

Mathoura District & Servicemen's Bowling Club LTD

BOWLING SECTION BY-LAWS



(AS DEFINED BY THE CONSTITUTION OF THE MATHOURA DISTRICT & SERVICEMEN'S BOWLING CLUB LTD)

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1. NAME

The name of the section will be known as the "Mathoura District & Servicemen's Bowling Club LTD Bowling Section" herein-after described as the "Mathoura Bowling Club" and will, notwithstanding anything which may appear to the contrary herein, conform with the constitution, policy and by-laws of the Mathoura District & Servicemen's Bowling Club LTD.

2. PURPOSES

The purposes of the Mathoura Bowling Club are dedicated to the game of Bowling and to affiliate with Bowls Victoria, Bendigo Campaspe Goldfields Bowling Region or any other such controlling body.

3. INTERPRETATIONS OF TERMINOLOGY

In these rules, unless the contrary intention appears:

"Annual General Meeting" means the Annual General Meeting held in each year in accordance with these By-Laws.

"BCGBR" means Bendigo, Campaspe and Goldfields Bowls Region.

"Bowling Committee" means eligible members being elected at the Annual General Meeting of the Bowling Section in accordance with this Constitution and its By-Laws.

"Bowling Section" means a Sub Club appointed under Rule 67.1 of the Constitution.

"By-Laws" means the by-laws of the Club made pursuant to the provisions of the constitution.

"Executive Committee" means the President, Vice President, Secretary & Treasurer of the committee

"Financial Member" means a member of the Club who has paid all joining fees, subscriptions, levies and other payments to the Club by the relevant due dates.

"Member" means any person who is in one of the categories of Full Membership referred to in Rule 10.1.

"General Meeting" means any General Meeting of the Bowling Section members, including a Special General Meeting or an Annual General Meeting.

"Non-Financial Member" means a member who has not paid fees, subscriptions, levies and other payments to the Club by the due dates.

"Noticeboard" means a board designated as such and located in a conspicuous place within the Club premises on which notices for the information of members are posted.

“Ordinary Resolution” means a resolution passed by the members at a General Meeting by a simple majority.

“Secretary” includes Acting Secretary, Honorary Secretary, Acting Honorary Secretary, or any other title attributed to the person who is the Secretary of the Bowl’s section of the Club.

“Special General Meeting” means a meeting of the Bowl’s Section members called by the Board or members other than the Annual General Meeting.

“Special Resolution” a Special Resolution must receive at least seventy five percent (75%) of the votes cast by members eligible to vote at the meeting.

“Treasurer” includes Acting Treasurer, Honorary Treasurer, Acting Honorary Treasurer or any other title attributed to the person who is the Treasurer of the Bowl’s section of the Club.

“Website” means the club’s website on which notices, documents and on which notices, documents, policies, and any other relevant information is posted for members.

4. INTERPRETATIONS OF THE RULES

In the event of any difficulty arising as to the meaning of any rule or rules, the Executive Committee will have the power to pronounce a decision, which will be final. If any case arises which is not, or in the opinion of the Executive Committee is not, provided for in these rules the Executive Committee will determine it.

5. MEMBERSHIP

Membership of the Bowling section will consist of persons who have been accepted as members of the Club in accordance with the Constitution of the Club. All members will be entitled to all the rights and privileges of the Club as set out in the Constitution.

6. LAWS OF THE SPORT OF BOWLING

Bowling Australia’s Laws of the Sport of Bowling Crystal Mark 3rd Edition, Bowling Australia’s Domestic Regulations, Bowling Victoria’s Rules and the Bendigo Campaspe Goldfields Bowling Region for Competition will apply to all games played under the control of the Bowling section except when specifically stated otherwise.

Failure to observe any such laws will render the offending player(s) liable to disqualification from the competition or match.

7. COMMITTEE OF MANAGEMENT

- 7.1 The Management of the Bowling section will be vested in a Committee of Management and will consist of the President, Vice President, Secretary, Treasurer and two (2) Ordinary members.

