



**HALLS HEAD BOWLING & RECREATION CLUB (Inc)**

**BOWLS BY-LAWS**

**and**

**CONDITIONS OF PLAY**

## **Bowls By-Laws**

1. Amendments
2. Meetings
3. Elections
4. Annual General Meeting (AGM)
5. Quarterly and Half Yearly  
General Meetings
6. Special General Meeting (SGM)
7. Pennant Games
8. Delegates
9. Duties
  - 9.1 Director
  - 9.2 Deputy Director
  - 9.3 Secretary
  - 9.4 Captain
  - 9.5 Vice Captain
  - 9.6 Match Committee
  - 9.7 Chairman of Selectors
  - 9.8 Selection Committee

## **Conditions of Play**

1. Amendments
2. Championships
3. Substitutes for Murray League  
Championships
4. Substitutes for Open Events
5. Substitutes and Awarding  
Trophies – Club Events
6. Section Play
7. Practice During Competition
8. Dress Code
9. Heat Policy
10. Interruption of Play
11. Restricted Membership
12. Record of Revision

## **Bowls By-Laws**

### **1. Amendments**

- 1.1** No By-Law shall be amended or repealed, nor shall any new by-law be made except when accepted on a vote of a simple majority of the members Ladies or Men present at a General Meeting.
- 1.2** Notice of any proposed amendment, repeal or addition must be signed by the Mover and Seconder and given in writing to the Secretary at least twenty-one (21) days prior to the meeting. (Annex B. Form for Notice of a General Meeting to alter Rules)
- 1.3** Such notice shall be posted on the Club notice board for not less than fourteen (14) days before the date appointed for the holding of such meeting for any proposal to amend, repeal or add to the Rules.
- 1.4** All such changes shall be approved by the Board providing they are in keeping with the objects and rules of the Club.

### **2. Meetings**

#### **2.1. Ladies**

- 2.1.1** The Committee shall meet at least once monthly at such place and at such date as decided by the Committee.
- 2.1.2** 50% of the number of Committee Members taken to the next highest number shall be a quorum.

#### **2.2 Men's**

- 2.2.1** The Committee shall meet as deemed necessary by the committee with a minimum of eight (8) meetings being held each year on such dates and at such places as decided by the committee.
- 2.2.2** Committee meetings may be called by the Director of Bowls (Chairperson) or by any three (3) members of the committee.
- 2.2.3** 50% of the number of Committee Members taken to the next highest number shall be a quorum.

### **3. Elections**

#### **3.1 Ladies**

At each Annual General Meeting (AGM) lady members eligible to vote shall elect members to the following positions to form the Ladies Bowls Committee.

- (a) Director of Ladies Bowls**

- (b) Deputy Director of Ladies Bowls
- (c) Secretary
- (d) Captain
- (e) Vice-Captain
- (f) Chairperson of Selectors
- (g) Three (3) match committee members
- (h) Four (4) selectors

**3.1.1** No member of the Ladies Committee shall hold more than one position/s on that Committee however, a committee member may be elected to serve on the Match and/or Selection Committees.

**3.1.2** The order of seniority shall be:

- a. Director of Ladies Bowls
- b. Deputy Director of Ladies Bowls
- c. Secretary
- d. Captain of Match Committee
- e. Vice-Captain of Match Committee
- f. Chairman of Selectors

In the event there is a chance within the by-laws to select two selection panels, then the committee will comprise two Chairman of Selectors.

**3.1.3** The Committee may co-opt other members with specific expertise to serve if it is deemed necessary.

All Committee Members shall be elected annually.

## **3.2 Mens**

At each Annual General Meeting (AGM) male members eligible to vote shall elect members to the following positions to form the Men's Bowls Committee.

- (i) Director of Bowls
- (j) Deputy Director of Bowls
- (k) Secretary
- (l) Club Men's Captain
- (m) Club Men's Vice Captain

The Chairman of each selection panel as chosen in accordance with clause 3.2.2 (c) of these By Laws will also form part of the Men's Bowls Committee.

Where one person holds two positions on the Men's Bowls Committee the committee may co-opt a further person to the positions.

### **3.2.1 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.

### **3.2.2 Selection Committee**

- a. The Men's Selectors shall consist of two committees of five (5) members for each committee, one committee for Saturday pennants and one for Tuesday pennants.
- b. A member may nominate for election to both committees.
- c. The Chairman of each committee will be decided by those elected to each committee from within that particular group.
- d. The same person may occupy the position of chairman for each committee should those elected to each committee so decide.
- e. The respective committees may with the approval of the Men's Bowls Committee co-opt a maximum of two (2) more members to serve on the respective committee if it is deemed necessary to have a better representation across all divisions.

