

# CLUB TURRAMURRA

## Turramurra Bowling Club Limited

### By-laws, Regulations & Rules

Adopted by the Board of Turramurra Bowling Club Limited, up to and including approved amendments of 28<sup>th</sup> March 2022, under Clause 52 of the Company's Constitution.

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## **1.0 PRELIMINARY.**

### **1.1 General**

These By-laws are made by the Board of Turrumurra Bowling Club Limited pursuant to the power conferred upon the Board by Clause 52 of the Company Constitution of the Club.

### **1.2 Definitions**

In these By-laws, the following expressions are used and defined below:

- **"the Club"** or **"the Company"** mean,  
the registered Club known as  
"Turrumurra Bowling Club Limited";
- **"TBCL"** means, "Turrumurra Bowling Club Limited";
- **"TMBC"** means, "Turrumurra Men's Bowling Club";
- **"TWBC"** means, "Turrumurra Women's Bowling Club"; and,
- **"TB&MC"** means, "Turrumurra Bowls & Membership Committee".

### **1.3 Interpretation**

These By-laws are to be read subject to the Constitution of the Club and in the event of any inconsistency the Constitution shall prevail.

The decision of the Board on the meaning or interpretation of any By-law, Regulation or Rule shall be conclusive and binding on all Members of the Club, unless and until such decision shall be overruled at a General Meeting. Such nullification shall not invalidate any act done on the basis of the Board's decision prior to such an overruling.

Any heading attached to these By-laws and Rules shall not affect the construction thereof.

### **1.4 Amendments**

The Board may amend, rescind, or add to these By-laws and Regulations at any time and any such variation shall come into force and be fully operative upon the posting of an appropriate notice on the official Club Noticeboard.

These By-laws are binding on each member of the Club in the same manner as if each member had subscribed his name thereto.



## **2.0 BOARD OF DIRECTORS.**

### **2.1 Constitution**

The Board of Directors is as defined in Clause 35 of the Constitution.

### **2.2 Election Procedure**

The election of the Board shall be conducted by ballot using the ranked preferential system. The balloting shall be conducted by electronic means and take place in the following manner.

#### **2.2.1 Nomination Procedure**

- 1) The Secretary Manager shall cause to be published and issued nomination forms (electronically and printed) for intending candidates for positions on the Board;
- 2) Nominations are to be addressed to the Secretary Manager;
- 3) Upon the receipt of a nomination, the Secretary Manager shall check each nomination to ensure that it complies with the provisions of the Constitution and that the person nominated is eligible to stand for a position on the Board;
- 4) The Secretary Manager shall at 16:00hrs on the day after the closing of nominations (20:00hrs on the 28<sup>th</sup> day prior to the Annual General Meeting) declare by notice (Part A of the Nominations Returns notice) to Members (electronically and on the notice board) the names of candidates who are standing for election for a position on the Board.

#### **2.2.2 Balloting Procedure**

- 1) The Board shall appoint a Returning Officer (by default to be the Secretary Manager, unless otherwise determined by the Board prior to the close of nominations) to the to take charge of the ballot for the Board;
- 2) The Returning Officer may engage an external party(s) to facilitate the electronic hosting of the balloting process, at a cost previously accepted by the Board;
- 3) The responsibilities of the Returning Officer are to:
  - a. Supervise the issue of ballot papers;
  - b. Ensure the integrity of ballot papers returned;
  - c. Examine the ballot papers and count the votes after the ballot is closed; and,
  - d. Report the result of the ballot to the Annual General Meeting.
- 4) In addition to the forgoing the Returning Officer shall in "Part B of the Nominations Returns notice" in *section 2.2.1) 4)* of this document. declare that any candidate who is unopposed is elected.
- 5) The Returning Officer shall, at least 14-days before the Annual General Meeting of the Club, cause to be delivered to each Member entitled to vote, access to the electronic ballot form. The balloting process shall be deemed active from the time of issuance, until the cut-off outlined in *section 2.2.2) 6) a.* of this document;
- 6) The ballot form shall list the names of all duly nominated candidates for each position on the Board in order of a supervised draw for positions;
- 7) A Member shall record their vote by accessing their secure voting portal and,
  - a. By ranking (by number or listing) the names of the candidates for whom they wish to vote in order of preference and in accordance with instructions set out on the ballot form;
  - b. By submitting the ballot form by no later than 16:00hrs on the second day prior to the Annual General Meeting;
  - c. Failure to comply with the foregoing shall render the vote invalid.
- 8) Where a candidate stands for more than one position and is elected to the most senior of those positions, they shall cease to be a candidate for any other position on the Board;



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- 9) The decision of the Returning Officer as to the formality or informality of any vote shall be final.
- 10) Where for a particular position or for the last of a number of the same positions two or more candidates have gained an equal number of votes, the Returning Officer shall draw lots to determine which candidate shall be declared elected to that position;
- 11) Each Member shall be provided a personalised and secure instrument for accessing the ballot portal;
- 12) For Members wishing to cast their ballot on Club premise, this can be arranged with the Returning Officer (or Secretary Manager if different).

