

SANDY BAY BOWLS CLUB

CONDITIONS OF PLAY FOR COMPETITION AND BY-LAWS

Amended May 2011

These Conditions of Play for Competition and By-Laws are promulgated pursuant to the Constitution and Rules of the Sandy Bay Bowls Club Inc. NB All games will be played in line with the Laws of the Sport of Bowls.

Alteration and Repeal of Conditions of Play for Competition and By-laws

No Condition of Play for Competition or By-Law shall be repealed, altered or suspended, nor shall any new Condition of Play for Competition or By-Law be adopted by the General Committee until 28 days notice has been given to all General Committee members.

Competitions

1. Club Events

(a) *Championships*

Annual Club competitions for full registered Sandy Bay Club members will be –

- Singles Club Championships and “B” Grade Singles Championships played with four bowls each alternately for men and women independently;
- Pairs Club Championships and “B” Grade Pairs Championships played with four bowls in crossover mode for men and women independently;
- Triples Club Championships and “B” Grade Triples Championships play with two bowls each in turn for men and women independently;
- Fours Club Championships and “B” Grade Fours Championships for men and women independently;
- Mixed Pairs Championships in four bowl crossover mode with handicaps;
- Major-Minor Pairs Championships in four bowl crossover mode for men and women independently;
- Handicap Singles Championships for men and women independently;
- Novice Singles Championships for men and women combined;
- Veterans Singles for men and women combined;
- Super Veterans for men and women combined;

No Championship will be conducted if fewer than four entries are received.

(b) *Other Events*

Such additional events (including carnival games) as the General Committee may from time to time approve.

2. **Control**

The conduct of competitions shall be under the supervision of a Men's Match Committee for men's events and a Women's Match Committee for women's events whose responsibilities will include -

- (a) The planning of the year's program.
- (b) Drawing up the events and calling entries.
- (c) The management of the play program.
- (d) The management of Bowls Tasmania South (BTS) and Bowls Tasmania (BT) events allotted to the Club, and
- (e) The conveners of both Match Committees will be jointly responsible for all events with mixed gender participation.

3. **General Conditions**

(a) Entries

Whenever possible entry forms will be posted on the notice board at least three weeks before the closing date of entries.

(b) Eligibility

Entry to Club Championships is restricted to full members of the Club who are financial at the closing date for entries. A member shall not play in the Championships of more than one Club in any season and where dual membership is held the member may play only in the Championships of the Club for which he/she has nominated to play in the Pennant Competition.

- (i) A player classified "B" Grade may enter in either Club Championship or "B" Grade Championship events, but not both in the same format.
- (ii) To be eligible to play in "B" Grade Championships the player must not have played more than four (4) pennant games in the current season in Division 2 Reserve or higher. If the player has played fewer than four pennant games in the season eligibility will be decided by the relevant Match Committee which will take into account the opinion of the selectors and the position that member played during the previous season.
- (iii) Eligibility for Super Veteran status is a member at least 80 years of age.
- (iv) Eligibility for Veteran status is a member at least 70 years of age.
- (v) Eligibility for Novice status is open to those members who are in their first season of bowling.
- (vi) Bowling Social Members are permitted to participate in social bowls events organized by the Club including Turkey Fours and Australia Day Carnivals, Friday Social Triples, President's Day and other social bowls events arranged by the Match Committee.

(c) Match Play

- (i) Either Match Committee may arrange to play matches in some events at weekends.

- (ii) Other events will be required to play by arrangement between opponents at a time, convenient to each, within the listed play period.

NOTE: Each of the opponents is responsible for the completion of games to time and if there is a difficulty in reaching agreement about the date to play, both players, or opposing skips, shall consult with the Chairman of the relevant Match Committee at least a clear three days before the time scheduled for the completion of the round.

Each Match Committee shall have power to direct a date and time for the match to be played. If it is then not completed, the offending opponent or both opponents shall be liable to forfeit the match.

(d) Dress for Play

Dress for play for all Club events shall be formal attire as listed in the heading “Dress” in these rules, except that informal attire may be worn in any round of the Club Championships which are to be mutually arranged between players, up to and including the semi finals.