## **4. Annual General Meeting (AGM)**

**4.1** The AGM shall be held within four (4) weeks prior to the Club AGM

**4.2** Notice shall be given to Members by posting a notice on the relevant Notice Board at least twenty-eight (28) days prior to the meeting.

**4.3** A quorum shall comprise of not less than 10% of the Members eligible to vote. If a quorum is not present after thirty minutes after the appointed commencement time the meeting shall be adjourned for one (1) week and if there is no quorum at the second meeting those in attendance shall discharge all business

**4.4** The order of business shall be:

- a. Confirmation of the minutes of the previous AGM or SCM held since the last AGM
- b. Directors' reports
- c. Captains' reports
- d. Selectors reports
- e. Such other reports as determined by the Bowls Committee

- f. Motions on Notice
- g. General Business
- h. Election of Officers
- i. Date of next meeting
- j. Closing

## **5. Quarterly and Half Yearly General Meetings**

- 5.1 The Ladies shall hold these meetings in August, November and February and may take the place of the monthly meetings.
- 5.2 The Men's half yearly General Meeting may be held in October each year at the discretion of the committee.
- 5.3 Ten percent (10%) of those eligible to vote shall form a quorum.
- 5.4 If a quorum is not present thirty (30) minutes after the appointed time the Bowls Committee may discharge the business.
- 5.5 If the meeting deems a specific matter requires a Notice of Motion the resolution of the matter shall be postponed until the following General Meetings.

## **6. Special General Meeting (SGM)**

- 6.1 A Special General Meeting may be called by the relevant Bowls Committee to resolve a particular issue that cannot be delayed until the next General Meeting
- 6.2 A SGM shall be held on a written request to the Bowls Committee Secretary stating the reason for the meeting and signed by not less than 20% of those eligible to vote.
- 6.3 The meeting shall be held within twenty-one (21) days of the Secretary receiving the written request. A notice stating the intention of the meeting shall be posted on the relevant noticeboard and members notified via email not less than fourteen (14) days prior to the meeting.
- 6.4 Twenty percent (20%) of those eligible to vote shall form a quorum.
- 6.5 If a quorum is not present thirty (30) minutes after the appointed time the business shall lapse.

## **7. Pennant Games**

- 7.1 The Ladies Selection Committee shall select players for Tuesday Pennant games.
- 7.2 The Men's Selection Committee shall select players for Saturday and Tuesday Pennant games.

## **8. Delegates**

The Delegates to the MDBL shall be the captain's or his/her their proxy.

## **9. Duties and Responsibilities**

### **9.1 Bowls Director**

- a. Be responsible for seeing that trophies are presented, and guests and sponsors are introduced.
- b. Chair all Bowls Meetings. The Director shall be entitled to his/her vote as well as a casting vote if required.
- c. Liaise with the Director of the Ladies/Men's Bowls Director where such activities involve both Bowls Sections
- d. Represent their Bowls Sections to the Board when required to do so.
- e. Receive and deal with complaints from Members relative to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Board of Management
- f. Ensure that the Delegate is instructed how to vote in accordance with the wishes and directions of their Bowls Committees
- g. Liaise with the Directors of Standing Committees when their assistance is required.
- h. Be responsible for the Club coaching and the promotion of Junior Bowls

## **9.2 Deputy Director**

- a. They shall act in place of the Director should he/she be absent. They shall assist the Director as required.

## **9.3 Secretary**

- a. They shall keep accurate records of all meetings of their Bowls Committees and file a copy for viewing by the Management Committee and Members
- b. Obtain from the Club Secretary and retain a register of Affiliated Members.
- c. In the absence of the Bowls Director and the Deputy Bowls Director the Captain shall chair the meetings of the Bowls Committee
- d. Request and deal with relevant information received by the Club Secretary, from the Secretary of the MDBL and Bowls WA
  - i. Advertise all General Meetings and call for nominations for election.
  - ii. The men's secretary is responsible for the distribution of Pennant Nomination forms. He will collate the information supplied on the forms and provide such information to the chairman of each selection committee.

