



HALLS HEAD BOWLING & RECREATION CLUB (INC)

MEN'S BOWLS BY- LAWS & POLICIES

MASTER COPY

Originally Adopted 6th November 2006
Last Amended 11th April 2016
All recent changes are dated in the changed clauses

G. Men's Bowls By-Laws

1. Amendments
2. Meetings
3. Elections
4. Annual General Meetings
5. Quarterly meetings
6. Special General Meetings
7. Duties
 - (a) Director
 - (b) Deputy Director
 - (c) Secretary
 - (d) Captain
 - (e) Vice Captain
 - (f) Match Committee
 - (g) Chairman of Selectors
 - (h) Selection Committee

H. Men's Match Policies

1. Amendments
2. Championships
3. Substitutes Murray League Championships
4. Practice During Competition
5. Dress Code
6. Inclement Weather (Heat Policy)

G. MEN'S BOWLS BY-LAWS

1 Amendments.

- (a) Amendments to these By-Laws shall be approved by a majority of those present and eligible to vote at a General Meeting.
- (a) All changes shall be approved by the Executive Committee provided they are in keeping with the Objects and Rules of the Club.

2. Meetings of Men's Bowls Committee.

- (a) The Committee shall meet at least monthly at such place and at such dates as decided by the committee.
- (b) 50% of the number of Committee Members (taken to the lower whole number) plus one (1) shall form a quorum.

3. Elections. Refer to the Club rule 13.2 and 14

In addition to those office bearers elected under the Club rule 13.2 the Annual General Meeting of male Honorary Life and Ordinary Members will elect:

- (a) Match Committee.
A minimum of four (4) match committee members, with a maximum number to be set at the discretion of the men's committee, who will be nominated and elected under the same conditions as other elected office bearers of the Club. (*Enacted AGM 2008*)
- (b) Selection Committee
 - (i) The Men's Selection Committee shall consist of a chairman and four (4) selectors for Saturday pennants and a chairman and four (4) selectors for mid-week pennants.
 - (ii) A member may be a selector or chairman of one or both committees.
 - (iii) Members may nominate for positions on either the Saturday or the mid-week selection committees or for positions on both the Saturday and the mid-week selection committees.
 - (iv) If a member nominates for the position of chairman and selector on one committee and is elected to the position of chairman, then his nomination for selector on that committee will be withdrawn.
 - (v) The respective committees may in consultation with the Men's Bowling Committee, co-opt one (1) or two (2) more members to serve on the respective committees if it is deemed necessary to have a better representation of selectors from all divisions.
- (c) No member of the Men's Committee shall hold two (2) positions on that Committee, however, a committee member may be elected to serve on the Match and/or Selection Committee.

4. Annual General Meetings. (AGM)

- (a) The AGM shall be held prior to the Club AGM. (*Amended 5th February 2009*)
- (b) Notice shall be given to members by posting a notice on the Men's Bowls notice board at least 28 days prior to the meeting.
- (c) A quorum shall comprise not less than 10% of male Honorary Life and Ordinary Members. If a quorum is not present, the meeting shall be adjourned one week and if there is no quorum at the second meeting those in attendance shall discharge all business.
- (d) The order of the business shall be:
 - (i) Confirmation of the minutes of previous AGM and any SGM's held since the last AGM.
 - (ii) President's Report
 - (iii) Captain's Report
 - (iv) Selector's Report
 - (v) Such other reports as determined by the Bowls Committee.
 - (vi) Motions on Notice.
 - (vii) General business.
 - (viii) Election of Officers

5. Half Yearly Meeting

- (a) This shall be held on the last Monday in September and may take the place of the monthly committee meeting. (*Amended 29/03/10*)
- (b) 10% of male Honorary Life and Ordinary Members shall form a quorum.
- (c) If no quorum is present then the Committee shall transact the business of the meeting.
- (d) If the meeting deems a specific matter requires notice of motion then resolution of the matter shall be postponed until the following General Meeting.