### **2.3 Executive Committee**

An Executive Committee of the Club shall be the Emergency Board as defined by *Clause 55* of the Constitution. A meeting of the Board may take place by means of teleconferencing in accordance with *Clause 56* of the Constitution.

### **2.4 Treasurer**

- 1) The Treasurer shall keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in books of account of a like nature to meet the requirements stated in Clauses 82, 83, 84, 85, 86 and 87 of the Constitution.
- 2) The Treasurer shall:
  - a. cause to be paid into a bank or other institution as the Board may from time to time direct, to the credit of the Club, all moneys received.
  - b. submit to the Board at each monthly meeting, a summary of the income and expenditure of the Club.
  - c. provide to the Board at each monthly meeting a listing, for confirmation, of cheques drawn.

### **2.5 Secretary**

- 1) The Secretary, appointed by the Board in accordance with Clause 89 of the Constitution, shall be responsible for the proper conduct of the Club in conformity with its Constitution and By-laws and with proper regard to the requirements of the Corporations Act, Gaming Machines Act, Liquor Act and the Registered Clubs Act.
- 2) The Secretary shall:
  - a. be responsible for the provision and supply of all refreshments of whatever nature and for the cleanliness, safety and sanitary nature of the clubhouse and other buildings (toilets etc.).
  - b. be authorised by the Board to make the necessary purchases of provisions, liquor, cigars, cigarettes, tobacco, foodstuffs, fuel etc.
  - c. have full control of the poker machines including the keeping of proper poker machine records.
  - d. supervise the hours of trading and no variation of trading hours shall be permitted unless approved by the Secretary or, in the Secretary's absence, by the Chairman or other such person to whom the Board may delegate such authority.
  - e. control the staff and their hours of work, adjust price lists as required, control the bar operations, control the cash register, ensure that the bar, equipment, glasses, floor and counter etc. are in a clean state of hygiene.
  - f. ensure that the bar serving area is kept clear after members' orders have been filled.
  - g. carry out all proper duties and instructions which the Chairman of the Board shall direct.
  - h. have the power to delegate authority in the matters referred to above.



**2.6 Authority to Sign**

- 1) Receipts and payments must be authorized or confirmed in the Minutes of a Board Meeting and all cheques paid on behalf of the Club shall be signed by any two of the following: Chairman, Deputy Chairman, Secretary, Treasurer, Assistant to the Treasurer or any member of the Board so appointed by the Board or Executives of either the TMBC or TWBC. All cheques received by the Club shall forthwith be paid into the Club's Bank Account and endorsements of such cheques may be carried out on behalf of the Club by any one of the above-named Officers.
- 2) Contracts of Purchase Hire or Lease; except as otherwise directed by the Board, no document or contract shall be signed on behalf of the Turrumurra Bowling Club Limited. other than by the hand of the Chairman and Secretary as directed by the Board.

**2.7 Officer-in-Charge**

- 1) The Chairman, the Deputy-Chairman in order of seniority, the Secretary and/or the Treasurer, shall, in that order of precedence, automatically act as Officer-in-Charge at the Club. In the absence of all these officers, a member of the Board shall act. In the absence of any member of the Board the Duty Officer shall act.
- 2) The Chairman, Deputy Chairman in order of seniority, the Secretary, and/or the Treasurer, shall in that order of precedence automatically act as Officer-in-Charge on official visits to other clubs. In the absence of all these officers, a member of the Board or a Bowling Member may be appointed.



### **3.0 SUB-COMMITTEES.**

#### **3.1 General**

The Board may elect from its members the Chairman of each of the Sub-committees which is to be formed. The chairman so appointed may co-opt the required number (whether members of the Board or not) as agreed for their respective sub-committees and submit the names of such proposed members for approval and ratification by the Board at its next meeting. Upon such approval and ratification, each such sub-committee shall have been duly constituted. The Chairman of the Board shall be ex-officio member of all sub-committees.

#### **3.2 Finance Sub-committee**

- 1) The Finance Sub-committee shall consist of the Treasurer, the Deputy Chairman, the Secretary, the Assistant Treasurer and any member of the Board so appointed by the Board.
- 2) The functions of the Finance Sub-committee shall be to;
  - a. prepare annual income and expenditure budgets for the Board consideration.
  - b. review at quarterly intervals actual performance against budget and, if necessary, prepare a revised budget for Board consideration.
  - c. submit recommendations to the Board on any financial matters.