## **9.4 Captain**

- a. They shall ensure the early formation for the season, liaise with the Greens Director on the availability for the program and liaise with each other for inclusion in mixed bowls events.
- b. Submit the program through the Bowls Director to the Board of Management.
- c. Liaise with and assist the person in charge of sponsorship in arranging sponsors for the season.

- d. Oversee the organization of competitions and see that they are conducted in accordance with the policies of the Bowls Committee.
- e. Oversee the role of the Match Committee in the performance of their duties.
- f. Have Umpires appointed for all events except Pennants.
- g. Encourage the recruiting of new members and foster their introduction to- the Club competitions.
- h. Maintain current copies of the Club By-laws and Policies.
- i. Never remove information/resources from the Match Room without the consent of the Bowls Director.
- j. Deal with complaints of Members conduct pertaining to competitions or event organization. If unresolved refer the matter to the Bowls Director.
- k. Ensure all players are eligible to play in competitions.
- l. Liaise with the Coaches to ensure new bowlers have been recommended to play in competitions.
- m. Provide a report at the monthly Bowls Committee meeting.

#### **9.5 Vice-Captain**

- a. Shall act in the absence of the captain.
- b. Shall assist the captain in the performance of their duties.

#### **9.6 Match Committee**

- a. Arrange the fixtures for the season (other than Pennant games) and other events as may be determined by the Bowls Committee
- b. Determine the conditions of play for matches under their control and shall charge and record such entry fees and/or green fees as directed, or approved by the Management Committee
- c. Be empowered to co-opt Members to organize and control games in their absence or to assist in running an event.
- d. Be responsible for arranging social and competition games, prizes, and trophies.
- e. Make competitors aware of conditions of play before any event.
- f. Clearly advertise on the relevant noticeboard any changes to a fixture shown in the Club Fixture Book and shall announce such changes as and when, opportunity presents.
- g. Arrange to put out on the green the mats and jacks and to ensure that the flags are on the mast for all events except Pennant games.



- h. Keep the Match Room tidy.
- i. Never remove information/resources from the Match Room without the consent of the captain.

### **9.7 Chairmen of Selectors**

- a. Shall provide a report at the monthly meeting of the Bowls Committee.
- b. Refer any misconduct by players that cannot be resolved by the Chair to the Bowls Director.
- c. Oversee the activities of the Selection Committee.
- d. Share the duties of the Selection Committee.

### **9.8 Selection Committees**

- a. Shall select teams for Pennant competition and other teams representing the Club if directed to do so by the Bowls Committee.
- b. Appoint an Umpire/s for Pennant games.
- c. Inform individual players of any changes to their playing positions if those changes have been made after the teams have been posted on the notice board.
- d. Appoint Managers for each Pennant side and if required educate them in their duties.
- e. Be responsible for determining and allocating Pennant Day duties.
- f. Be conversant with the rules of Pennants as decided by the Murray League and ensure that they are adhered to.
- g. In conjunction with the Greens Director allocate rinks for Pennants.

## **10. Dispute Resolution**

In the event the Ladies and Men's Bowling Sections cannot reach agreement a meeting shall be convened between both parties to be facilitated by a member of the Board. The Director, Captain and one other member of each Bowling Section Committee shall attend. Should the matter still not be resolved it will be referred to the Board for resolution.

## **Conditions of Play**

### **1. Amendments**

- a. Notice of any proposed amendment, repeal or addition must be given in writing to the relevant Secretary.
- b. Amendments to these Conditions of Play shall be approved by a majority of those present at a General Meeting.
- c. All changes shall be approved by the Board providing they are in keeping with the objects and rules of the Club.
- d. Amendments to these Conditions of Play applicable to Ladies shall be approved by a majority of those present at a General Meeting.
- e. Amendments to these Conditions of Play applicable to Men shall be approved by a majority of those present at a General Meeting.

### **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 the player is registered to play pennants with Halls Head.
- (ii) If not playing pennants, the player is capitated through Halls Head or has received a transfer from another club.

#### **b. Player Protection**

Players will be protected in accordance with Bowls WA Field of Play rules. If a championship is scheduled at the same time as an event covered in the Field of Play Rules, then, if necessary, the Club Championship will be rescheduled to protect a player nominating for both events.

#### **c. Schedules dates & Substitution**

- (i) All championship events, including finals shall be played on the date scheduled by the Controlling Body.
- (ii) 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.
- (iii) If a player is unavailable to play on a scheduled date and a substitute is not allowed (Club Policy (c) iv & v) or not available, then the player or team must forfeit.
- (iv) Substitutes shall only be allowed in a team event if a player becomes unavailable because of illness or unforeseen circumstances.