(e) Trial Ends

One trial end each way, using the number of bowls which are to be used in the match, shall be permitted before the first game of the day, with the proviso that they do not extend beyond the scheduled starting time of the match. When players are required to transfer to another green or resume a match on another day, if time permits, they shall be allowed one trial end each way.

(f) Practice

Any player may practice on any green up to one hour prior to the scheduled commencement of the match.

(g) Duration of Matches

For Women:

Club Championship Singles Matches	25 shots up
Club Championship Pairs Matches	Preliminary rounds 15 ends
	Finals 21 ends
Club Championship Triples Matches	Preliminary rounds 18 ends
	Finals 21 ends
Club Championship Fours Matches	Preliminary rounds 15 ends
	Finals 21 ends

For the 2011-2012 season the following format for Men’s championships will be adopted as a trial.

Note: All pairs matches to be with 3 bowls. (disregard 1(a) for the 2011-2012 season for men).

The Games:

Singles Championship – All games: 2 sets of 9 ends with 3 end tie breaker (if required)

All Pairs to be played with 3 bowls.

Pairs, Triples, Fours, Major/Minor Pairs and Novice Singles:

Preliminary Games – 2 sets of 7 ends with 3 end tie breaker (if required)
 Final - 2 sets of 9 ends with 3 end tie breaker (if required)

Mixed Pairs Handicap, Veterans and Super Veterans Handicap Singles

Preliminary Games – 2 sets of 7 ends with 3 end tie breaker (if required)
 Final - 2 sets of 9 ends with 3 end tie breaker (if required)

Half the handicap will be allocated to each set (not rounded up or down)
 No handicap to apply in the tie breaker.

Fitzgerald Handicap Singles – no change to existing format ie 31 shots up.

(h) Handicap Events

The relevant Match Committee will allot handicaps for all matches where handicaps are required. Handicaps will be based on the position in which the member is selected at the date entries close but may be modified at the discretion of the Committee. Appeals may be made to the relevant Committee but once competition commences no variation in handicap can occur. Table 1 lists the basic criteria on which handicaps are based. Non pennant players will be allotted a handicap on their assessed ability.

Table 1

Handicaps

Division and Position Played	Handicap (Shots)			
	Handicap Singles	Mixed Pairs	Turkey Fours Australia Day	Veterans and Super Veterans
Div 1	0	0	0	0
Div 2 & 2R	2	1	1	1
Div 3 & 3R	4	2	2	2
Div 4 & 4R	6	3	3	3
Div 5	8	3	3	3
Mixed	8	3	3	3
Social			3	

(i) Tied Games

An extra end shall be played in any match where scores are equal at the end of the required number of ends.

(j) Punctuality

A player or team not available to play within thirty (30) minutes of the appointed time for the commencement of any match shall forfeit the match.

(k) Priority of Events

A player in a Club competition cannot be forfeited if he/she is required to play in an event under Bowls Australia (BA), BT or BTS control, unless that member has not taken the opportunity to play the Club event before the superior fixture.

NOTE: This rule does not apply in the case of events staged by other Clubs, which shall not be considered superior fixtures.

(l) Umpire

Law 37.1.6 of the Laws of the Sport of Bowls applies namely:-

If the controlling body has not appointed an umpire, the skips should choose a competent neutral person to act as the umpire.

(m) Marker

Players in singles matches must arrange for a marker to be appointed before the commencement of a game.

(n) Rules

The Club and Members shall comply with the Laws of the Sport of Bowls – Crystal Mark Edition as amended from time to time as well as regulations approved by BA, BT and BTS.

(o) Playing on Time

Individuals (or teams) should make every endeavour to play their match by the scheduled date. If an individual (or team) believe they have a legitimate reason for not completing the match by the scheduled date they should approach a member of the Match Committee to seek an extension or approval for a replacement player. Failure to consult the Match Committee, regarding rescheduling, may result in forfeiture.

