

WESTPORT MEN'S BOWLING CLUB BY-LAWS

As of (Meeting Minutes 13 May 2024)

1.0 **BOWLS COMMITTEE**

1.1 Composition of the Bowls Committee.

- 1.1.1 The bowls committee shall consist of ten (10) members who shall comprise an executive of five (5) and five (5) other appointed registered bowling members.
- 1.1.2 The President will act as chairperson for this committee as elected at the annual AGM in the occurrence of the President being unavailable to attend a meeting the Senior Vice President will act as chairperson.
- 1.1.3 The appointment of the Bowls Committee will take place at the annual AGM.

1.2 **Duties of the Bowls Committee.**

- 1.2.1 The Bowls Committee will manage the day-to-day affairs of Men's bowls.
- 1.2.2 The Bowls Committee will control Mixed Bowls Championships.
- 1.2.3 The Bowls Committee will perform those functions and duties as set down in the Westport Men's Bowling Club Constitution and By-Laws of the Men's Club.

2.0 **DUTIES OF OFFICE BEARERS**

2.1 **The Club Secretary**

- 2.1.1 He will issue all notices and keep minutes of meetings.
- 2.1.2 He will maintain the membership list and attend to resignations.
- 2.1.3 He will receive and despatch correspondence and submit such reports as may be required.
- 2.1.4 He will be responsible for the presenting of all minutes of Men's Club to members
- 2.1.5 He will notify members per medium of the notice board, email, or any other manner deemed acceptable by the Committee, of matters of which notification is necessary arising from Bowls Committees, Selectors, or Zone meetings.
- 2.1.6 He will be responsible for notifying members of their selection in Association fixtures and all details
- 2.1.7 He will be responsible for informing the Functions Co-Ordinator of any food or beverage requirements on Men's Bowls days and Men's Club functions, including times and dates required, approximate numbers, budget expenditure and seating or other arrangements pertaining thereto.
- 2.1.8 He will be responsible for informing the Bowls NSW and the Zone of any member suspended or expelled from the Club
- 2.1.9 He will also vote, when necessary, in accordance with the instructions given by the Bowls Committee or on his own initiative when required and speak at the Zone or District Meetings upon a subject if instructed to do so by the Bowls Committee.

2.2 **The Selectors**

- 2.2.1 The Selectors will consist of the Chairman of Selectors and a minimum of 2 and a maximum of 4 additional selectors, all of whom will be Members of the Men's Club.
- 2.2.2 The Selectors will be appointed by the members prior to the club's Annual General Meeting
- 2.2.3 The Selectors will select WMBC Members for Saturday Pennants and Club Challenge games plus other special events as determined by the Bowls Committee.
- 2.2.4 The Selectors will supervise Pennant Side Managers in the execution of their duties.

2.3 The Umpires

- 2.3.1 The Umpires ~~will~~ MAY form a Sub-Committee consisting of all Men's Club Umpires.
- 2.3.2 The Umpires' Sub-Committee ~~will~~ MAY be required to nominate a Chairman of Umpires.

2.4 The Welfare Officer

- 2.4.1 The Bowls Committee will appoint a Welfare Officer
- 2.4.2 He will post notices on the notice board regarding members' health and welfare.

2.5 The Pennant Side Managers

- 2.5.1 The Selectors will appoint Pennant Side Managers.
- 2.5.2 They will be fully conversant with the relevant Conditions of Play.
- 2.5.3 They will be responsible for ensuring the side is present at the appropriate time and place for play.
- 2.5.4 They will liaise with the opposition Side Manager in accordance with the Conditions of Play.
- 2.5.5 They will, in conjunction with the opposition Side Manager, update the master board as necessary.
- 2.5.6 They will act as spokesmen for their side in all matters concerning the conduct of the game.
- 2.5.7 They will ensure that the Pennant Folder for their Grade is delivered back to the Bowls Office following the completion of the Pennant Match.
- 2.5.8 They will report to the Selectors concerning their Side's general performance.

2.6 The Social Games Organisers

- 2.6.1 Social Games will remain under the control of the Bowls Organiser.
- 2.6.2 The Bowls Organisers will be responsible for:
 - (a) Preparation of the draw including preparation of score cards and allocation of rinks.
 - (b) Collection of green fees where appropriate.
 - (c) Announcements including the calling of the cards for the game(s) and presentation of prizes.
- 2.6.3 In the event of a dispute or query in the interpretation of the rules for any event, the Bowls Organiser will consult with members of the Bowls Committee present on the day. Should no Bowls Committee members be present, then the Bowls Organiser will be empowered to make whatever decisions necessary for the satisfactory conclusion of the event.