6. Special General Meetings (SGM)

- (a) A SGM may be called by the Bowl's Committee to resolve a particular issue that cannot be delayed until the next General Meeting.
 - (i) The meeting shall be held at a date that allows the members to be notified.
 - (ii) 10% of male Honorary Life and Ordinary Members shall form a quorum.
 - (iii) If a quorum is not present 30 minutes after the appointed time the Bowl's Committee may discharge the business.
- (b) A SGM shall be held on written request to the Men's Bowls Secretary stating the reason for the meeting and signed by not less than twenty (20) of male Honorary Life and Ordinary Members.
 - (i) The meeting shall be held within twenty one (21) days of receiving the written request. A Notice stating the intention of the meeting shall be posted on the notice board not less than fourteen (14) days prior to the meeting.
 - (ii) Twenty percent (20%) of male Honorary Life and financial Ordinary Members shall form a quorum
 - (iii) If a quorum is not present 30 minutes after the appointed time the business shall lapse.

7. Duties

(a) DIRECTOR

The Director shall:

- (i) Be responsible for seeing that trophies are presented, and guests and sponsors are introduced.
- (ii) Chair all Men's Bowls Meetings. The Director shall be entitled to his member's vote as well as a casting vote on the proviso that the casting vote retains the status quo.
- (iii) Liaise with the Director of Ladies' Bowls where such activities involve both ladies and men, including policy development where necessary.
- (iv) Represent male bowlers on the Executive Committee
- (v) 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.
- (vi) Ensure that the Men's Delegate is instructed how to vote in accordance with the wishes and directions of the Bowl's Committee.
- (vii) Liaise with the Directors of Standing Committees when their assistance is required.

(b) DEPUTY DIRECTOR.

He shall act in the absence of the Director and assist the Director in carrying out his duties.

(c) SECRETARY

The Secretary shall:

- (i) Keep accurate records of all meetings of the Men's Bowls Committee and file a copy for viewing by the Executive Committee and members.
- (ii) Obtain from the Club Secretary and retain a register of capitated members.
- (iii) Request and deal with relevant information received by the Club Secretary from the Murray League and Bowls WA
- (iv) Advertise all General Meetings and call for nominations for elections.

(d) CAPTAIN

The Captain shall:

- (i) Ensure the early formation of a program for the season, liaise with the director of greens on greens availability for the program and the Captain of Ladies' Bowls for inclusion of mixed bowls events.
- (ii) Submit the program through the Bowls Director to the Executive Committee.
- (iii) Liaise with, and assist person in charge of sponsorship in arranging the sponsors for the season.
- (iv) Liaise with Ladies' Captain when organizing mixed events.
- (v) Oversee the organizing of competitions and see they are conducted in accordance with the Policies of the Bowls Committee.
- (vi) Oversee the role of the Match Committee in the performance of their duties.
- (vii) Have umpires appointed for all events except pennants

- (viii) Encourage recruiting of new members and foster their introduction to the Club and competitions
 - (ix) Maintain current copies of the Club By-Laws and Policies.
 - (x) In the absence of the Director and Assistant Director the Captain shall chair the meetings of the Bowls Committee.
 - (xi) Deal with complaints of member's conduct pertaining to competition or event organisation. If unresolved refer the matter to the Director.
 - (xii) Ensure all players are capitated and eligible to play in competition.
 - (xiii) Liaise with coaches to ensure new bowlers have been recommended to play in competitions.
 - (xiv) Report monthly to the Bowls Committee meeting.
- (e) VICE CAPTAIN
The Vice Captain shall
- (i) Act in the absence of the Captain.
 - (ii) Assist the Captain in the performance of his duties.
- (f) MATCH COMMITTEE
The Captain, Vice Captain and Match Committee shall:
- (i) Arrange the fixtures for the season (other than pennant games) and such other events as may be determined by the Men's Bowls Committee.
 - (ii) Determine the conditions of play for matches under their control.
 - (ii) Charge and record such entry fees and/or green fees as directed or approved by the Executive Committee.
 - (iv) Be empowered to co-opt members to organize and control games in their absence or to assist in the running of an event.
 - (v) Be responsible for arranging social and competition games, prizes and trophies.
 - (vi) Make competitors aware of conditions of play before any event.
 - (vii) Clearly advertise on the notice board any changes to a fixture shown in the Club Fixture Book and shall announce such changes when a majority of the players are present.
 - (viii) Put out the mats, jacks, water bottles and flags for all events except pennants.
 - (ix) Keep the match room tidy.
 - (x) Never remove information/resources from the match room without the consent of the Captain.
- (g) CHAIRMAN OF SWELECTORS
The Chairman shall:
- (i) Report monthly to the bowl's committee.
 - (ii) Refer any misconduct by players that cannot be resolved by the Chairperson to the Bowl's Director.
 - (iii) Share the duties of the Selection Committee.
 - (iv) Oversee the activities of the Selection Committee.
- (h) SELECTION COMMITTEE
The chairperson and committee shall:
- (i) Select teams for pennant competitions and other teams representing the Club if directed to do so by the Bowl's Committee.
 - (ii) Appoint umpires for pennant games.
 - (iii) Inform individual players of any changes to their playing positions, if those changes are made after the teams have been posted on the pennant board.
 - (iv) Appoint managers for each pennant side and educate them in their duties.
 - (v) Be responsible for determining and allocating pennant duties.
 - (vi) Be conversant with the rules of pennants as decided by the Murray League and ensure they are adhered to.
 - (vii) In conjunction with the Director of Greens allocate greens for pennants.