- 7.2 The Executive Committee will comprise the President, Vice President, Secretary, Treasurer and any member of the Committee as required.
- 7.3 Of the two (2) other Committee members, they may be given portfolios as required.
- 7.4 The President will hold office for a period of two (2) years from when elected. All such periods of office being subject to resignation or removal from under the Constitution of the Club.
- 7.5 All other officers will hold office for a period of one (1) year from when elected. All such periods of office being subject to resignation or removal under the Constitution of the Club.
- 7.6 Any member of the Committee, at the completion of their term of office as defined in clause 7.3 7.4, will be permitted to re-nominate for a position on the Committee and will resume office for a further year.
- 7.7 The Executive may act for and on behalf of the Committee in any matter of an urgent nature arising between meetings of the Committee and will report at the next Committee meeting.
- 7.8 The Committee will have the power to revoke any appointment at any time.
- 7.9 The Committee will have the power to declare vacant the position of any Committee member who, without explanation, is absent from three (3) consecutive scheduled meetings.
- 7.10 The Committee will have the power to appoint sub-Committees with such powers as it will deem necessary in the interests of the Bowling section. The Committee will also have the power to revoke any such appointments at any time.
- 7.11 The Committee will have the power to do all such things as are conducive to, and incidental to, the attainment of the purposes of the Bowling section and the observance of the Club's Constitution, By-Laws and Rules of the Bowling section.
- 7.12 The Committee will meet on at least ten (10) occasions in each year for the transaction of the business and affairs of the Bowling section.
- 7.13 The President, or in the President's absence the Vice President, or any Committee members will have the power to call a Special Meeting of the Committee by instructing the Secretary to do so, stating the object of such Special Meeting.
- 7.14 The President will preside as Chairperson of all meetings at which they are present unless otherwise determined.
- 7.15 The President, or in the President's absence the Vice President, will be ex-officio member of any Sub-Committees of the Bowling section except the Pennant Selection Committee.
- 7.16 At all meetings of the Committee, four (4) members including at least two (2) Executive Committee members present, will constitute a quorum and no meeting will be held unless a quorum is present.

7.17 A quorum of the Committee will have the power to fill any vacancy, which occurs between Annual General Meetings.

8. ELECTIONS OF THE COMMITTEE OF MANAGEMENT

- 8.1 Any two (2) eligible members of the Bowling section will be at liberty to nominate and second any member to serve as an officer of the Committee of the Bowling section. A member will be permitted to nominate for more than one (1) position as an officer of the Committee as previously mentioned but will not be eligible to hold more than one (1) position at any one time unless there are no other nominations for a particular position.
- 8.2 The nominations must be in writing signed by the proposer and seconder and by the nominee, giving consent to their nomination and must be delivered to the Bowling Secretary at least fourteen (14) days before the date of the Annual General Meeting.
- 8.3 If there are more nominations than vacancies for any position on the Committee, balloting lists will be prepared by the Bowling Secretary and/or member of Committee containing the name of candidates the order of which will be decided by lot for each vacancy on the Committee.
- 8.4 A Returning Officer and such assistants necessary for the conduct of the poll must be appointed by the Committee after the date of closing of nominations. Such appointees will not be members of the Committee or candidates for election.
- 8.5 Each candidate for election may appoint one (1) scrutineer by nomination in writing to the Returning Officer.
- 8.6 All voting on motions to be decided by a show of hands unless a majority of members present demand a ballot. If two or more candidates nominated for any position on the Committee obtain an equal number of votes, a result will be obtained by placing the names of the tied candidates into a "hat" after which the Returning Officer will invite an independent member from the meeting to draw out a single name. The first name drawn from the "hat" will be the successful candidate.
- 8.7 In the case of insufficient nominations of candidates, the Executive Committee may fill the remaining vacancies or vacancy with any member of the Bowling section it considers suitable and who consents to the appointment.
- 8.8 The Executive Committee has the power to make rules for the issue and safe custody of ballot papers and other matters incidental to the taking of ballots in the manner described.
- 8.9 The Returning Officer, or in their absence the Deputy Returning Officer, must report the results of all ballots to the Chair who must declare elected those candidates who have polled a majority of votes in the category of office for which they were candidates.
- 8.10 An absentee voting form for the election of the Committee may be obtained from the Bowling Secretary at the close of nominations and returned to the

Returning Officer no later than two (2) days prior to the Annual General Meeting.

