sponsorship for the Club as well as maintaining existing sponsorship. Through the Operations Manager, requests for sponsorship will be sent to all current sponsors at the beginning of the financial year.

The Marketing Manager may hold another position on the Management Committee. Recommended duties falling into this portfolio are:

- Arrange with Match Captains to visit sponsors as required
- Consult with both Match Captains and Treasurer to make decisions on the allocation of sponsorship funds
- Visit personally as many sponsors as time allows
- Keep the Management Committee informed of sponsorship deals
- Keep a file of current sponsors and details of that sponsorship

- Co-opt additional members to help carry out marketing duties
- Ensure co-opted members are conversant with and follow the correct procedures when visiting sponsors and that all relevant paperwork is attended to
- Delegate responsibilities to co-opted members or another approved member when you are unavailable to fulfil your duties
- Manage co-opted members in the execution of the allocated duties
- Arrange for invoices to be sent to those intending to sponsor through the Operations Manager. If money or voucher is given they are to be handed over to the Treasurer promptly
- Be responsible for submitting event results on a weekly basis to local newspaper and radio
- Liaise with and/or initiate newsletter, Facebook and webpage producers
- Remove sponsor advertisements of those discontinuing sponsorship and arrange advertisements for new sponsors
- Supply master copies of sponsorship details to the Operations Manager, Treasurer and Match Captains, updating details as money is received
- At the end of the season revise and update sponsorship file
- Maintain confidentiality of all meetings (refer Constitution rule 24f)

49) COMMUNICATION

Communication with members is an important aspect of the management of the Club. It is desirable that a webmaster be appointed to manage the communication activities of the Club and provide ownership, accountability and control over the material published on the Club's website and Facebook page.

A range of electronic tools are used to communicate with members: website, email, SMS and social media. Communications must be timely, appropriate and related to Club issues

50) OPERATIONS MANAGER

The Operations Manager is responsible for managing the day to day operations and activities of the Club as directed by the Management Committee inclusive of but not limited to:

- Supporting the Management Committee in the effective management of the MBRC, actioning decisions made at Committee meetings
- Supporting and assisting the bowling committees
- Supporting and driving marketing initiatives
- Ensure financial, legal, insurance, health and safety compliance
- Maintain an up to date register of all members
- Minuting meetings as required
- Organise the printing of the fixture book
- Provide supervision and training to new and existing staff as is necessary
- Maintain an accurate up to date register of key holders
- Maintain and update the Club's policies and procedures as appropriate
- Keep and maintain the Constitution, By-laws and Regulations of the Club
- Control all insurance and security issues
- Maintain honour boards, trophies etc. with the Match Captains
- To be the first point of contact for members and visitors, promoting the Club externally and internally in a professional and friendly manner, enhancing the reputation of the Club
- To oversee the Club's financial reporting and controls in conjunction with the Treasurer
- Observe and adhere to the job descriptions in place and held in the office

51) CONVENOR

A convenor is not required whilst the kitchen operations are under a lease arrangement through the Management Committee, or if operated under the Club, however, some functions/events may be undertaken by others

A convenor, when required, will be appointed by the Management Committee and will be responsible for the kitchens operation, function, cleanliness and hygienic handling of food in accordance with current health regulations when required for bowling events

Liaise with Match Captains as to requirements for catering and numbers anticipated

Obtain, prepare and distribute food stuffs for approved catering events

He/she will arrange volunteers and a roster to assist in the preparation, cooking and distribution of meals and snacks, making sure they have the correct certification to do so

Ensure volunteers are aware of correct and safe operation of equipment, and that no alcohol is consumed in the kitchen

Be responsible for maintaining the kitchen in a safe and clean condition in accordance with the City of Mandurah Health Regulations, and that all rubbish is removed before leaving

Report breakdowns and kitchen maintenance requirements to the House Facilities Manager

52) VETERAN

To qualify to play in veteran events the member must:

- Have reached the age of 70 at the date of the commencement of the singles championship
- Have reached the age of 65 at the date of the commencement of the pairs championship
- Be a full or life member of the MBRC
- Deemed to be a Club Championship but, since it is not open to all Club members, will not count towards the allocation of points for the annual *"Bowler of the Year"*