#### **3.3 Building and Maintenance Sub-committee**

- 1) This sub-committee shall consist of the chairman appointed by the Board and other members as may be necessary.
- 2) This sub-committee shall be responsible for supervision of the maintenance and construction arrangements of all such works as approved by the Board. Where necessary, applications for formal approval by outside bodies such as the Council, the District Police Licensing Sergeant or the Metropolitan Licensing Court, shall be lodged by the Secretary.
- 3) The functions of the Building and Maintenance Sub-committee shall be to;
  - a. maintain in a condition approved by the Board, the buildings, gardens, fences, car park and other assets not included in the responsibilities of the Greens Sub-committee;
  - b. obtain quotations for work outside the skills and qualifications of the sub-committee.

#### **3.4 Greens Sub-committee**

- 1) This sub-committee shall consist of a Chairman appointed by the Board, a representative from both the TMBC and TWBC plus the Greenkeeper. It shall be responsible to the Board for the condition of the Greens.
- 2) The Greens sub-committee shall meet monthly and the Chairman shall;
  - a. make a report to the Board at each meeting.
  - b. make any recommendation that the sub-committee considers necessary for the preservation of the greens.
- 3) Objectives:
  - a. to provide greens of the highest possible standard when brought in and which remain so for as long as possible throughout the year. The aim being to produce greens that run at about 13 – 15 seconds. It is considered that any faster would necessitate cutting grass too short and thus producing resultant damage.
  - b. to keep to a minimum the time the greens are 'out' for maintenance but consistent with the main objective.
- 4) Responsibilities;



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- a. provide the general guidelines when / when not to play in inclement weather –
  - i. Casual Bowls – Play should not commence if it is raining. Once play has commenced it should be suspended if further light rain persists for more than 10 minutes, naturally heavy rain would bring immediate suspension. Any further resumption of play would be at the Controlling Body's discretion under advice from the relative member of the Greens sub-committee.
  - ii. Club Championship Matches – A decision as to when a game is NOT to be played shall be made before 8am for am games and 11am for pm games. If subsequent to a decision to play, weather conditions change, matches not commenced by 2.00pm (EST) or 2.30pm (DST) may be played at a later time / date. A decision should be made by the Controlling Body under advice from a member of the Greens sub-committee. Should wet weather set in after commencement of play, the Controlling Body should monitor the situation and if the players do not request the Umpire for a stoppage then the Controlling Body should request the Umpire to stop play if it considers damage to the green is likely.
  - iii. Pennant, Mid Week Triples and District Matches – Decision re start of play as in (b) above. If wet weather sets in after start of play, because there is greater urgency for these matches to be completed, play may be allowed to go on longer. However, the Controlling Body must closely monitor the situation and request the Umpire for a stoppage as soon as it considers damage is being done to the greens.
- 5) On each day of play, the Chairman of the Greens Sub-committee, the Men's or Women's Club Representatives, the Controlling Body, the Duty Selector, or the Officer-in-charge, in that order if present, may determine, together with the Greenkeeper, which rinks on each green are available for play. In the case of wet weather, the aforesaid will liaise with the Greenkeeper as to the fitness of greens for play in terms of 4. above.
- 6) Usage of Greens –
  - a. **Mondays** – Closed for maintenance – Coaching of new players not available on other days may be conducted by arrangement between the Greenkeeper and the Chairman of Coaches.
  - b. **Tuesdays** – am and pm Ladies Bowls. Any member, including Men, may roll up after **3pm** provided all Ladies matches have been completed. Men must not stand around waiting before this time. Available for Coaching after **3pm**.
  - c. **Wednesdays** – am and pm Men's Bowls.
  - d. **Thursdays** – am and pm Ladies Bowls. Any member, including Men, may roll up after **3pm** provided all Ladies matches have been completed. Men must not stand around waiting before this time. If no Ladies Bowls on a particular Thursday, members may roll up after 2pm. Available for Coaching same times.
  - e. **Fridays** – pm Mixed Bowls. During DST – Twilight Bowls from 5pm.
  - f. **Saturdays** – am Men's Championship Matches and Coaching by arrangement with the Greenkeeper. pm – Men's Bowls.
  - g. **Sundays** – am Men's Championships / Casual / Mixed Bowls. pm Mixed Bowls.
- 7) Green Closure – The Board, through the Chairman of the Greens sub-committee, shall have the power to close any of the greens or any rinks thereof, if it is considered advisable to do so.
- 8) No other member shall interfere with the Greenkeeper/s or discuss with them questions related to the greens. Any complaints by members regarding the condition of the greens, the surroundings, or the conduct of the Greenkeeper/s, must be submitted in writing to the Board Secretary for consideration by the Greens sub-committee.