8.11 A list of names of the candidates will be posted on the Bowling section notice board and website within forty-eight (48) hours after being lodged.

9. ANNUAL GENERAL MEETING

9.1 Only Life Members, Financial Playing, Duel Playing (subject to nominating the Mathoura Bowling Club as their affiliated Club) and Non Playing members will be permitted to debate and vote or be appointed to any office or position at an Annual General Meeting.

9.2 All fully financially eligible members and Life Members upon arrival at the Annual General Meeting will sign the attendance register to ensure eligibility requirements are met.

9.3 The Annual General Meeting of members of the Bowling section will be held between 1 April and 31 May of each year. At least fourteen days' notice will be given to all members of the time, date and place appointed by the Committee for such a meeting, and a copy of the notice posted on the notice board and website

9.4 The business to be conducted at such meeting will be:

- a. apologies;
- b. to confirm the minutes of the previous Annual General Meeting;
- c. to receive and confirm the President's report;
- d. to receive and confirm the Treasurer's financial statement;
- e. to declare the appointed returning officer;
- f. to elect members of the Bowling section Committee;
- g. to consider other business of which fourteen (14) days' notice in writing has been given,
- h. to consider any special business brought forward by a member who has given in writing twenty-eight (28) days' notice prior to the date of the meeting; and
- i. to consider, and if desired, make any recommendation to the incoming Committee of any matter raised by members at the meeting.

9.5 If within half an hour from the time appointed for the Annual General Meeting a quorum is not present, the meeting will stand adjourned to the same day in the next week at the same time and place and if at such adjourned meeting a quorum is not present, those members who are present will be a quorum and may transact business for which the meeting was called.

9.6 A quorum for the Annual General Meeting will be ten (10) members.

10. SPECIAL GENERAL MEETINGS

- 10.1 The Committee will call a Special General Meeting whenever it has a matter under consideration upon which it may be deemed necessary or desirable to obtain the approval of members.
- 10.2 The Secretary at the written request of not less than one tenth of the total of all voting members of the Bowling section, will within fourteen (14) days call a Special General Meeting provided that the object of such meeting is expressed in the requisition, and signed by the proposer and seconder who will be voting members of the Bowling section.
- 10.3 At least fourteen (14) days prior to the date of such meeting, the secretary will place on the Bowling Club notice Board and electronic media details of the Special General Meeting, its objectives and the terms of any proposed motion.
- 10.4 The President at a Special General Meeting will not accept any motion which, in the President's opinion, substantially departs from the words, meaning or intent of the motion of which notice has been given.
- 10.5 If within half an hour from the time appointed for a special general meeting, a quorum is not present, the meeting will be abandoned, and the business (as per notice paper) will be dealt with by the Committee.
- 10.6 A quorum at a Special General Meeting will be TEN (10) members.

11. GREENS DIRECTOR

- 11.1 The Committee will appoint a Greens Director and submit their name to the Board for endorsement.
- 11.2 The Board will have the power to revoke any such appointment at any time.
- 11.3 The Greens Director will have full control and supervision of the playing area and power to prevent play at any time when it is considered the area may be damaged or dangerous to any player. Notice posted by the Greens Director will be sufficient.
- 11.4 In the absence of the Green's Director or Greenskeeper, the Bowl's Co Ordinator or members of the Executive will act as Greens Director who will have the power to prevent play at any time.
- 11.5 No member or individual, except for the Committee and Bowl's Co Ordinator, will approach the Greenskeeper on any matter pertaining to the greens; all such matters will be directed to the Greens Director, Bowl's Co Ordinator or President.
- 11.6 In all other aspects, the supervision and control of the playing area will be administered by the Committee whose ruling thereon will be final.
- 11.7 The Greens Director will liaise with the Greenskeeper, Bowls Co Ordinator and Committee and may attend any Committee meetings as required and submit a report to the Annual General Meeting of the Bowling section.

