



# HILTON PARK BOWLING & RECREATION CLUB (INC.)

## By-Laws

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## **BY-LAWS**

There shall be one set of By-Laws that apply to both Men's and Ladies Bowls.

The By-Laws and Policies of the Hilton Park Bowling & Recreation Club (Inc.) are to be reviewed as deemed necessary by the Executive Committee.

### **1. GOVERNING STRUCTURE**

The Hilton Park Bowling & Recreation Club (Inc.), otherwise referred to as the Club, shall have an Executive Committee that consists of President, Vice President, Treasurer and Secretary and Chairpersons of Standing Committees, excluding Selection Committees.

### **2. ROLE OF EXECUTIVE COMMITTEE**

The Executive Committee:

- Must ensure that these By-Laws are consistent with the Constitution, By-Laws and Club Policies.
- Can determine changes to the By-Laws after debate by the Committee.
- Can make a decision on any situation which arises that is not covered by these By-Laws.
- Specific duties for members of the Executive Committee are detailed in separate Duty Statements within the Constitution and Club Policies.

#### **2.1 President**

The President Chairs the Executive Meetings and attends functions whenever available. Contributes to the forward planning, review of events and management of the Club whilst maintaining the confidentiality of the meetings.

#### **2.2 Vice President**

The Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's role where needed. In the absence of the President or if the President is unable to act, the Vice President shall preside at Board and Annual or Special General Meetings, to regulate and keep order at all proceedings and to carry into effect the Constitution and Regulations of the Club.

#### **2.3 Secretary**

Responsible for carrying out all secretarial duties of the Club. Investigates, records, supervises and reports all administrative activities of the Club.

In conjunction with the President controls the Agenda for meetings of the Club and the Executive Committee.

Prepares Minutes for all meetings of the Club and the Executive Committee and presents them as required.

Attends Executive Committee meetings and contributes to the forward planning, review of events and management of the Club whilst maintaining the confidentiality of the meetings.

#### 2.4      Treasurer

Carries out all accounting functions.

Keeps proper financial records and supervises, and reports all income and expenses of the Club and in conjunction with the Executive Committee controls the Club's assets and expenditure of the Club's resources.

Attends Executive Committee meetings, presents financial reports to the Executive Committee monthly and contributes to the forward planning, review of events and management of the Club whilst maintaining the confidentiality of the meetings.

### 3.      STANDING COMMITTEES

#### 3.1      Bar Chairman

The role of the Bar Chairman is to support the paid staff in providing a satisfactory level of service to the Club members. At peak period of demand to assist where necessary to optimize the cost of providing that service and at all times justify the use of paid staff.

Particular responsibilities of the Chairperson are:

- To work in harmony with the Bar Staff while overseeing the operations of the bar on behalf of the Executive Committee;
- To ensure the economical use of the services of paid casual staff;
- To ensure that procedures are maintained to secure cash, stock and bar premises;
- To maintain Executive policy in bar pricing procedures and cooperate with the Bar Staff in implementing changes;
- To be satisfied that the Bar Staff ordering methods are satisfactory and low turnover stock is minimized;
- To carry out a monthly stock take of all bar sales commodities;
- To ensure that proper health and safety standards are maintained in the bar area;
- To ensure that all paid staff and volunteer staff adhere to Club policy on dress standards when working in the bar;
- To ensure that bar staff, paid or voluntary, do not smoke or consume alcoholic beverages behind the bar;
- To ensure that an Approved Manager is on the premises at all times and that all staff or volunteers rostered to work have completed the required training;
- Maintain the training register of all staff and volunteers.

### 3.2 Greens Chairperson

The role of the Greens Chairperson is to maintain the grounds of the Club, lawns, verges and gardens in well cared for condition so as to enhance the greens, and Club buildings; to maintain the greens furniture in sound and well painted condition, and preservation when not in use. The Greens Chairperson will also be available to assist the Greenkeeper in renovation work as required.