- 9) Communications – The Chairman of the Greens sub-committee shall keep members conversant with plans for green maintenance and usage by direct address to members on playing days and/or by articles in the Club Newsletter.

### **3.5 Membership Sub-committee**

- 1) This sub-committee shall consist of the Chairman and the Registrar as approved by the Board and at least two other members. The Membership Sub-committee shall have at least two members from TMBC and two members from TWBC.
- 2) This sub-committee shall;
  - a. receive, through the Secretary, all applications for membership of the Club which must be made in the form and manner prescribed in Clause 19 of the Constitution.
  - b. check and exhibit particulars of all applications in accordance with Clause 19(c) of the Constitution
  - c. conduct and/or receive the results of any investigations or member comments on the applications.
  - d. submit the eligible applications to the Board meeting each month for consideration.
- 3) The decision of the Board in respect of each application shall be recorded by the Membership Registrar and appropriate letters written to each applicant.
- 4) The Membership Registrar shall furnish to the Secretary of the Board at each monthly meeting current membership figures under each class of membership.
- 5) This sub-committee shall deal with all matters relating to the reception and assimilation of new members into the Club and complete all necessary returns to the Royal NSW Bowling Association or the NSW Women's Bowling Association.
- 6) With the support of the Board and using appropriate approaches outlined in *Bowls Australia "The Perfect Delivery"* kit and the RNSWBA *"How to Recruit Successfully"* booklet, to organize Open Days and to publicise and promote other activities necessary to recruit new bowlers, both men and women.
- 7) Utilise appropriate points from any Bowls Australia, NSWWBA and RNSWBA publications/booklets as the base to develop and introduce a specific strategy for the Turrumurra Bowling Club.
- 8) To monitor club membership so as to minimize the loss of existing members.
- 9) To regularly monitor progress against the sub-committee's current Objective/Strategy Plans and also the strategic plans of the Board.

### **3.6 House Sub-committee**

- 1) The House Sub-committee shall consist of a chairman appointed by the Board and at least three other members. The House Sub-committee shall have at least one member from the Men's Bowling Club and one from the Women's Bowling Club.
- 2) The House Sub-committee shall act in close liaison with the Secretary and its duties in this capacity shall embrace all those set out under the heading "Secretary" earlier in these By-laws and Regulations relating to the management and operation of the internal Club House functions.
- 3) In the absence of the Secretary, the Chairman of the House Sub-committee shall have the power to act or delegate responsibilities in respect of day-to-day functions of the Club.



### 3.7 Social Sub-committee

- 1) The Social Sub-committee shall consist of a Chairman appointed by the Board and at least three other members. The Social Sub-committee shall have at least one member from the Men's Bowling Club, one member of the Women's Bowling Club and one Social Member.
- 2) The Social Sub-committee shall have control of all social affairs of the Club, including parties, dances, indoor bowls tournaments and other functions as approved by the Board.
- 3) They shall be responsible for the conduct and running of any such social events.

### 3.8 Special Events Chairman

The Board shall appoint a Special Events Chairman who shall be responsible for

- 1) Planning and coordinating the overall activities for the special events which have been approved by the Board.
- 2) Organising publicity, obtaining sponsorships where applicable, and arranging any special prizes or trophies for the event.
- 3) Liaising with the appropriate Match Committee who shall control the bowling games involved in the event.

### 3.9 Bowls & Membership Committee

- 1) The Board shall appoint a Joint Bowls Committee concerned with matters of mutual interest between the Board and the various Sections within the Club. The "Turrumurra Bowls & Membership Committee" will hereinafter be referred to as TB&MC.
- 2) The membership of the TM&BC shall consist of the Presidents of TMBC and TWBC and other members representing Mixed Bowls, Coaches, Greens, Umpires and Membership.
- 3) With the support of the Board, ensure that the TMBC and the TWBC continue to work in harmony, sharing and utilizing appropriate instruction from Bowls Australia, the RNSWBA and NSWBA.  
Note: The TMBC and TWBC shall remain as the bodies being responsible and accountable for the overall coordination, control and reporting of the bowling activities for Men and Women respectively. (Refer Sections 4 and 5 respectively.)
- 4) To ensure that Mixed Bowling activities are actively promoted and effectively controlled by the Mixed Bowls Match Committee. (Refer Section 6.)
- 5) To liaise with the respective Chairperson of all sub-committees concerned with 'Bowling' to communicate matters of common/mutual interest to ensure that bowling activities are controlled effectively and professionally.
- 6) To assist the Treasurer, being at least partly accountable, for Income and Expenditure pertaining to the Bowls and Membership segments of Accounts.
- 7) To maximise usage of our greens.
- 8) To monitor and if necessary, to promote any changes needed to provide playing opportunities for all existing and potential members – eg. Working women, young people and juniors.
- 9) Report matters of progress and/or importance to the Board at each monthly meeting.
- 10) To regularly monitor progress against the TM&BC's current Objective/Strategy Plans and also the Strategic Plans of the Board.