(p) Invitations to participate in events;

(q)

(r) The Club

(s) Invitations to participate in events;

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(u) The Club

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The Club

- will use reasonable financial and other available resources to support Club members selected to compete in events arranged and recognised by national or state bowling authorities where those members compete as individuals recognised as Club members, or as members of a Club team,
- will not financially support member participation at invitation events that are not arranged and recognised by national or state bowling authorities, but will support to the best of its ability fund raising events to assist in member's participation in those events provided that,
 - written invitations and entry conditions have been directed to the Club Secretary for consideration and acceptance and will allow sufficient time for the Club administration to decide on whether members' participation should be supported or not,
 - the Club will determine its own and individual's entitlement to any prizes won by members at events where the Club provides financial assistance to participating members,
 - the Club will determine what processes should be used to decide who represents the Club at invitation events where the Club provides assistance to participants, and what Club colours and uniforms may be used by participants, and that
 - the Club acknowledges that individual members may accept invitations to participate in events where those invitations do not satisfy Club policy, and that the involved individuals will have no claim on the Club in relation to costs, expenses or Club representation.'

Affiliation

The Club will be affiliated with BTS and pay the required registration fees.

Bowls Tasmania South Delegates

The Bowls Tasmania South delegates appointed under rule 12.7 of the Constitution of the Club shall:

- (a) Represent the Club at all meetings of BTS and report back to the General Committee their deliberations.
- (b) Exercise the Club's right to vote at all meetings of BTS and when motions are on notice to vote according to the wishes of the General Committee.

Complaints

All complaints:

- (a) regarding greens, should be addressed to the President or his nominee in the first instance. A direct approach to the Green Keeper is expressly forbidden;
- (b) regarding selection, should be addressed to the relevant Chairman of Selectors;
- (c) regarding all other matters, should be addressed in writing to the General Committee through the Hon. Secretary. A direct approach to Club employees is expressly forbidden.

Speech

Language and behavior within the Club precincts shall at all times be moderate and subdued. Bad language will not be tolerated.

If a member persists with the use of bad language or behavior after due warnings from a Club Officer or a General Committee member then that member shall be dealt with by the General Committee.

Credit

(a) No member shall extend credit to another member on behalf of the Club without the approval of the General Committee.

(b) No cheque in excess of \$100 shall be cashed at the Bar unless prior arrangements are made with the Hon. Treasurer.

Club Licence Requirements

Members

1. A membership register shall be kept at the Club setting out the full name and address of each member and the date to which each member's subscription has been paid.

Visitors: Casual

2. A visitor's book shall be kept on the Club's premises.

3. A member is not entitled to invite more than 10 guests as casual visitors at any one time. A casual visit is a visit other than attendance at a private function for a Club member, a Club function, or a function authorized by a special liquor permit.

4. No casual visitor shall, during any day, be on part of the Club premises in which liquor is being sold or consumed unless the casual visitor is in the company of a member of the Club (other than an honorary or temporary member) and each of them, the casual visitor and the member, has, on that day, signed and dated the visitor's book in the presence of each other.

5. Casual visitors under the age of 14 years need not be entered in the visitor's book.

Visitors: Private Social Functions

6. Visitors need not be signed in under clauses 3 and 4 if the visitor is invited by a member as the member's guest to attend a private social function. A private social function means a pre-booked function hosted by the member and where the people attending do so only at the invitation of the member. Without limiting the generality of this meaning a private social function includes a birthday anniversary, engagement or a wedding celebration for a member or a close family member of the Club member, gathering to honour the death of a recently deceased member (or close family member), or a breakfast, luncheon or dinner hosted by the member for more than 10 guests. (A private social function means a pre-booked function hosted by a Club Member and where people attending do so

only at the invitation of that member).

7. Clauses 3 and 4 do not apply to a person attending a function specified in a special permit authorizing the sale of liquor on the Club's premises to that person.
8. Clauses 3 and 4 do not apply if visitors are at the Club when:
 - (i) they are competing, or have on that day competed, in an official event;
 - (ii) they have attended the Club's rostered competition on that day;
 - (iii) A significant social event is being held. A significant social event means an annual dinner, New Year's Eve function etc)
 - (iv) being members of a community service club (for example, Lions, Rotary, Apex, Probus) and they attend on the occasion of a meeting of that service club;
 - (v) in the case of military ex-service clubs, attending reunions and service related meetings;
 - (vi) being members of the Registered Club's Association of Tasmania Co-operative Society Ltd (or similar organization), attending at their committee or member meetings.
9. The function's book, visitor's book and membership register must be presented to a police officer or an authorized officer (under the Liquor and Accommodation Act) on demand.
10. No advertisement is to be undertaken which states or implies that the general public is invited into the Club or to a function to be held at the Club, unless authorized by a special liquor permit from the Commissioner of Licensing.
11. The Club will only be available for activities in conjunction with the Club's objects and purposes. Where liquor is provided, the Club may only allow members' private functions, functions authorized by permit, functions contemplated by Clause 8, and Club related functions, in accordance with the objects of the Club. Permitting functions other than the above will be in breach of the liquor guidelines. Predominantly commercial functions will not be permitted.