- (v) 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. That player may be replaced before the team is constituted.

**d. The Draw**

- (i) All competitions shall be drawn in the Clubhouse by at least three (3) Match Committee members.
- (ii) Members may witness the draw.
- (iii) No member may enter an event after the completion of the draw.

**e. Withdrawing Teams/Player**

- (i) 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.
- (ii) Any player in a singles championship event or a team in a team championship event, withdrawing after the draw without a valid reason shall be disqualified from playing in any Club championship event until the corresponding event the following season.

**f. Minimum numbers**

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 and shall be entitled to represent the Club in the MDBL championships.

**g. Championship Format**

- (i) The format for all championship events shall be knockout unless numbers are insufficient, or markers are not available for singles.
- (ii) A plate competition will be played in conjunction with knockout championships.
- (iii) Men's and Mixed Events: Three rounds shall be scheduled per day unless there are extreme circumstances. The number of ends or shots up to be played shall be as follows:

EVENT	NUMBER OF BOWLS	Format 3 game schedule Not finals	Format Semi Finals and Finals
OPEN SINGLES	Four Bowls	21 Shots Up	25 Shots Up
VETERAN SINGLES	Four Bowls	17 Shots Up	21 Shots Up
NOVICE SINGLES	Four Bowls	21 Shots Up	25 Shots Up
PAIRS 2x2x2x2	Four Bowls	14 Ends	17 Ends

TRIPLES 2x2x2	Two Bowls	18 Ends	21 Ends
FOURS 2x2x2x2	Two Bowls	15 Ends	17 Ends

Note: Novice player – a player who has been an active member (with playing rights) of an affiliated club in the Bowls WA Database (BowlsLink) for no more than two bowling seasons.

**h. Composition of Men’s Championship Fours Teams;**

Each team must be structured in such a manner that does not exceed 10 points as laid out in this associated table;

- Bowlers from Division 1 will accrue 4 points
- Bowlers from Division 2 will accrue 3 points
- Bowlers from Division 3 will accrue 2 points
- Bowlers from Division 4 will accrue 1 point
- Eligible players with no previous history will accrue 1 point

Ranking of players will be as the previous years’ pennant competition a player has participated. Qualification will be based on where a player played the majority of games during the season and if equal numbers are played in two different divisions or teams the higher graded division or team will be a players’ allocated qualification.

**i. Ladies Events:**

Two rounds shall be scheduled per day excepting when the number of Fours and Triples teams exceed sixteen (16) when 3 games shall be scheduled  
The number of ends or shots up to be played shall be as follows;

EVENT	NUMBER OF BOWLS	Format 2 game schedule Not finals	Format 3 game per day schedule Not Finals	Format finals
OPEN SINGLES	Four Bowls	21 Shots Up		21 Shots Up
VETERAN SINGLES	Four Bowls	17 Shots Up		17 Shots Up
NOVICE SINGLES	Four Bowls	21 Shots Up		21 Shots Up
PAIRS 2x2x2x2	Four Bowls	15 Ends		17 Ends
TRIPLES	Two Bowls	17 Ends	16 Ends	19 Ends
FOURS	Two Bowls	17 Ends	14 Ends	19 Ends
Format played on day 1 shall be played through to the finals.				

(i) Ladies Games may be played on days other than Thursday at the discretion of the controlling body

(ii) If any game (games) in a ladies’ championship is not able to be played or is abandoned for any reason, players shall play 3 games per day in any of the six disciplines if required, to complete a championship in the allotted time.

j. A team or player in singles that forfeits one or more games in sectional play or round robin, will be considered not to have entered the competition and all that teams or that player’s previous scores shall be deleted.

**k. Prize money**

- (i) Prize money will be subject to the approval of the Board of Management
- (ii) There will be no provision to choose a trophy in lieu of prize money
- (iii) Ladies Singles winner shall receive a brooch (or a bar to her brooch if a multiple winner)
- (iv) Championship winners of all events shall also receive a badge

**3. Replacement Players for Murray League Championships**

**Ladies:**

- a. If a player has qualified for two events that are played on the same day, then a replacement shall be named. The player shall decide which event she shall play in. If a player who has won the club championship event, is unable to play in the league championship event, the player from the runner up team should be given first option to fill the respective position, i.e., skipper replaces skipper, third replaces third and so on. In the event of the unavailability of a player from the runner up team, the Match Committee in consultation with the winning team shall choose a suitable replacement.
- b. If a singles winner or the whole team is unavailable to play, then the runner up player or team shall be chosen to play and if neither is available then the Match Committee shall decide the replacement team.