12. COMPLAINTS

- 12.1 All complaints are to be dealt with as per the Complaints Handling Policy guidelines.

13. DISPUTES AND MEDIATION

- 13.1 The grievance procedures set out in this rule apply to disputes under the rules of the Bowling section between a member and another member, or a member and the Bowling section.
- 13.2 All disputes must in the first instance, be referred to the Committee in writing, must be duly signed and clearly set out the precise nature of the dispute.
- 13.3 The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all parties.
- 13.4 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend the meeting, then the parties must, within ten (10) days, hold a meeting in the presence of a mediator.
- 13.5 The mediator must be:
- a) a person chosen by agreement between the parties, or
 - b) in the case of a dispute between a member and another member, a person appointed by the Committee.
- 13.6 A member of the Club may be the mediator.
- 13.7 The mediator cannot be a member who is a party to the dispute.
- 13.8 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 13.9 The mediator, in conducting the mediation, must
- a) Give the parties to the mediation process every opportunity to be heard; and
 - b) Allow due consideration by all parties of any written statement submitted by any party; and
 - c) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 13.10 The mediator must not determine the resolution of the dispute.
- 13.11 If the mediation process does not result in the dispute being resolved, the matter will be referred to the Board of the Mathoura District & Servicemen's Club LTD.
- 13.12 A dispute is not to be interpreted as such, where a difference of opinion is related to pennant selection or the action of any pennant selector in their role as a pennant selector.
- 13.13 In all matters concerning pennant selection, the pennant selection Committee's decision is final.

14. DISCIPLINE (to be read in conjunction with the Bowl's Club Code of Conduct displayed and on the website)

- 14.1 The Committee has the power to inquire into any possible breach or non-observance of the Club's by-laws, Bowling Australia's Laws of the Sport of Bowling Crystal Mark 3rd Edition, Bowling Australia's Domestic Regulations and Bowling Victoria's Rules for Competition or the Bendigo Campaspe Goldfields Bowling Regional rules which may be prejudicial to the well-being of the Club, its members and employees and the Bowling section.
- 14.2 Every member undertakes to be of good behaviour and always conduct themselves in a polite and sportsperson like manner when attending the Club's premises, representing the Club as either a player, team member/official or spectator anywhere in Australia.
- 14.3 All complaints regarding the behaviour of any member will be referred to the Executive Committee who may either deal with the issue themselves or appoint a special disciplinary Committee (hereinafter referred to as the "hearing") that may comprise of members of the Committee and any other appointed member(s) who are experienced in matters of the nature reported.
- 14.4 The Executive Committee will appoint a chair to the hearing.
- 14.5 Any infringement(s) of the Club's by-laws, Bowling section rules and/or the respective Bowling controlling bodies can result in:
- a) a reprimand;
 - b) a suspension from the sport of lawn Bowling of up to two (2) years;
 - d) exclusion from a particular activity, event or events;
 - e) disqualification, for such period considered fit;
 - f) a recommendation to the Club's Board of Directors for suspension from the Mathoura District & Servicemen's Bowling Club LTD; or
 - g) any other penalty considered appropriate in the circumstances.
- 15.6 Prior to the imposition of any such penalty or sanction, the Committee must notify the respondent by notice in writing:
- a) provide to the member, player, spectator, team involved (respondent) full details of the conduct or omission by which it is alleged that there has been such infringement including details of the specific law, rule or regulation said to have been infringed; and
 - b) inform the respondent of the following:
 - (i) the date, time and place for the hearing of the allegation/s by the Bowling section, with such date not being earlier than two (2) days or later than twenty eight (28) days after the date of the notice;
 - (ii) that the respondent may appear at the hearing and make oral or written submissions at the respondent's expense, and call such evidence as may be permitted by the hearing; and
 - (iii) that a person, who is not legally trained or qualified, may assist the respondent at the hearing.