General

12. Membership of the Club or of any category of membership shall not exceed that approved by the Licensing Board.
13. No persons under the age of eighteen (18) years shall be supplied with liquor by the Club or on its premises.

Smoking

The Bowls Tasmania No Smoking on the Green Policy applies.

The Club prohibits any player, umpire or any other person from smoking cigarettes or any other tobacco product, in other than a designated area, whilst a Bowls event for which the Club is the controlling body is in progress.

There are 2 designated smoking areas within the Club precinct. The paved area around the

barbecue and the paved area between the shed and the Women's Clubhouse but not extending beyond the front face of either building.

Signs in these two areas to read "Designated Smoking Area".

Announcements to be made prior to all pennant and social games and barefoot bowls competitions to alert all bowlers to the new policy.

Dress

(a) *For Play*

Formal Attire

Formal attire shall conform with Bowls Tasmania guidelines -

NOTE: BT permits the use of coloured clothing, shirts, blouses, cardigans, jackets, caps and pullovers which must be approved and used according to their guide lines which among other things state:

Uniformity

- A For all pennant games and Association championship events, Clubs may decide which of their sides, if any, are to wear coloured attire.
- B Absolute uniformity is required, ie all players in a side must wear shirts or blouses of an identical pattern and colour OR all players must wear white/cream shirts or blouses.

Informal Attire

- (i) shall be neat casual attire eg shirt, trousers, skirt and socks with smooth soled heel-less shoes unless approved by the General Committee to do otherwise.
- (ii) Shorts may be worn with short or long socks.

(b) *Within the Clubhouse*

The minimum standard of dress within the Club shall be clean appropriate footwear, long trousers, walk shorts, skirt or dress and upper garments. Brief attire is not appropriate.

Greens

- (a) The only footwear to be worn while on the greens at any time shall be smooth-soled heel-less shoes, unless special dispensation for other footwear is given by the President or his nominee.
- (b) Whenever possible, all players not directly involved in the play at either the mat end or head, shall retire to the bank.
- (c) Players should not place their feet in the ditches.
- (d) Players must not interfere with any green marker.
- (e) Players should not move score-boards.
- (f) Players should not drop bowls onto the greens.
- (g) Players should adopt a caring attitude towards the surface and edges of the greens at all times.
- (h) Players should ensure that all equipment (including flags, mats and jacks etc) is returned to its storage at the completion of all games.

Property

- (a) Members' personal property on Club premises shall at all times remain the responsibility of the member.
- (b) No Member shall take away from the Club premises any Club bar stock, tools, machinery, furniture, books, letters, pamphlets or other articles, which are the property of the Club. Members damaging any article by malice, being property of the Club, shall pay for the same at a price fixed by the General Committee. A member breaching this rule shall be dealt with by the General Committee.
- (c) Members shall be responsible for the tidiness of the locker room.

Insurance

- (a) The Club shall insure for fire and specified perils,
 - (i) the buildings on Club property at replacement value, and
 - (ii) the contents of buildings.
- (b) The Club shall insure for business interruption, burglary, glass, money, public liability, products liability and fidelity guarantee.
- (c) The Club shall also insure for personal accident on the lives of voluntary workers whilst attending voluntary duties on behalf of the Club.

Standing Sub-Committees

The standing Sub-Committees of the General Committee are -

- (a) Greens Committee
 - (b) Match Committees
 - (c) Pennant Selection Committees
- Pursuant to Rule 14.1 of the Constitution.

Other Sub-Committees appointed pursuant to Rule 14.2 of the Constitution shall be –

- (d) Awards Committee
- (e) Bar Committee
- (f) Coaching Panel
- (g) Finance Committee
- (h) Sponsorship/Fund Raising Committee
- (i) Maintenance Committee
- (j) Membership and Recruitment Committee
- (k) Planning Committee
- (l) Social Committee
- (m) Umpires Panel
- (n) Catering Committee
- (o) Publicity Officer

Terms of Reference of Sub-Committees

(a) Greens Committee

Responsibilities

As per Constitution Rule 15.1

Objectives

To present to the Club the best possible playing surface, surrounds and gardens.