53) NOVICE

To qualify for entry in the MBRC Novice Championship the member must

- Be a first or second year player at the date of commencement of the championship
- Be a full or junior member of MBRC
- Not be affiliated with any other club
- Not have won any previous singles bowling championship, including the previous year's novice championship
- All new members who have previously been a playing member of another club, whether it be state, interstate or international, for two (2) years are not eligible to participate in novice championships
- Deemed to be a Club Championship but, since it is not open to all Club members, will not count towards the allocation of points for the annual *"Bowler of the Year"*

54) BOWLER OF THE YEAR

There will be a Female and Male Bowler of the Year awarded each year

Championship points to determine the Bowler of the Year will be allocated as follows:

Championship Event	Points		
	Winner	Runner-up	Plate
Singles	8	4	0
Pairs	6	3	0
Triples	4	2	0
Fours	2	1	0
Mixed Pairs	6	3	0
Mixed Fours	2	1	0

In the event of a tie, a count back will take place to determine a winner based on the position each of the tied contestants finished in all events

A substitute will not be eligible for “*Bowler of the Year*” points

55) CLUB CHAMPIONSHIPS

Members competing in Club Championships must be Full, Junior or Life members and must be financial at the time nominations are accepted. Entry fees will be collected on the first day of play

Priority events listed below will take precedence over Club championship events

- State events as listed in the Bowls WA fixture
- Test matches
- Bowls Australia interstate championships
- MDBL representation
- South West Bowling Zone representation

If the Club schedules a championship event that coincides with any of these events, then any member playing in that event will be protected and given the opportunity to play in the Club championship at another time

Notices inviting entries for Championships shall be posted on the Club notice board at least fourteen (14) days prior to the date the competition is scheduled to be played, and shall specify the starting times, dates and conditions of play. These times and dates must be adhered to and not altered except for reasons beyond the control of the Match Committee

The Match Committee may change scheduled dates of a championship event, but it shall not change the date to accommodate players who for illness, or any other personal reason other than those mentioned above, are unable to play on the scheduled date.

If a player is unavailable to play on a scheduled date, and a substitute or replacement player is not permitted or available, then the player or team must forfeit (BA domestic rule 2.3.9)

Substitutes or replacements shall only be permitted in a team event if a player becomes unavailable because of illness or unforeseen circumstances (BA domestic rule 4.3 & 4.5)

However, in extreme circumstances competitors may, by mutual agreement and Match Committee approval, play their match at a different time (but not prior to the start of the event), subject to rink availability. Such competitors must make all arrangements for that game, e.g umpires, markers, Greens Manager

If a player enters an event knowing he/she shall not be available for all scheduled dates for that event, he/she shall not be entitled to have a substitute or replacement (BA domestic rule 4.3 & 4.5)

All championship events shall be drawn at the clubhouse by at least three (3) Match Committee members two (2) days before play commences. Members may witness the draw. Teams or players drawn first are to play the alignment rounds, if required

Any player in a singles championship event, or a team in a team championship event, withdrawing from the competition without a valid reason will be disqualified from playing in any Club championship event until the corresponding event the following season

No player may enter the competition after the completion for the draw

If a team, or a player in a singles event, withdraws from the competition for any reason after the completion of the draw, it shall be considered a forfeit and no team, or player in a singles event, shall be permitted to fill the vacancy

Regardless of the number of entries in a championship event, the event shall be played and a winner declared. If only one (1) person enters a singles event or one team enters a team event, they will be declared the winner of the event

A member with **dual membership** shall be eligible to compete in Club championships if the player is registered to play pennants with MBRC, or if not playing pennants, is capitated through MBRC or has received a transfer from another club

56) CHAMPIONSHIP FORMATS

The format for all championship events shall be knockout unless numbers are insufficient, or markers are not available for singles

A plate competition will be played in conjunction with knockout championships

Mens and Mixed events : Three rounds shall be scheduled per day unless there are extreme circumstances or limited entries

The number of ends or shots up to be played shall be as follows:

❖ Open Singles	4 bowls	21 shots up
❖ Veteran Singles	4 bowls	17 shots up
❖ Novice Singles	4 bowls	21 shots up
❖ Pairs	2x2x2x2	12 ends
❖ Triples	2 bowls	16 ends
❖ Fours	2 bowls	14 ends