Specific duties of the Chairperson will be:

- To be the liaison officer with the Greenkeeper in meeting the requirements of the Executive Committee for all match and practice requirements;
- To ensure that the Greenkeeper maintains all greens equipment in good order and that he adheres to all safe working practices in the use of machinery, fuels, chemicals and fertilisers and all orders for resources are entered in dockets provided;
- To liaise with all Selection and Match Committee Chairpersons to determine their greens requirements and keep the Greenkeeper informed to enable allocation of greens;
- To arrange on pennant and match days for the flags and corner flags to be erected, mats and jacks to be set out, scoreboards to be cleaned and adjusted;
- At the end of each day ensure that all such equipment is returned to its storage place;
- At the beginning and end of the bowling season ensure that all shades are erected / removed for storage as the weather dictates.

### 3.3 House Chairperson

The role of the House Chairperson is to ensure all Club buildings are maintained in a good state of repair and conform to health and safety requirements.

The specific duties of the Chairperson are:

- To ensure that the necessary attention is given to the cooling system as required in the operations instructions;
- To encourage Committee members and Club members generally to effect such repairs and maintenance of the Club as fall within their capabilities;
- At the March meeting of the Executive Committee to present a written outline of proposed budget expenditure exceeding three times the current value of a Full membership subscription on any item during the next Club year;
- To refer items of unexpected expenditure to the Finance Committee for approval unless such expenditure is necessary as a matter of safety or security or is as a result of an Insurance Claim;
- To ensure that all items purchased for maintenance are recorded in a docket book for verification when accounts are received for payment;
- To ensure that health and safety standards are maintained.

### 3.4 Social Chairperson

The role of the Social Chairperson is to organize and arrange all social functions and fundraising,

other than a specific project, within the Club to meet the social needs of members.

The Chairperson shall have the specific duty to administer the conduct of his Committee; and

- Program at least two months in advance at all times an array of entertainment and functions of a social nature;
- Arrange catering, engage entertainers or any other service permitted under "The Act";
- Conduct, arrange or supervise normal fundraising activities, raffles, quiz nights, etc;
- To ensure that all monies received and expended are promptly brought to account on statements as required by the Executive Committee, together with all dockets and receipts.

### 3.5 Men's Captain

The Men's Captain shall be responsible for the administration of Men's Bowls events within the Club and maintain a close liaison with the Ladies Captain for mixed events, the Greens Chairperson for greens availability and the Social Chairperson for supporting social needs.

Generally, he shall fulfil or delegate the Bowls Social role of trophy presentation, guest introduction and such like.

Specific responsibilities shall be:

- Hold meetings of the Men's Bowls Section of the Club as required;
- Chair all such meetings or, in his absence the Committee shall elect a Chairman;
- Ensure the early formation of a bowls program for the year; liaise with the Chairman of Greens on greens availability for the program and the Ladies Captain for inclusion of mixed bowls events;
- Submit the program to the Executive Committee for endorsement
- Oversee the roles of match organization and conduct in conformity with the general policy and practice of the Club;
- Liaise with the Ladies Captain to recommend all game entry fees for ratification by Executive Committee;
- Liaise with the Social Chairperson on requirements for social needs associated with matches;
- 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, as per required distribution form;
- On abandoned games adjudicate on prize and fees distribution or return to players;
- Have umpires appointed for all pennant, open events and Club Championships, and encourage younger bowlers to undertake Umpire Accreditation Courses;
- Encourage recruiting of new members and foster their introduction to the Club and competitions;
- Receive and deal with complaints from members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Executive Committee;
- Ensure that the Men's Delegate is instructed to vote in accordance with the wishes and direction of the Bowls Committee.

### 3.6 Ladies Captain

The Ladies Captain shall be responsible for the administration of Ladies Bowls events within the Club and maintain a close liaison with the Men's Captain for mixed events, the Greens Chairperson for greens availability and the Social Chairperson for supporting social needs.

Generally, she shall fulfil the Bowls Social role of trophy presentation, guest introduction and such like.