- c) The hearing must:
- (i) give the respondent an opportunity to be heard;
 - (ii) give due consideration to all matters put before it;
 - (iii) determine whether the respondent is guilty of the offence alleged, or any other offence, provided the respondent be given a reasonable opportunity to defend an allegation that the respondent has breached a different law, rule or regulation than the one with which the respondent was accused of;
 - (iv) determine what, if any, penalty or sanction is to be applied to the respondent;
 - (v) at the conclusion of any hearing, report the details of the matter and the outcome to the Board of the Mathoura District & Servicemen's Bowling Club LTD and the respective controlling body if deemed necessary; and
 - (vi) inform the player or players concerned, by notice in writing, of the decision of the disciplinary hearing or Committee meeting and the player's right of appeal against such decision to the Mathoura District & Servicemen's Bowling Club LTD Board of directors within fourteen (14) days of the receipt of such notice.

15. PENNANT SELECTION COMMITTEE

- 15.1 The Committee will call for expressions of interest from eligible members of the Bowling section one (1) month preceding the Annual General Meeting. The Committee will determine suitable members for appointment to the position of selector and appoint them by the 31st May. The Committee will not be bound by such nominations and will have the power to appoint other members as it sees fit.
- 15.2 The Committee will appoint two selection Committees to cater for each pennant competition in which the Club has representative sides.
- 15.3 Selection Committees will comprise an adequate number of members. The Chair of both selection Committees will be determined by the Bowl's committee.
- 15.4 Successful appointments to the selection sub-Committees will be for a period of one (1) year from the date of their appointment. At the completion of their term they may re-apply for a further term of one (1) year. All periods of appointment will be subject to the resignation or removal from office under as per clause 29 (a) of the constitution of the Club.
- 15.5 The Committee will endeavour to ensure that all registered pennant sides are fairly represented by the appointment of appropriate members to the Selection Committee.
- 15.6 The Committee reserves the right to remove from office any member appointed to either selection Committee if it deems such removal is in the best interest of the Bowling Section.

- 15.7 Any vacancy occurring in selection Committees during the current pennant season will be filled by the Committee who will have the power to appoint members to serve until the expiration of the current pennant season.
- 15.8 The appointed chair of the selection Committees will be the sole spokesperson for the selection Committee and the liaison officer between the selection Committee and the Committee.
- 15.9 The duties of the selection Committees will be to select all sides for pennant matches, and in games held or authorized by their controlling bodies in which a player or side is representing the Club; and to determine eligibility of players.
- 15.10 The selection Committees will cause to have posted on the Bowling notice Board and electronic media a list of players selected to represent the Club in the forthcoming pennant competition at the earliest opportunity.
- 15.11 The selection Committees will appoint suitable members to the position of side managers for each respective side, notwithstanding that this appointment will in no way prevent the members from being either promoted or relegated.
- 15.12 It may be required from time to time for side managers to be invited by the chair to attend selection meetings in order to communicate their side's performance or to address any player's comments or concerns.
- 15.13 At the earliest opportunity after the appointment of the selection Committees, the secretary will place a list on the noticeBoard and electronic media comprising the name of the chair and names of the appointed selectors.
- 15.14 Any approach by a player to a selector regarding pennant issues will be directed by the selector to arrange an appointment to meet with the relevant selection Committee to relay any concerns.
- Rule 15.14 does not apply to side managers.

16. UMPIRES

- 16.1 The selection Committees will be responsible for allocating all umpires and measurers for pennant, ensuring all are offered (as far as possible) an equitable share of umpiring work.
- 16.2 The Bowling co-ordinator will be responsible for allocating umpires for Club competitions, tournaments and special events.

17. CLUB CHAMPIONSHIPS, TOURNAMENTS AND COMPETITIONS

- 17.1 The Bowling co-ordinator and appointed assistant(s) will be responsible for conducting all Club championships, selected tournaments and competitions played at such times and on such conditions as will be determined.
- 17.2 It should be ensured that rules and procedures are prepared and published for Club championships and tournaments.

18. DELEGATES

18.1 Delegates as required by the relevant controlling body will be appointed by the Committee. The delegates will report verbally or in writing (if requested) to the Committee of all meetings of the relevant controlling body.

18.2 The Committee will have the power to revoke any such appointments at any time.

19. CASUAL VACANCIES

19.1 The Executive Committee will have the power to appoint members to serve in any Committee or sub-Committee until the next Annual General Meeting.