2.7 Publicity Officer

- 2.7.1 The Bowls Committee ~~will~~ MAY appoint a Publicity Officer

3.0 CLUB CHAMPIONSHIP CONDITIONS OF PLAY

3.1 Conditions of Entry

- 3.1.1 On entering any Club Championship, the player agrees to abide by these Conditions of Play and any other Conditions the Bowls Committee may, from time to time, implement.
- 3.1.2 To pay a nominated entry fee as set by the committee before the nominated closing date or be excluded from the draw of that championship.

3.2 Applicable Rules

- 3.2.1 BA Laws and Club By-Laws will apply to all Club Championships including Mixed Events. It is the player's responsibility to ensure that he is conversant with any recent amendments to these Laws or By-Laws.
- 3.2.2 Smoking/ Vaping policy is dictated by the Westport Club. Legislation and duty of care requirements regarding smoking/vaping require smoking/vaping only in the areas allocated by the Westport Club

3.3 Events Which Take Precedence

- 3.3.1 Australian, State, Zone and District events will take precedence as per Bowls NSW Conditions of Play.

3.4 Code of Conduct

- 3.4.1 All members must abide the current Code of Conduct when competing in any Club Championship or Association event. Members must also abide by any other Code of Conduct set down by Bowls NSW, Bowls Australia, Zone etc for each Competition entered.

3.5 Opening and Closing of Nominations

- 3.5.1 Nominations for all Club Championship games will be posted on the Noticeboard at the discretion of the Committee. Nominations closing date will be noted on the nomination sheet.

3.6 Minimum Number of Entries

- 3.6.1 The minimum number of nominations for any Club Championship game will be eight (8). Should less than this number nominate, the event may be cancelled, or deferred at the discretion of the Bowls Committee.
- 3.6.2 Any Prize monies for that event may be altered if the event is cancelled.

3.7 The Draw

- 3.7.1 The draw for Club Championship games will be made in the presence of at least one (1) Bowls Committee member plus one other (1) Men's Club member and will take place as soon as possible following the closing of nominations. The draw will be posted on the notice board within two (2) days following the draw.

3.8 The Play or Forfeit Rule

The Play or Forfeit rule will apply to all games with the following exceptions:

- 3.8.1 If the Game is NOT a FINAL, then the player, or skip in a team game, wishing to defer his game must first seek agreement from his opposition player, or skip. If the opposition player, or skip, is agreeable then the player or skip seeking the deferment must make his request for deferment to the Championship coordinator at least 48 hours PRIOR to the scheduled date for play. If, for any reason, the game is not played prior to the scheduled round, then a win on forfeit will be awarded to the player, or team, who originally DID NOT ask for the deferment. The Match Committee reserves the right to refuse or grant any request for deferment at its absolute discretion.
- 3.8.2 If the game is a FINAL, then either player, or skips, may request a deferment of up to two (2) weeks from the original scheduled date for the Final. In such circumstances, the Match Committee will set a new date. If, for any reason, the game does not then proceed on the new date, the Match Committee will set a date which will be within four (4) weeks of the originally scheduled date, and the play or forfeit rule will apply to this new date regardless of who originally asked for the deferment. The Match Committee reserves the right to refuse or grant any request for deferment at its absolute discretion.

3.9 Playing Prior to the Scheduled Date

- 3.9.1 Championship matches can be played before the scheduled date provided the Championship Co-ordinator is notified by both players (in a singles match), or both skips (in a team's match), not less than 48 hours prior to the scheduled date and provided rink space is available. The play or forfeit rule will then apply to the new agreed date.
- 3.9.2 In all championship matches an umpire, and a marker if it is a singles game, must be present. All costs involved by obtaining such persons will be paid by the player, or team, who asked for the deferment.
- 3.9.3 Lights are permitted to be used for games that are played outside of the event schedules.