Semi Finals and Finals

❖ Open Singles	4 bowls	21 shots up	Final	25 shots up
❖ Veteran Singles	4 bowls	17 shots up		
❖ Novice Singles	4 bowls	21 shots up		
❖ Pairs	2x2x2x2	15 ends		
❖ Triples	2 bowls	17 ends		
❖ Fours	2 bowls	17 ends		

Ladies Events : Two rounds shall be scheduled per day

The number of ends or shots up to be played as follows:

❖ Open Singles	4 bowls	21 shots up
❖ Veteran Singles	4 bowls	17 shots up
❖ Novice Singles	4 bowls	21 shots up
❖ Pairs	3 bowls	15 ends
❖ Triples	2 bowls	17 ends
❖ Fours	2 bowls	17 ends

Finals

❖ Open Singles	4 bowls	25 shots up
❖ Veteran Singles	4 bowls	19 shots up
❖ Novice Singles	4 bowls	25 shots up
❖ Pairs	3 bowls	17 ends
❖ Triples	2 bowls	19 ends
❖ Fours	2 bowls	19 ends

The alignment round may be played on days other than the advertised day if three (3) consecutive days are not available to complete the competition. The draw will be placed on the events board prior to the event, and the results left there after the completion of the competition for no less than one (1) week

If any game in the ladies championships are not able to be played or have been abandoned for any reason, players shall play three (3) games per day, if required, to complete a championship in the allotted time

57) MDBL CHAMPIONSHIPS

The MBRC shall be represented at the MDBL Championship events by the Club champions for that season
In the round robin play-offs

*note the men's section have allowed all clubs to submit any number of entries for all championships conducted by the MDBL men (2018)

58) REPLACEMENT PLAYERS FOR MDBL CHAMPIONSHIPS

The winning team shall be responsible for choosing replacement players from the runner-up team

If a whole team is unavailable to play then the runner-up team shall be selected to play

In singles, if the winner is unavailable then the runner-up shall be selected to play

If both the winning, and runner-up teams, or player in the case of singles, are unavailable to play, then the Match Committee, in consultation with the winning team, shall decide on the replacement team or player

If a player has qualified for two (2) events that are played on the same day, then a replacement shall be named. The player shall decide which event he/she wishes to compete in

59) SUBSTITUTES FOR OPEN EVENTS (played in rounds)

In the event of a full team, or part thereof, becoming unavailable during an open competition, those team members may be replaced or have substitutes, preferably with members from the original club. There shall be no restriction on the number of replacements/substitutes

60) SUBSTITUTES FOR CLUB EVENTS

(played in rounds – other than Championships and singles)

A team may have more than one (1) substitute/replacement player

If a player has to withdraw before or during an event and no substitute is available, then the team shall play on one (1) player short, delivering where possible, the same total number of bowls as their opposition until a substitute is found

(played in sections – other than Championships and singles)

If a singles or team event is played in sections, then a replacement player/team may be placed in a section when a vacancy occurs after the draw is done

61) HEAT POLICY

If immediately prior to, or during a game the temperature reading on the approved thermometer reaches 37 degrees Celsius in a ladies event, or 40 degrees Celsius in a men's event, the umpire of the day or the controlling body shall stop play. There shall be no specific time limit to the length of the break

ORGANISATION STRUCTURE

PRESIDENT

AUDITOR

DEPUTY PRESIDENT

OPERATIONS MANAGER

TREASURER

MARKETING
MANAGER

HOUSE
FACILITIES
MANAGER

MEMBERS
SERVICES
MANAGER

MENS
DIRECTOR
OF BOWLS

LADIES
DIRECTOR
OF BOWLS

GREENS
MANAGER

LADIES
MATCH
CAPTAIN

MENS
MATCH
CAPTAIN

SPONSORSHIP
COMMITTEE

BAR
MANAGER

SOCIAL
COMMITTEE

ADMIN
ASSISTANT

COACHES &
UMPIRES

GREENS
COMMITTEE

LADIES
MATCH
COMMITTEE

MENS
MATCH
COMMITTEE

COMMUNICATION
OFFICER

CONVENOR

LADIES
SELECTION
COMMITTEE

MENS
SELECTION
COMMITTEE

HOUSE
COMMITTEE

NIGHT OWL
BOWLS
CO_ORDINATOR

EXECUTIVE

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EMPLOYED
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