20. AMENDMENTS TO THE RULES

20.1 These rules will not be altered or added to unless:

- a) a notice will be posted on the noticeboard and websites at least fourteen (14) days prior to a General Meeting being called and setting out such proposed alterations, amendments or additions;
- b) there will be at least fifteen (15) financial members present;
- c) for the resolution, alteration, amendment or addition to the rules to become valid, a simple majority of members present and voting must pass such resolution; and
- d) if within half an hour after the time appointed for the General Meeting a quorum is not present, the special general meeting, will be abandoned and the business (as per notice paper) will be dealt with by the Committee.

Appendices

JOB DESCRIPTIONS AND RESPONSIBILITIES

President:

- To provide leadership and responsibility for the running and organisation of the Bowling Section.
- Be a person who can develop good relationships internally and externally.
- Be forward thinking and committed to meeting the overall goals of the Bowling Section.
- Be a good listener and be able to work collaboratively with Committee Members and attuned to the interests of members of the Bowling section.
- Be a good role model and a positive image for the Bowling section in representing the Committee in other forums.
- Have a working knowledge about Bowling governing bodies.
- Have a good working knowledge of pennant selection, Bowling section rules, sections guidelines and the various duties of Committees and sub Committees.
- Chair Committee meetings ensuring that they run efficiently and effectively.
- Regularly focus the Committee's attention on matters of Bowling section governance.
- Periodically consult with Committee members on their role, to see how they are going, and help them to optimize their contribution.
- Communicate and develop a working relationship with the Club's Board, Bowling members and various other Bowling associations.
- Serve as a spokesperson for the Bowling section when required.
- Assist in the development with sponsors and organisations that are relevant to the goals of the Bowling section.
- To have the necessary skills represented on the Committee and that a succession plan is in place to help find new Committee members when required.
- Develop strategic plans to achieve the goals of the Bowling section.

Other Duties to include:

- Negotiate with the Club's Greenkeeper and Greens Director on the playing conditions of the Club's bowling greens.
- Administration for the Club coach, coaching, and development.
- Represent the Bowling sections contact in dealing with the Club Board, administration, and staff.
- Represent the Bowling sections contact regarding sponsors and to negotiate all offers with approval from the General Manager of the Club.

Vice President:

- The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee.
- Be well informed of all organisation activities and able to provide oversight.
- Be a person who can develop good relationships internally and externally.
- In the event of the President being unable to fulfil their duties to step in where needed including chairing meetings and ensuring that they run efficiently and effectively.
- Be forward thinking and committed to meeting the overall goals of the Bowling section.
- Have a good working knowledge of the Bowling section rules, guidelines and duties of the Executive Committee.
- Be able to work collaboratively with other Committee members.

- Be a good listener and attuned to the interests of members and other interest groups.
- Represent the Committee in other forums.
- To be able to raise concerns with the President when and where they arise.
- To assist the President in deciding matters which are dealt with by the Committee and be delegated appropriately.
- Coordinate Club planning to ensure appropriate strategies are developed, presented to, and reviewed by the Committee, and enacted as required.
- Represent the Club at meetings and forums as agreed to by the President.

Other duties as nominated by the President and / or Committee.

Other duties to include:

- Special Bowling Projects

Treasurer:

- The Treasurer will prepare a copy of the current income and expenditure statement for the Bowling section.
- Prepare financial statements for the Bowling Committee's monthly meetings and for annual general meetings.
- Maintain accurate records of all income and expenditure.
- Provide to the Committee documentation and obtain approval from the Committee on all prize monies, petty cash and accounts for payment.
- Provide advice to the Committee in their management of the Bowling Section and administer all financial affairs of the Bowling Section.
- Be responsible for the annual budget process, and to ensure the appropriate details are provided to the Committee.
- Ensure development and Committee reviews of financial policies and procedures.
- Authorised to reimburse any expenditures up to and including \$100.00 on sundry items upon production of proof of purchase to substantiate such expenditure.
- To assist secretary as required.