3.10 Markers

- 3.10.1 In all singles matches, losers will be required to mark the next round. In first round matches, Markers will be appointed by ballot from those entrants not playing in the first round.
- 3.10.2 To assist with the requirements for Markers for Round 1 singles matches a nomination sheet for Men's Club members who do not wish to enter the event but do wish to make themselves available as a Marker will be placed on the notice board next to the Singles nomination sheet. Immediately following the draw for the Singles competition, a ballot for Markers for the Round 1 matches will take place. The ballot will be from all players who receive a bye in Round 1 and from the other club members who nominated as Markers.
- 3.10.3 In the event that there are insufficient markers for a Round 1, the Match Committee may decide to split Round 1. The top half of the draw will play their matches in the morning, commencing at 9.00a.m. The bottom half of the draw will play their matches in the afternoon, commencing at 1.00p.m. All morning game losers will be required to mark an afternoon match. Afternoon game losers will be required to mark a Round 2 match.
- 3.10.4 Markers for rounds three onwards will be determined by a ballot between previous round losers held at the call of the cards for Round 3.
- 3.10.5 If a player is unavailable to mark a game, he must organise a substitute Marker and inform the Championship Co-ordinator, a minimum of 24 hours prior to the scheduled commencement of the Round they were to mark. Failure to mark where required in conjunction with the above the player will be suspended from entry to the following years singles events.
- 3.10.6 The following members, or their appointee, will mark the singles Finals:
- | | | |
|-----------------------------|---|---|
| Major Singles Final | - | Previous year's winner, President or nominated person |
| Minor Singles Final | - | Previous year's winner, President or nominated person |
| Senior Singles Final | - | Previous year's winner, President or nominated person |

3.11 Commencement Times

- 3.11.1 The commencement time for morning matches is 9am, and the commencement time for afternoon matches is 1pm. or at the discretion of the Bowls Organiser.
- 3.11.2 Cards will be called 25 minutes prior to the scheduled commencement time.
- 3.11.3 In the event that two (2) rounds are scheduled for the same day and the morning game does not finish before 12.30pm, then the winners of that game will be allowed a maximum break of 30 minutes before they are required to commence their afternoon game.

3.12 Roll-ups

- 3.12.1 Roll-ups will commence following the calling of the cards.
- 3.12.2 Players will be allowed a maximum of two (2) roll-up ends, provided however, that such roll up will cease in time to ensure the commencement of play at the scheduled time.

3.13 Practice on Same Green

- 3.13.1 A player, or team, (depending on availability) are permitted to practice on the same green where the match is to be played up until the calling of the cards.

3.14 Round 1 Byes

- 3.14.1 Teams receiving a bye in the first round of a Championship game will be a constituted team at the commencement of round one.

3.15 Substitutes

- 3.15.1 If a substitute is used in a team for any game, then it is the responsibility of the skip to ensure that the relevant Laws of the Game are complied with, including notification to the Umpire.

3.16 Inclement Weather

- 3.16.1 The decision on whether or not games will proceed when there is a doubt because of inclement weather will be made by the Controlling Body of the day referring to the stated inclement weather policy.
- 3.16.2 Postponed or uncompleted games will be automatically played as detailed below, provided however that no other Club Championship or Representative Games are scheduled for the date.
- 3.16.3 Games scheduled for Saturday AM which are postponed because of inclement weather will be completed on, or deferred to, Saturday PM. If the game is unplayable on Saturday PM then it will be deferred to the next day Sunday AM. If the game is unplayable on Sunday AM then it will be deferred to Sunday PM. If the game is still unplayable that weekend, then the game will be rescheduled.
- 3.16.4 Dependent of Green availability, a decision on play for AM matches will not be made prior to 8.00am and the decision for PM matches will not be made prior to 12.00pm.
- 3.16.5 The controlling Body reserves the right to defer the final decision on play for a round to 1 hour after the scheduled commencement time for that round, if in their opinion there is a chance the inclement weather will clear enough to enable play to commence.
- 3.16.6 It is the responsibility of the player to contact the Controlling Body, at the Club, when play is doubtful due to inclement weather.

4.0 Major Championships

- 4.0.1 Open to all eligible Men's club members who have not played, or who have not won previously, in a team/side with another club in any Association competition during the current bowling season.

4.1 Club Triples & 4's Championships

- 4.1.1 Open to all eligible Men's club members who have not played, or who have not won previously, in a team/side with another club in any Association competition during the current bowling season.

4.2 Minor Singles Championship

- 4.2.1 Open to all eligible Men's club members who have not played, or who have not won previously, in a team/side with another club in any Association competition during the current bowling season.
- 4.2.2 Open to players who have not won a Men's Major or Minor Singles Championship at any club.

4.3 Minor Pairs Championship

- 4.3.1 Open to all eligible Men's club members who have not played, or who have not won previously, in a team/side with another club in any Association competition during the current bowling season.
- 4.3.2 Open to players who have not won a Men's Major at any bowling club.
- 4.3.3 Open to players who have not been part of a team that has won a Major Pairs or Minor Pairs Championship at any bowling club.