## **4.0 MEN'S BOWLS.**

### **4.1 Membership**

Under the direction of Bowls NSW, an open gender policy applies, i.e. any natural person being a member of the Registered Club may be a member of the Turrumurra Men's Bowling Club hereinafter referred to as "TMBC". The membership of TMBC shall be divided into the following categories;

- 1) Bowling Members
- 2) Life Members
- 3) Junior Members
- 4) Multi Members
- 5) Non Bowling (Restricted) Members
- 6) Honorary Members

### **4.2 TMBC Constitution, By-laws and Regulations**

- 1) The TMBC may, with the approval of the Board (such approval not to be arbitrarily or unreasonably withheld) adopt or vary its Constitution to regulate its activities.
- 2) The TMBC Management Committee shall have the power to make, alter or repeal any such By-laws and Regulations as are necessary to manage the affairs of the TMBC. Such By-laws and Regulations will not contravene Playing Regulations set down in Section 7 of this document.
- 3) If there is any conflict between any clause in the Constitution and/or By-laws and Regulations of the TMBC, and the Constitution and/or the Registered Club's By-laws and Regulations, then the Constitution and/or By-laws and Regulations as interpreted by the Board of the Club shall be paramount.
- 4) The TMBC Management Committee is responsible and accountable for the overall co-ordination, control and reporting of Men's Bowling activities.



## **5.0 WOMEN'S BOWLS.**

### **5.1 Membership**

Only **female** members of the Registered Club shall be deemed to be members of the Turrumurra Women's Bowling Club hereinafter referred to as "TWBC". The membership of TWBC shall be divided into the following categories;

- 1) Bowling Members
- 2) Life Members
- 3) Junior Members
- 4) Associated (ie. Multi) Members
- 5) Non Bowling (Restricted) Members
- 6) Honorary Members

### **5.2 TWBC Constitution, By-laws and Regulations**

- 1) The TWBC may, with the approval of the Board (such approval not to be arbitrarily or unreasonably withheld) and the New South Wales Women's Bowling Association, adopt or vary its Constitution to regulate its activities.
- 2) The TWBC By-laws and Regulations set down from time to time will not contravene Playing Regulations set down in Section 7 of this document.
- 3) If there is any conflict between any clause in the Constitution and/or By-laws and Regulations of the TWBC and the Constitution and/or the Registered Club's By-laws and Regulations, then the Constitution and/or By-laws and Regulations as interpreted by the Board of the Club shall be paramount.
- 4) The TWBC Management Committee is responsible and accountable for the overall co-ordination, control and reporting of Women's Bowling activities.



## **6.0 MIXED BOWLS.**

### **6.1 Membership.**

All current financial members duly registered by this Club through the relative State Controlling Body i.e. BowlsNSW / Women's Bowls NSW, and financial multi members (being financial with TBCL and duly registered by another Club in NSW), are eligible to participate in Mixed Bowls Events.

### **6.2 Mixed Bowls Match Committee.**

- 1) The Match Committee shall consist of a Chairman appointed by the Board and at least two other members. There shall be at least one member from each of the Men's and the Women's Bowling Clubs.
- 2) The Match Committee shall be responsible for the control and management of all outdoor bowling events and competitions for mixed teams of both men and women players. A Duty Selector shall be nominated by the Match Committee to handle the arrangements for each scheduled event. Additional help may be co-opted if necessary.
- 3) The competitions shall include Club Championships in;
  - a. Mixed Pairs - a team to consist of one man and one woman.
  - b. Mixed Triples - a team to consist of one man and two women or two men and one woman.
  - c. Mixed Fours - a team to consist of two men and two women.

All current financial members duly registered by this Club through the relative State Controlling Body i.e. BowlsNSW / Women's Bowls NSW, and financial multi members (being financial with TBCL and duly registered by another Club in NSW), are eligible to participate in Mixed Bowls Championships.