H. Men's Match Policies.

1. Amendments

- (a) Amendments to these Policies shall be approved by a majority of those present and eligible to vote at a General Meeting.
- (b) All changes shall be approved by the Executive Committee providing they are in keeping with the objects and rules of the Club.

2. Championships.

- (a) Dual membership.
A member with dual club membership shall only be eligible to compete in club championships or represent the club:
 - (i) If he is registered to play pennants with this Club.
 - (ii) If he is not playing pennants, he is capitained through this Club or has received a transfer from another club.
- (b) Priority events.
The following events take precedence over Club events.
 - (i) Association Events. As listed in the BWA fixture book.
 - (ii) Test Matches
 - (iii) Bowls Australia interstate championships.

(NB These events are determined by Bowls WA and listed in their by-laws)

If our Club schedules a championship event that coincides with any of these events then any member playing in that event will be protected and given the opportunity to play in the Club Championship at another time (Enacted 18/08/08).
- (c) All championship events, including finals shall be played on the date scheduled by the Controlling Body.
- (d) The Controlling Body may change the scheduled date of a championship event but it shall not change the date to accommodate players who for illness, or any other personal reason are unable to play on the scheduled date.
- (e) If a player is unavailable to play on a scheduled date and a substitute or replacement player is not allowed (Club Policy 2f & g) or not available then the player or team must forfeit. (BA Domestic Rule 4-10)
- (f) Substitutes or replacements shall only be allowed in a team event if a player becomes unavailable because of illness or unforeseen circumstances (DR 4-3 & 4-5).
- (g) If a player enters an event knowing he shall not be available for all scheduled dates for that event he shall not be entitled to have a substitute or be replaced (DR 4-3 & 4-5).
- (h) (i) All events and competitions other than events drawn by pop sticks, shall be drawn at the Clubhouse by at least three (3) Match Committee members.
(ii) Members may witness the draw.
- (i) Any player in a singles championship event, or a team in a team championship event, withdrawing from the competition without a valid reason will be disqualified from playing in any Club championship event until the corresponding event the following season. (Enacted 18th August 2008)
- (j) (i) No member may enter an event after the completion of the draw.
(ii) If a team, or a player in a singles event, withdraws from the competition for any reason after the completion of the draw it shall be considered a forfeit and no team, or a player in singles, shall be permitted to fill the vacancy. (Enacted 12th February 2007)
- (k) Minimum number for an event. Regardless of the number of entries in a championship event the event shall be played and a winner declared. If only one person enters a singles event or one team enters a team event they shall be declared the winner/s of that event.
- (l) (i) Prize money for championship events, except championship singles, shall be:
Winners \$75 each.
Runners Up \$50 each.
Plate Winners \$30 each.
Championship singles prize money will be::
Winner \$200
Runner up \$120
Plate winner \$ 75 (Enacted 28/03/11)
(ii) Prize money shall be subject to approval by the Executive Committee.
(iii) Championship winners of all events shall also receive a badge. (Enacted 8/08/08)
(iv) No other trophies except the perpetual trophies will be presented.

- (v) There will be no provision for winners to choose a trophy in lieu of prize money.