Secretary:

- Nominated as the Bowling sections communications officer to receive and administer all correspondence from Bowling associations.
- Manage the general correspondence connected with the affairs of the Bowling section to receive all inward and initiate all outward correspondence.
- Bring before the Committee all matters, which should properly require its decision or action.
- Develop agendas in consultation with other Committee members and distribute to Committee members prior to meetings.
- Be responsible for ensuring that accurate and sufficient documentation exists.
- Maintain an up-to-date copy of the Bowling sections rules and sections guidelines.
- Ensure that proper notification of Committee and Club meetings are as advertised in the rules.
- In conjunction with the President take action that requires urgent attention between regular meetings of the Committee and to follow up with necessary action to give effect of the decision of the Committee.
- Be sufficiently familiar with all current Bowling section documents to note applicability during meetings.

- Receive and distribute to members relevant Bowling information via the Bowling sections website, Bowling app or on Bowling noticeBoards when the need arises.

Other Duties to include:

- Coordinate and administrator for new and transferred bowlers.
- Coordinate all meetings between the Bowling section and Bowling members.
- To receive and file relevant Police check records or working with children documentation.
- Ensure that official records of members of the Club and Committee are maintained and are made available to an authorised person when required. These records may include founding documents, lists of Committee members, Committee meeting minutes, reports, elections and other official records.
- To take or record and manage minutes of Committee, annual general and special general meetings, and prepare them in a suitable format for presentation to the Bowling Committee, Club Board and to Club members, if applicable as soon as possible after each meeting.
- Coordinate and detailing the relevant information required to produce the Bowling sections handbook.
- To assist treasurer as required.

Bowling Co-Ordinator:

The responsibilities will include all matters relating to Pennant, Tournaments and Club games including but not limited to:

- Ensuring members are represented professionally and competitively.
- Have experience as a selector and understand the requirements of the selectors and selection Committee procedures.
- Chair midweek and weekend pennant selection Committees.
- Ensure selectors are aware of their responsibilities and duties.
- Ensure that selectors seek players interested in the various competitions for midweek and weekend pennant sides.
- Maintain a list of coaches.
- Encourage selectors to organise practice and organise coaching as required for pennant.
- Have a working knowledge of side's data input from information obtained from pennant skips/team managers.
- Bring before the Committee any matters that require its decision or action.
- Ensure the administrative requirements of the selection panels, such as folders, correspondence for side managers, duty managers, duty teams, duty rinks and various stationery items.
- Obtain up to date copies of the Bowling Victoria Rules for competition and Bendigo Campaspe Goldfields Bowling Region conditions of play for midweek and weekend pennants.
- Ensure the umpire's equipment is in good working order.
- Ensure that requirements for greens are discussed with Green Director/Green Keeper and are satisfactory for pennant, tournaments and Club games.
- Maintain up to date list of umpires, measurers and markers.
- Keep a record of all stocktakes arranged at beginning of season and order replacement items when required.
- Laisse with Club General Manager relating to catering requirements.

Other Duties to Include:

- Organise and manage Club tournaments and social Bowling.
- Any further duties as required by the Committee.

The Bowling Co-ordinator can appoint sub-Committees or assistants, to be ratified by the Committee to assist and perform the actions of this position

Head Bowling Coach:

The responsibilities will include all matters relating to Bowling coaching.

Duties:

- Develop and implement programs to increase membership of the Club.
- Coaching of new members and players.
- Coordinate training with the focus of skill development and enjoyment of the game of Bowling
- Improve and evaluate performance across all grades of players.
- Be a member of the selection Committees for pennant sides.
- Seek sponsorship for tournaments along with marketing to promote all events.
- Any further duties as required by the Committee.

Knowledge skills and abilities:

- Be a minimum Level 2 registered coach
- Be an experienced high-level bowler.
- Possess a good working knowledge of the fundamental principles of project management applicable to the sport of Bowling.
- Process a high level of oral and written communication skills with the ability to undertake public speaking.
- Process sound self-management practices in work planning and organisation.
- Project a good personal image that is both welcoming and positive in dealing with all people.
- Process reliability and integrity in representing the organisation

Updated 30 March 2022

Updated August 2023