- 4) The Match Committee shall ;
  - a. fix the closing dates for entries to competitions. Entry forms for members desiring to compete in championship competitions shall be placed in the Club House at such times as may be determined by the Match Committee and these forms shall be available until the closing dates fixed by the Match Committee.
  - b. fix the dates by which matches must be completed. Each round shall be completed by the respective dates fixed by the Match Committee as exhibited and no extension of these dates shall be permissible unless the Match Committee is satisfied that there is an acceptable reason for such an extension.
  - c. make the draw and have it clearly indicated on the Notice Board in the Club house.
- 5) The Match Committee shall organise and control inter-club matches and select teams as required.
- 6) The Match Committee shall prepare a Mixed Bowls Programme for the year for approval by the Board. A copy of the approved programme shall be placed on the Notice Board. In special circumstances, or if deemed necessary, the Match Committee may alter the programme at any time, but if it does so, it shall bring all publicly displayed copies up to date and shall advise the Board of the changes.
- 7) The Match Committee shall adjudicate on any complaints on Mixed Bowls matters referred to it by members and furnish a reply to the member who lodged the complaint.



## **7.0 PLAYING REGULATIONS.**

### **7.1 Laws of the Game.**

Unless otherwise arranged with the approval of the Board, all games shall be played under the Laws of the Game including dress as laid down by Bowls Australia, The Royal New South Wales Bowling Association and the New South Wales Women's Bowling Association.

### **7.2 Use of Greens and Game Fees.**

- 1) It is the intention of the Board that all members of the Club who participate in the game of Bowls shall have fair and reasonable use of the greens and that maximum use shall be made of the greens keeping in mind the need to maintain the greens in first-class condition.
- 2) A Game Fee, as determined from time to time by the Board, shall be paid by all bowling members and visitors when playing in regularly scheduled Club events. The amount of the fee may be specified in three categories:
  - a. Where the Club serves refreshments and provides trophies.
  - b. Where the players prepare refreshments and the Club provides trophies.
  - c. Where the Club does not provide refreshments or trophies.
- 3) Fees for Pennant Matches and Special Events may be the subject of special determination by the Board.
- 4) When no Club Events are scheduled, greens may be used for individual coaching, practice, or roll-ups. No green fees are then payable.

### **7.3 Scheduled Club Events.**

- 1) Subject to the general intentions outlined above and the need for some flexibility to accommodate the special needs of the various bowling sections on particular days, Club events are scheduled as follows:
  - a. Monday: Green Maintenance
  - b. Tuesday: Women's Bowls
  - c. Wednesday: Men's Bowls
  - d. Thursday: Women's Bowls
  - e. Friday: Mixed Bowls
  - f. Saturday: Men's Bowls
  - g. Sunday: Mixed Bowls
- 2) The hours of play, starting times etc., shall be agreed by consultation between the Match Committee responsible for the event and the Greens Sub-committee.

### **7.4 Special Games.**

It shall not be within the right of any member or members of the Club to inaugurate any special game or competition without the sanction of the Board. If sanctioned, such games or competitions shall come entirely under the jurisdiction of the appropriate Men's, Women's or Mixed Bowls Match Committee.

### **7.5 Reserved Rinks.**

If deemed necessary, the greens or such rinks of it as may be required for competitions and matches shall be reserved by the responsible Match Committee and no member shall have the right to play on any rink so reserved unless he is taking part in the competition or match for which the reservation has been made.



**7.6 Private Games.**

All applications for the use of a rink or rinks for private games shall be made to the Chairman of the appropriate Match Committee at least three days before the proposed game. The Match Committee shall have the power to refuse permission or limit such private games at any time if, in its opinion, such private games may interfere with the playing of scheduled Club events, Club championships or other matches arranged by the Match Committees.

**7.7 Right to enter Competitions.**

Notwithstanding By-law 6.2.3 only current financial members duly registered by this Club through the relative State Controlling Body i.e. BowlsNSW / Women's Bowls NSW shall have the right to enter for and take part in any or all Club Championships and/or Association Events. Financial multi members (being financial with TBCL and duly registered by another Club in NSW), are eligible to participate in other competitions and matches organized by the Club. It shall, however, be within the power of the Board to frame such regulations as they deem advisable governing the entry to certain Club competitions or matches.

**7.8 Conduct on Greens.**

- 1) When delivering their bowls, members shall do so in such a way as will obviate the risk of marking or damaging the turf, and must not drop a bowl on the green.
- 2) The Chairman of the Greens Sub-committee, the Chairman of the appropriate Match Committee, or the Controlling Body on that day, may, if a member in the course of play is causing damage to the green, request that member to correct his method of delivery. If he persists he may be refused permission to continue to play at that time.