3. Replacement Players for Murray League Championships.

- (a) The winning team shall be responsible for choosing replacement players.
- (b) (i) If a whole team is unavailable to play then the runner up team shall be selected to play.
- (ii) In singles, if the winner is unavailable then the runner up shall be selected to play.
- (iii) If both the winning and runner up team, or player in the case of singles, are unavailable then the Match Committee shall decide on the replacement team or player.

4. Practice during Competition. (Players not in the competition.)

- (a) Members shall be permitted to practice on any vacant green whilst a pennant game or any organised competition is in progress.
- (b) They may with the permission of the Controlling Body practice on a vacant rink on a green where a competition is being played.
- (c) At all times when practicing members must dress in accordance with the dress code. I.e., neat casual.

5. Dress Code.

- (a) Summer:
 - (i) Whites or creams shall be worn for all championships, open events and official fixtures where the match committee has prescribed whites or creams.
 - (ii) Neat, casual dress (mufti) shall be worn for all social events and practice.
- (b) Club Shirts.
 - (i) Official Club shirts shall be worn in pennant competition. They may also be worn when whites or creams are stipulated.
 - (ii) The original club shirts shall be allowed for all Club events other than pennants.
- (c) Headwear.
 - (i) Hats are optional although encouraged.
 - (ii) Hats and visas are to be white with a Halls Head hatband.
 - (iii) Club caps, or a white cap with the BA logo may be worn.
- (d) Footwear.

Approved lawn bowls shoes shall be worn at all times.
- (f) Socks.

Socks worn with shorts when whites or creams are stipulated shall be plain, long, white or cream socks or short white or cream socks which carry the BA logo.
- (g) Name Badges.

All competitors shall wear an approved name badge or have their name embroidered on their shirt.
- (h) Jackets and jumpers. Club jackets, white jackets, white jumpers and sleeveless royal blue vests, all of which must carry the BA logo (for pennants and above) may be worn as part of the men's uniform. *(Amended 5th February 2009)*

6. INCLEMENT WEATHER.

POLICY STATEMENT.

(Philosophy)

The aim of the heat policy is to clearly explain the appropriate courses of action to be considered when excessive heat is or may be a factor during a Men's Bowls WA Event and a Halls Head Bowling Club Fixture.

The Club as the controlling body may decide to cancel the game prior to its commencement if they believe that the weather is not likely to be suitable for play to commence. While this action is normally only used in event of rain it may also apply during forecast excessive heat.

Wet Weather.

For events held at the club and controlled by the club.

If players leave the green because of rain they leave the head undisturbed and resume the end when they return to the green. The head shall not be declared dead unless the controlling body stops play and either abandons play or reschedules the game for later in the day or another day.

(Enacted November 2008)

Pennants and League Controlled Events. The Team Managers by mutual consent may decide to halt or abandon a game and the points shall be allocated in accordance with the MDBL Men's Bylaws.

The Team Manager may also appeal to the Umpire of the Day for the game to be halted. The Umpire shall be the sole arbiter.

Once the game has commenced **any player** may appeal to the Umpire of the Day for the application of Law 51. If the Umpire of the Day agrees the player may leave the green and the game continues either with a substitute or with three players as outlined in Law 46.2.2

Club Events

The Match Committee may decide to halt or abandon the game and the allocation of wins or losses shall be entirely at the discretion of that committee taking into account the results as detailed below.

Once a game has commenced **any player** may appeal to the Match Committee for the application of Law 51. If the Match Committee agrees the player may leave the green and the game continue with a substitute. *(Enacted 18/08/08)*

Allocations

- Knockout Games – resume at the next available opportunity
- Section Game – Game results will count if at least 67% of the ends have been completed. In a Singles game this will be at least 67% of the score required to win the game. Otherwise a drawn game will be the result
- Round Robin – Game result will count if at least 67% of the ends have been completed. Otherwise a drawn game will be the result.

These conditions will apply unless otherwise decided in advance by the controlling body.
(Heat policy amended 18th August 2008)

N.B. A copy of these Policies and By-Laws must be displayed in a file in the Clubhouse, and be readily available to members at all times.
All changes made to these bylaws and Policies must be recorded and clearly shown on these documents along with the date of enactment.

Adopted At The Men's Bowls Quarterly Meeting on the 6TH November 2006.
Amended At The Men's Bowls Quarterly Meeting on the 12th February 2007.

Signed by President:.....Secretary:.....