Duties

To liaise with the Match Committees to ensure the greens are prepared for all events.

To prepare the greens for all pennant games.

To prepare the greens for all allocated BT and BTS events.

To ensure that the grassed surrounds are kept to the best possible standards.

To employ a green keeper and to liaise with the Hon. Treasurer regarding hours and rates of pay.

To observe budget limits with regard to green keeper's salary and greens maintenance.

To make recommendations to General Committee about green reconstruction and capital items over \$500.

To arrange for raising appropriate flag/flags as necessary.

(b) Match Committees

Responsibilities

As per Constitution Rule 15.3.

Objectives

To conduct all Club games and carnivals in an efficient manner.

Duties

To produce a program of events for members (Club, BT and BTS).

To conduct Club Championships and special events as per BTS and BT calendar and where originating from the Club to advertise for entries in other Clubs.

To receive entries for all Club events.

To conduct draws for Club events in the presence of two or more persons.

To conduct games on Sundays and other days where applicable.

To make recommendations on conditions of play for all events where not already supplied and, in conjunction with the Catering Committee, set game fees where necessary.

To conduct the Club's Friday Social Triples competition.

To enforce the forfeit of competition games should they fall behind.

To enforce the Laws of the Sport of Bowls.

(c) **Selection Committees**

Responsibilities

As per Constitution, Rule 15.2

Objectives

To ensure that the Club is represented at all times in matches against other Clubs by the best possible teams.

Duties

To select teams and indicate selection for members in reasonable time before the matches take place.

To obtain replacements or re-arrange teams in the event of a player subsequently becoming unavailable.

To deal with members' queries regarding team placement.

To ensure new members are included for selection for teams.

To ensure that, as far as possible, full members not selected for pennant are given a game on that day.

(d) **Awards Committee**

Responsibilities

To make recommendations for awards as directed by the General Committee.

Objectives

To ensure that recommendations have been fully researched and properly earned.

Duties

To make recommendations to the General Committee concerning Life Membership, Merit Awards and other awards referred to it by the General Committee.

To Prepare Award Citations and submit them to General Committee for approval.

To conduct such inquiries and research as is necessary.

To keep confidential all matters it deals with.

(e) **Bar Committee**

Responsibilities

To have the management and control of the business of the bar and facilities within the Club.

Objectives

To provide a bar service to members and maintain facilities within the Club to the best possible standards.

Duties

- To make recommendations to the General Committee regarding hours, dress and other bar conditions.
- To arrange for and advertise current prices for all drinks sold.
- To observe a pricing policy set by the General Committee.
- To order goods and maintain suitable stock levels.
- To keep an order book and to authorize payment of invoices for supplies.
- To keep cash register tapes and to enter daily takings in a sales journal.
- To maintain a cash float and to give cash to the Hon. Treasurer for banking at least weekly.
- To employ a cleaner and temporary bar staff and to liaise with the Hon. Treasurer regarding hours and rates of pay.
- To ensure that the cleanliness of the interior of the clubhouse and facilities is maintained to the best possible standards.
- To order goods for cleaning maintenance and other expendable items eg detergents, toilet requirements, light tubes and globes etc and ensure that replenishment takes place.
- To arrange for the cleaning of interior and exterior windows of the clubhouse as required.
- To arrange for the collection and disposal of waste material within the clubhouse.
- To ensure that the security of the building is maintained when bar facilities have ceased.
- Arrange for the lowering of flag/flags at appropriate time.

(f) Coaching Panel

Responsibilities

- To undertake coaching of new and existing members.

Objectives

- To maintain a coaching program as directed by BA and BTS.

Duties

- To introduce new bowlers to the game in a consistent and helpful manner.
- To give all pupils a better understanding of all facets of the game.
- To suggest the most efficient ways in which to bowl.
- To correct faults in delivery.
- To help the established bowler by teaching the advanced shots from the draw to the drive.
- To generate both team and individual motivation.

(g) Finance Committee

Responsibilities

- The Finance Committee shall report upon matters affecting the financial affairs of the Club, referred to it by the Hon. Treasurer or the General Committee.