**7.9 Official Umpires.**

- 1) The Official Umpire for the day shall be clearly indicated by having his name announced prior to the commencement of play.
- 2) A fully-equipped Umpire's Kit shall be placed near the green prior to the commencement of play.
- 3) Any dispute between competitors shall be referred to the official Umpire of the day whose decision shall be final.

**7.10 Members wishing to Play.**

- 1) A member wishing to play in a Scheduled Club Event should arrange in person or by telephone, within a reasonable time before the start of the event, for his name to be added to the Entry Sheet.
- 2) A members who fails to comply with the foregoing may not be able to obtain a game in that event depending on the number of players available.
- 3) A member who has indicated his intention to play and fails to meet his commitment may be subject to disciplinary action.

**7.11 Visiting Bowlers.**

A member wishing to invite a visiting bowler to participate in a scheduled Club Event should inform the Club beforehand to ensure that the visiting bowler can be properly catered for.





## **8.0 HOUSE REGULATIONS**

### **8.1 Duty Officers.**

- 1) Every member of the Board shall automatically act as a Duty Officer whilst on the Club premises.
- 2) The Secretary and the Chairman of the House Sub-committee shall have the power to co-opt any willing member of the Club to carry out specified duties on the Club premises.
- 3) Duty Officers may be appointed and rostered by the Chairman of the house Sub-committee to assist in all matters that may arise from time to time in order to promote the efficient and orderly conduct of the Club in conjunction with the permanent staff.
- 4) In the absence of any member of the Board, the Duty Officer shall act as Officer-in-charge of the Club in cases of emergency.

### **8.2 Use of Club Premises.**

- 1) No member, by an advertisement or otherwise, shall appoint the Club premises as a place for meeting applicants for employment, nor shall any member induce any employee to leave the services of the Club.
- 2) No pamphlet, advertisement or notice of any kind shall be exhibited in the Club premises without the permission of the Board.
- 3) No member or other person shall solicit donations or subscriptions of any kind, nor shall any raffle or art-union ticket or the like, be tendered on the premises of the Club without the sanction of the Board.
- 4) The Secretary is responsible for the content of all notices on the official Club Notice-Board. Notices must not be placed thereon without obtaining the express approval of the Secretary.
- 5) The Chairmen of the various Match Committees shall be responsible for the content of all notices on their separate sections Notice-Boards. Notices must not be placed thereon without obtaining their express approval.

### **8.3 Property**

- 1) Club members shall at all times exercise due care with all Club property and shall do all within their power to keep the premises and property in a tidy and clean condition.
- 2) No member shall remove from the Club any property of the Club without the express permission of the Board. Any member damaging Club property shall be liable for its restoration or replacement as the Board may direct.

### **8.4 Visitors**

- 1) Members shall have the privilege of introducing visitors to the Club subject to the provisions of these Rules and By-laws and in conformity with the legal requirements applicable to a Licensed Club and subject to any limitations which the Board may impose.
- 2) A visitor shall remain on the Club premises only so long as the introducing member shall remain thereon.
- 3) The member introducing any person as a visitor shall be responsible for any liability to the Club incurred by such visitor.
- 4) A person who has been rejected as a candidate for membership, or has been expelled from the Club, or whose name has been erased from the Register of Members for non-payment of subscriptions shall not be eligible to be admitted as a visitor.





**8.5 Dress.**

- 1) All members and Visitors to the club must wear -
  - a. Smart casual - neat sportswear. Footwear must be worn at all times.
  - b. All attire must be clean and tidy.
- 2) The following attire is unacceptable in the Club -
  - a. Sleeveless Shirts or Singlets
  - b. Stubbies or Short Shorts
  - c. Sloppy and untidy track suits
  - d. T-shirts with lurid or offensive printing
  - e. General untidiness.

Soiled or unkempt clothing of any description, including footwear, will not be permitted.  
Persons improperly dressed will be asked to leave Club premises.

**8.6 Liquor.**

- 1) The Bar shall be open for liquor refreshments on such days as advertised and between such hours as are determined by the Board from time to time.
- 2) A person under the age of 18 years
  - a. shall not be supplied with or sold liquor at any time.
  - b. shall not linger in the bar area.

**8.7 Poker Machines.**

- 1) While a poker machine is being played by a player, or a group of players as a syndicate, it shall not be played by any other person.
- 2) No person shall play more than one machine at a time if another person is waiting to play one of those machines.
- 3) Poker machines shall not be reserved for more than three (3) minutes.
- 4) A person under the age of 18 years is not permitted to play the poker machines and shall not linger in the poker machine area.
- 5) If a person pulls a jackpot or bonus issue, the attention of the Secretary, a Board member, or the Duty Officer shall be drawn to it before it is pulled off, and referred to the Bar-Steward for payment after it has been properly entered and signed for through the CCU System.
- 6) The key of the machines is to be kept behind the Bar in an envelope which is to be signed by two persons after each opening.