Specific responsibilities shall be:

- Hold meetings of the Ladies Bowls Section of the Club as required;
- Chair all such meetings or, in her absence the Committee shall elect a Chairman;
- Ensure the early formation of a bowls program for the year; liaise with the Chairman of Greens on greens availability for the program and the Men's Captain for inclusion of mixed bowls events;
- Submit the program to the Executive Committee for endorsement;
- Oversee the roles of match organization and conduct in conformity with the general policy and practice of the Club;
- Liaise with the Men's Captain to recommend all game entry fees for ratification by the Executive Committee;
- Liaise with the Social Chairperson on requirements for social needs associated with matches;
- 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, as per required distribution form;
- On abandoned games adjudicate on prize and fees distribution or return to players;
- Have umpires appointed for all pennant, open events and Club Championships, and encourage younger bowlers to undertake Umpire Accreditation Courses;
- Encourage recruiting of new members and foster their introduction to the Club and competitions;
- Receive and deal with complaints from members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Executive Committee;
- Ensure that the Lady Delegate is instructed to vote in accordance with the wishes and direction of the Bowls Committee.

## 4. SELECTION COMMITTEES

Nominations for and election of the Chairman of Men's and Women's Selection Committee for the forthcoming season shall be in accordance with Rules 13 and 14. The elected Chairperson shall appoint his own committee having regard for representation of all pennant divisions.

### 4.1 Men's Selection Committee

This Committee shall select teams for the Bowls WA Pennant Competition for both Saturday and midweek pennant Competition and also teams representing the Club in any other event as required.

#### **4.2 Ladies Selection Committee**

This Committee shall select teams for the Bowls WA Pennant Competition and also representing the Club in any other event as required.

All Selection Committees shall report to their respective Bowls Committee as required and be responsible to the Executive Committee to act at all times to further the objects of the Club.

#### **5. SALE OF LIQUOR**

- 5.1 Bar Trading hours will be determined by the Executive Committee within the provisions of the Liquor Act displayed in the Club premises.
- 5.2 Liquor shall not be purchased and stored by members or guests for consumption outside the times when the bar is open for trading.
- 5.3 Any member or guest who is visibly affected by the consumption of alcohol may be refused service and may be asked to leave the clubhouse.
- 5.4 No alcohol or soft drinks are to be brought into the Club premises or surrounds by any member or guest.

#### **6. BEHAVIOUR**

Members must, at all times, conduct themselves in an acceptable manner in accordance with the Club's Code of Conduct and are responsible for ensuring their guests conduct themselves accordingly.

#### **7. CHILDREN**

Parents, guardians or adult members bringing children into the Club premises will be held directly responsible for their behaviour, and may be directed to leave the premises by a member of the Executive Committee, House and Social Committee, or the Bar Manager or Authorised Manager if any child is contravening Club rules.

Children must at all times:

- Be under the control of a parent, guardian or responsible adult member of the Club and must conduct themselves in a manner so as not to interfere with the proper functioning of the Club or the quiet enjoyment of the Club by other members and their guests.
- Be kept away from the bar area and only enter areas of the premises as allowed in the provisions of the Liquor Act.
- Refrain from entry onto the greens unless under instruction by a member of the Club.

## 8. CONDUCT ON THE GREENS

8.1 Every member of the Club, whether playing at home, or competing on another club's greens shall behave in a manner that is not prejudicial to the image or good standing of the Club and in accordance with the Club's Code of Conduct.

8.2 To ensure the good conduct of members, the individual members of the Executive or Match Committees have the power to approach a member whose conduct or behaviour is unsatisfactory:

- To remind that person of their obligations to the Club member, or
- To request that person vacate the greens or premises, or to take whatever action the Committee member may feel is appropriate to the circumstances.

8.3 A full written report of any incident must be submitted to the President and/or Secretary within 24 hours of the event where practicable but no later than 48 hours.

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

## 9. PROTECTION OF THE GREENS

9.1 At no time is it permissible to take drinks or food of any kind whatsoever onto the greens except in the case of medical emergency.