Objectives

- To ensure that the Club recognizes sound financial practice.

Duties

To prepare a budget for the ensuing year and to make recommendations to the General Committee regarding a proposed level of member fees to be approved at the Annual General Meeting.

To report to the General Committee on all matters referred to it by them.

To make recommendations about investments.

To supervise investment policies as advised by the General Committee.

(h) Sponsorship/Fund Raising Committee

Responsibilities

The maximizing of funds raised through sponsorship, raffles and other means approved by the General Committee.

Objectives

The maximizing of funds raised through sponsorship, raffles and other means approved by the General Committee.

Duties

To make recommendations to the General Committee regarding fund raising activities.

To obtain approval from the Hon. Treasurer or General Committee of expenditure involved in raising money.

To remit moneys to the Hon. Treasurer without delay in order to have them banked.

To arrange sponsorship of any Club activity approved by the General Committee.

To ensure that sponsors get adequate exposure within the Club.

To follow up on all existing sponsors and to actively seek new sponsors.

To obtain sponsors for the Turkey Fours and Australia Day carnivals and the annual Fair and other Bowls days.

To inform the publicity officer of any additions/deletions as they occur in order to keep the web site up to date.

(i) Maintenance Committee

Responsibilities

The maintenance and repairs necessary to keep the property in good condition and the supervision and conduct of all capital works.

Objectives

To ensure that all minor works are completed satisfactorily and the Club and its surrounds (excluding greens and lawns) are kept in good order.

Duties

To recommend work to be done to the General Committee.

To obtain quotes, make recommendations and to supervise all minor works authorized by the

General Committee.

To undertake necessary repairs and maintenance (as they arise) within and without the clubhouse including furniture and equipment within the annual budget allowance.

To authorize payments for works under its control.

(j) **Membership and Recruitment Committee**

Responsibilities

All matters relating to the entry of new members to the Club and all matters concerning recruitment.

Objectives

To ensure that the Club has the required number of members and that all new applications are recommended to the General Committee and new members are suitably inducted into the Club.

Duties

To make recommendations on and to conduct recruitment drives as requested by the General Committee.

To make recommendations on and to conduct special events relating to recruitment.

To report to the General Committee results of enquiries about new applications for membership and to make recommendation about their admission.

To organize induction events and to liaise with the coaching panel regarding their coaching of new members.

(k) **Planning Committee**

Responsibilities

All matters relating to the future of the Club.

Objectives

To ensure investigation of all possible future directions of the Club.

Duties

To make recommendations to the General Committee concerning future capital works.

To make suggestions about any re-arrangement of the Club's affairs.

To monitor trends in bowls clubs and ensure the Club plans to take advantage of them.

(l) **Social and Catering Committee**

Responsibilities

Arrange all social functions of the Club (except the game of bowls) and the management thereof.

Arrange for catering requirements for all pennant afternoon teas and meals provided for carnivals etc organized by the Match Committees.

Duties

To make recommendations and to conduct functions and entertainment for members.
To undertake catering arrangements in conjunction with Club social functions.
To set charges for social functions conducted wholly by the Committee.
To maintain the barbecue area to the best possible standards.
To set catering charges, in conjunction with the Match Committees, for functions and any games for which the Club charges an entry fee.
To provide refreshments on all pennant days and other events.
To order goods for catering requirements and replacement of kitchen equipment, crockery and expendable kitchen items including detergents etc.
To maintain kitchen equipment to the best possible standards.

(m) **Umpires Panel**

Responsibilities

To co-ordinate the activities of club accredited umpires.

Duties

Liaise with BT Umpires Panel in the training of umpires for BT and BTS and special events.

(n) **Publicity Officer**

Responsibilities

Prepare and publish the Club Newsletter.

Update the Club web site www.sandybaybowls.com.au on a regular basis with interesting items that promote the Club.

Prepare articles for the newspapers and appropriate media releases as required.

Arrange for TV coverage of important Club events – including State and National events at the Club.

Assist in the preparation of information sheets for members, eg induction for new members.

Other tasks associated with publicity.

Display of Conditions of Play for Competition and By-Laws

These Conditions of Play for Competition and By-Laws (including all amendments) shall, at all times, be displayed to members in the Clubhouse.