If a machine has to be opened due to a mechanical defect, such opening must be recorded in a book kept behind the Bar.

**8.8 Smoking.**

- 1) Commercial outdoor dining areas in NSW are smoke-free. Smoking is banned within 4 metres of a pedestrian entry or exit from a hospitality venue (the '4 metre law'). The bans apply to any ignited smoking product including cigarettes, pipes, cigars, e-cigarettes and water-pipes.
- 2) Smoking is also banned on and around the Bowling Greens of Turrumurra Bowling Club with the following exceptions:
  - a. Smoking is allowed in the designated smoking areas which are:
    - i. The car park.
    - ii. The seat between the two entrance doors leading to the No 1 Green from the upper lounge area.
    - iii. The area to the right-hand side of the rear entrance to the TBC property where the umbrellas are situated.
    - iv. The rear double gates between Greens 1 and 2.



## **9.0 MEMBERSHIP**

### **9.1 Life Membership Guidelines**

**The following guidelines are for awarding of Life Membership and are in addition to Clause 14 of the Constitution, which defines Life members;**

- 1) Any two members can nominate another member for Life Membership by simply conveying the nomination to the Secretary of TMBC/TWBC, as appropriate, in writing.
- 2) TMBC or TWBC, after consideration (bearing in mind their own Constitutions and Regulations) and if approved, must then pass their recommendation to the Board for its approval.
- 3) The potential recipient should not be made aware of a nomination until such time as the nomination has been approved by the Board. The Board will then proceed to the next general meeting through an appropriate Notice of Motion.
- 4) A nominee, to be worthy of the award, must have made a significant contribution to the Club – well beyond that which would ordinarily be expected of a member, even if that member is also an office bearer of the Club.
- 5) Nominees would, except in exceptional circumstances, be expected to have been members of the Club for a minimum of ten (10) years.
- 6) Life Membership is the highest accolade that the Club can bestow on a member.
- 7) Once approved by the members at a general meeting, the Membership Chairman will arrange for issue and notification of a unique Registration Number (LMnn) in ascending order of appointment.

### **9.2 Non Bowling (Restricted) Membership Guidelines**

The following guidelines are for inviting Bowling Members to take up Non Bowling (Restricted) Membership and are in addition to Clause 13 of the Constitution, which defines Non Bowling (Restricted) Members;

- 1) Invitations would, except in special circumstances, only be made to those Bowling Members who have been members for a minimum of five (5) years.
- 2) Shall be invited by TMBC or TWBC, as appropriate, or by the TB&MC.
- 3) Non Bowling (Restricted) Members shall NOT be affiliated with the RNSWBA or NSWBA.
- 4) According to the constitution of the TWBC, Restricted Members cannot vote at TWBC meetings but they will be entitled to vote at TBCL meetings.

### **9.3 Merit Award Guidelines**

**The following guidelines are for the awarding of Merit Awards, eg Tie Bars and Merit Badges, to TBC Members;**

- 1) A nominee, to be worthy of a merit award, must have made a significant contribution to the Club over a considerable period of time.
- 2) A nominee may, during that time, have been an office bearer of the club but nevertheless, is someone who is clearly seen to have done more than “just doing their duty”.
- 3) Tie Bars / Merit Awards will be assessed and awarded as considered appropriate by the TMBC/TWBC and are not subject to a formal nomination procedure.



## **10.0 MISCELLANEOUS.**

### **10.1 Publicity Officer.**

The Board may appoint a Publicity Officer who shall;

- 1) Make available to the Press or other media, as approved by the Board, such information on the Club's activities as are of public interest.
- 2) Report to the Press, or other media, results of Club matches, inter-club matches, pennant matches and other games in which the Club takes part.
- 3) Compile the Club Newsletter or News Sheet.

### **10.2 Welfare Officer.**

The Board may appoint a Welfare Officer.

### **10.3 Suggestions and Complaints.**

- 1) The Board welcomes constructive suggestions to improve the operation of the Club.
- 2) All suggestions and /or complaints must be made in writing and given to the Secretary for action by the Board.

### **10.4 Constitution.**

A copy of the Constitution of the Club is available from the Secretary Manager for perusal at the request of any Member. The Constitution is also available for perusal on the Club's website [www.clubturramurra.com.au](http://www.clubturramurra.com.au) under the tab "Rules & Regulations".