9.2 Smoking of tobacco products (including artificial or e cigarettes) is not permitted on the greens.

9.3 The greens are available for Full and Restricted Members use at any time other than when the greens are closed by the Director of Greens or the Executive Committee.

9.4 Greens that are being used for state competitions, regional competitions, pennant competitions, club championships, club events and official practice sessions are not permitted to be used by members for casual use. These competitions will always take precedence over casual use by members, however, other greens not being used for these competitions may be available for casual use.

9.5 The greens are not be used by anyone if water is visible anywhere on the green.

9.6 Flat soled shoes are to be worn on the green at all times. Bare feet are allowed in social events.

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

## 10. COMPETITION RULES

The Bowls Australia 'Laws of the Sport of Bowls' (Crystal Mark, 3<sup>rd</sup> Edition), and the 'Bowls WA Field

of Play Rules' shall govern all contests of bowls, unless the Match Committee otherwise decides.

## 11. CLUB CHAMPIONSHIPS

- 11.1 No member of the Club may play in a Club Championship event unless that person is eligible to play Pennants for the Club. Members competing in Club Competitions and Club Championships must be Full or Life Members and must be financial at the time nominations are accepted.
- 11.2 Entry fees as determined by the Match Committee must be paid before competing.
- 11.3 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 schedule to be played, and shall specify the starting times and the dates of play. These times and dates must be adhered to and shall not be altered except for reasons beyond the control of the Match Committee.
- 11.4 After the draw has been made, any competitor failing to play at the appointed time shall forfeit that match to the opponent.
- 11.5 The draw for Club competitions is to be carried out at the Club two (2) days prior to the commencement of the event in the presence of at least two (2) other Club members.
- 11.6 Competitors will be expected to play up to three (3) matches in an event in a single day.
- 11.7 Club members competing in or officiating at Club Championship events must wear the Hilton Park Bowling & Recreation Club (Inc.) uniform. Failure to wear Club uniform in Club championship events will result in forfeiture of that event.
- 11.8 Club fixtures will only be altered in extreme circumstances that is heat or other weather conditions, and will be at the discretion of the relevant Men's and/or Ladies Club Captain /s with their respective Match Committee.
- 11.9 In the event of a tie, a count back will take place to determine a winner based on the position that each of the tied contestants finished in the major of the above five (5) Club championships.
- 11.10 A substitute will not be eligible for 'Bowler of the Year Points', Club Trophies or their name on the Honour Board.
- 11.11 In a Singles Competition, a defeated player must, if requested by the Match Committee, mark in the following round.
- 11.12 Sectional Play or Knockout Play will be at the discretion of the Match Committee.
- 11.13 A Plate Competition may be held at the discretion of the Match Committee for players who are defeated in the first round of a knockout completion.

11.14 Conditions of Play will be advised on the Nomination Forms for each event.

11.15 Singles or Teams drawn first are to play the alignment rounds, if required.

11.16 Vacant rinks on greens while be used for Pennant competitions or Club events are not to be used for any other purpose.

11.17 Members may use vacant greens not being used for these events but approved (by the Greenkeeper) for practice, roll-ups or coaching, providing they wear neat, clean and tidy bowls attire.

## **12. ATTIRE**

12.1 Club members competing in or officiating at Pennant and Club Championship Events must wear the Hilton Park Bowling & Recreation Club (Inc.) uniform. Failure to wear Club uniform in Club championship events may result in forfeiture of that event.

12.2 The Club uniform is:

- Club shirt and Burgundy pants, shorts, skorts, or skirt.
- If worn, hats must be Burgundy or white with the regulation Bows Australia logo

12.3 Flat soled shoes which comply with Bowls Australia policy for footwear are to be worn on the green at all times. Bare feet are allowed in social events.

12.4 The Executive Committee may designate the attire to be worn for particular events, including on the surrounding greens.