**4. Substitutes for OPEN EVENTS played in rounds**

In the event of a full team or part thereof becoming unavailable during an open competition those team members may be replaced or have substitutes, preferable with members from the original club. There shall be no restriction on the number of replacements/substitutes.

**5. Substitutes CLUB EVENTS played in rounds other than championships and singles**

- a. A team may have more than one substitute/replacement player
- b. If a player has to withdraw before or during an event and no substitute is available then the team shall play on one player short delivering, where possible, the same total number of bowls as their opposition until a substitute is found.

**6. Section Play**

If a singles or team event, other than championships, is played in sections then a replacement player/team may be placed in a section when a vacancy occurs after the draw is done.

**7. Practice/Roll Ups 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 roll up on a vacant rink on a green where a competition is being played.
- c. At all times when practising members must dress in accordance with the Dress Code i.e., neat, casual, dress.

## **8. Dress Code**

- a. All players in Bowls WA events must comply with the Bowls Australia National Dress and Bowls Attire Policies and Bowls WA Attire Policies.
- b. The Bowls WA Attire Policy applies to all bowlers playing in national, state, zone, league and regional events and competitions.
- c. For competitions, as defined under the Laws of the Sport of Bowls at Pennant and Club Championship level, bowlers must be attired in the same club shirt and below the waist garment in respect to design and colour. For other events it is not required that teams be similarly attired.
- d. The aim of the Dress Code is to ensure a consistent standard of dress for Members representing the Club, when playing in Pennants and Championships.
- e. The Bowls Match Committees (Ladies and/or Men), may set the Dress Code for all events under their control.

### **Pennants**

- a. Registered Club uniform comprising registered shirt with royal blue below waist garments which must carry the BA logo.
- b. Club jackets, BA approved royal blue or white, jackets vests or rainwear.

### **Championships**

- a. Registered Club uniform comprising registered shirt with royal blue below waist garments.
- b. Club jackets, BA approved royal blue or white, jackets vests or rainwear
- i. In extenuating circumstances players may apply to the controlling body for exemptions

### **Headwear**

- a. Hats are optional although encouraged
- b. Hats are to be BA approved royal blue or white
- c. Caps, bucket hats and visors are to be BA approved white, or royal blue

## **Shoes**

- a. BA Approved lawn bowls shoes shall be worn at all times
- b. Scroungers and Social
- c. Dress shall be modest, neat casual

## **Other Official Club Events**

- a. At the discretion of the relevant Match Committee on Club Opening Day and Club Closing Day competitors shall wear Club shirts with royal blue below the waist garments
- b. On all other Official Club Events, competitors may wear approved BA Shirts and below waist garments
- c. Club jackets, BA approved royal blue or white, jackets vests or rainwear

## **Winter Uniform**

- a. For most events modest, neat casual dress shall be acceptable

## **Name Badge**

- a. All competitors shall wear an approved name badge unless the players name is embroidered on the shirt

## **Practice Roll Ups**

- a. Neat Casual Dress may be worn

## **MUFTI**

- a. Multi dress is considered as being neat, clean, casual attire. Any offensive clothing is not acceptable.
- b. The immediate past Pennant shirt or any type of neat shirt may be worn.
- c. Short beach or volleyball style shorts are not acceptable.

## **9. Heat Policy**

- a. If immediately prior to, or during a game the temperature reading on the approved thermometer reaches 37degrees Celsius in a Ladies'/Mixed Event or 40 degrees Celsius in a Men's event the Umpire of the day or the Controlling Body shall stop play.
- b. The time limit to the length of the break under rule 9(a) shall be determined by the umpire of the day.

## **10. Interruption of Play**

- a. If a player in a singles game or players in a team game leave the green because of rain the head is left undisturbed and is resumed when the players return to the green

- b. The head shall not be declared dead unless the controlling body/umpire declares a stoppage and either abandons play or re-schedules the game for either later that day or another day

**11. Restricted Membership**

Restricted members may play in;

- a. Scroungers
- b. Events deemed as Social events by the Match Committee
- c. Sponsored Events

**12. Record of Revisions**

Date revised	Date approved	Section revised	Revision outline

Date of Adoption:

Signed by:

Director:.....

Secretary:.....

**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**



**This page is blank**