## **13. PRIVATE FUNCTION AND CLUB PROPERTY**

13.1 Members may, with the approval of the Executive Committee, hold private family or business functions, with or without a meal, with no limitations as to the number of guests provided such number shall not exceed the combined total of members and guests as stipulated under the Health Act or Liquor Act.

13.2 Members wishing to hold private family or business functions must obtain prior approval of the Executive Committee and pay any hiring fee that may from time to time be set by the Executive Committee.

13.3 The Club facilities may also be hired out for outside functions provided there is at least one member involved with the function. The total number of guests shall not exceed the numbers as stipulated under the Health Act or the Liquor License. The hirer must abide by any conditions set by the Executive Committee including security provisions and shall be responsible for the conduct of their guests whilst on the Club premises and clean up after the event.

13.4 The Liquor Act prohibits bringing any beverages for storage or consumption on to the

licensed premises. All drinks must be purchased from the Club's bar.

- 13.5 To use the bar facilities, a Member must be present at the function at all times and will be responsible for payment of the bar tab.
- 13.6 All bookings for the Club facilities will be made with the Secretary and Bar Manager who will coordinate the use of the facilities for Club events, Club social events and hire events.
- 13.7 Members obtaining the use of the Club premises shall be responsible for their guests as provided for in these rules.
- 13.8 Members obtaining the use of the Club premises are responsible for all cleanup and must leave the premises as they were found, including washing dishes and glasses, emptying of rubbish bins and vacuuming of carpets.
- 13.9 If members wish to borrow Club Property, permission must be obtained from the Executive Committee and such property must be signed for and returned within five (5) days. A deposit or hire charge may be required subject to the nature of the loan.
- 13.10 Club lockers can be hired by financial members. The locker key must be returned once a member leaves the Club or is no longer a financial member.

#### 14. KITCHEN

- 14.1 Members may use the Club's kitchen facilities provided that it is not in use for any other Club function.
- 14.2 Members using the kitchen facilities must clean all utensils, replace all items used and leave the area in a clean and tidy state.

#### 15. SMOKING

In compliance with Health Regulations, no member or his guest shall smoke tobacco products within the confines of the Club Rooms. A member shall be responsible for his guests.

#### 16. SUBSCRIPTIONS

- 16.1 Membership subscriptions for the coming year will be determined by the Executive Committee at its March meeting.
- 16.2 Fees are due and payable in advance on 1<sup>st</sup> of May each year. Membership renewals will be posted or emailed to Members one (1) month prior to the due date of 1<sup>st</sup> of May.
- 16.3 Members who have not paid their fees by 30<sup>th</sup> September, or made a payment arrangement with Club's Treasurer, will be deemed to have resigned their membership.

- 16.4 New Members joining between 1<sup>st</sup> May and 30<sup>th</sup> November, will pay the full membership fee. If joining after 1<sup>st</sup> December, half of the full membership fee is to be paid.
- 16.5 Any member ceasing to play for the Hilton Park Bowling & Recreation Club (Inc.) will not have their membership subs returned except on compassionate grounds and at the sole discretion of the Executive Committee.

## 17. LIMITATION ON NON MEMBERS

Non-members may attend the Hilton Park Bowling & Recreation Club (Inc.) as a guest of a member on a maximum of four occasions before being required to apply for membership of the Club in order to attend again.

## 18. PARKING

The Club will provide Reserved Parking Bays for the following:

Club President  
Club Secretary  
Club Treasurer  
Staff (2)

On specific occasions the Club will allocate reserved parking to visiting dignitaries and sponsors as the Executive Committee shall decide.

## 19. OCCUPATIONAL HEALTH AND SAFETY

The Club and its members must at all times do everything possible to ensure the safety of all members, guests and staff and to comply with the Occupational Health and Safety Regulations.

## 20. AMENDMENTS TO BY-LAWS

- 20.1 All motions and amendments to motions to vary the By-Laws shall be debated and determined by the Executive Committee.
- 20.2 Any repeal or amendment of or addition to these By-Laws shall be notified to members by notice on the Club Notice Board.