4.4 Major/Minor Pairs Championship

- 4.4.1 Open to all eligible Men's club members who have not played, in a team/side with another club in any Association competition during the current bowling season.
- 4.4.2 The Major Player is any player who has won a Major Singles, Major Pairs Championship at any Club, District or Zone level notwithstanding the current year.
- 4.4.3 The Minor player is any other eligible player who does not have the above Major qualifications.
- 4.4.4 A win at District or Zone level in a restricted competition does not disqualify a player from entering the Major/Minor Pairs Championship as a Minor.
- 4.4.5 Each team must comprise of one (1) Major Player, and one (1) Minor player or 2 Minor players.

4.5 Mixed Championships

- 4.5.1 Open to all eligible Men's Club and Ladies Club members who have not played, or who have not been constituted, in a team/side with another club in any Association competition during the current bowling season.
- 4.5.2 Mixed events teams will comprise an equal number of men and women. In triples events, teams must include one man or one woman. Players may play in any position.

4.5 Senior Singles and Senior Pairs Championships

- 4.5.1 Open to all eligible Men's club members who have not played, or who have not been constituted, in a team/side with another club in any Association competition during the current bowling season and have passed the age of sixty (60) years by the due date of competition.

5.0 RULES OF SOCIAL GAMES

5.1 All Social Games

- 5.1.1 Unless authorised by the Controlling Body, Games will commence at 1:00pm, with nominations closing at 11:00pm.
- 5.1.2 Entry is team or individual and must be placed on the appropriate nomination sheet located on the notice board.
- 5.1.3 Teams are made up at the Games Organiser's discretion.
- 5.1.4 Games may be cancelled due to at the Bowls Committees discretion.
- 5.1.5 Smoking/ Vaping policy is dictated by the Westport Club. Legislation and duty of care requirements regarding smoking/vaping require smoking/vaping only in the areas allocated by the Westport Club

6.0 DRESS CODE

6.1 Pennant Play and Club Challenge

- 6.1.1 Shirt - as specified by the Committee, while representing Westport Men's Bowling Club in Pennant play or any BOWLS NSW events
- 6.1.2 Trousers /Shorts as specified by the Committee
- 6.1.3 Shoes – At all times, players and umpires shall wear approved smooth-soled heel-less footwear while playing on the green or acting as an umpire or marker.

6.2 Championship Play

- 6.2.1 Shirt - as specified by the Committee
- 6.2.2 Trousers/Shorts - as specified by the Committee
- 6.2.4 Shoes – At all times, players and umpires shall wear approved smooth-soled heel-less footwear while playing on the green or acting as an umpire or marker

6.3 Social Bowls

- 6.3.1 Players are required to wear clean and tidy mufti attire
- 6.3.2 Wednesday's preferred attire for social bowls is a Westport Club uniform shirt.

6.4 Penalties

- 6.4.1 The above dress rules will be upheld by the Controlling Body of the day and failure to comply without approval of the Controlling Body, may make you ineligible to compete in Social Play and in Championship Play. A forfeit may be awarded to your opposition.

7.0 COMPLAINTS/SUGGESTIONS

- 7.1 Any complaint or suggestion should be put in writing and addressed to the Club Secretary for tabling at the next meeting of the Bowls Committee.

8.0 ALL PENNANTS

- 8.1 The below conditions only apply if approved by the current Bowls Committee for the current Year.
- 8.2 It is the responsibility of players selected to play in any Pennant or Club Challenge Game, as listed on the notice board team's selection list, to **tick** their name or place **N/A** if unavailable to play by 6.00pm the Thursday before the match. If you can't make it to the Club, contact the Bowls Office on **0475 614 615**.
- 8.3 All pennant games will incur a fee as specified by the Committee.

9.0 CLUB AWARDS

- 9.1 The following awards will be decided by the Bowls Committee:
- (a) Club Bowler of the Year.
 - (b) Most Improved Bowler.
 - (c) Representative Bowler

10.0 CLUB CHAMPIONSHIP EVENTS AND PRIZE MONEY

- 10.1 The Club will adopt a schedule of Club Championships and other monetary Awards.
- 10.2 The maximum amount will be determined by the Bowls Committee.
- 10.3 The monetary awards for winners and runners up can be altered at the discretion of The Bowls Committee
- 10.4 An entry fee as nominated by the Bowls Committee will be charged for all club championships and is to be paid prior to the closing date of each event or players will be excluded from the draw of that championship.
- 10.5 Green Fees for championships as set by the bowls committee are to be paid to the social bowls organiser or his delegated assistant before the commencement of that day's play.
- 10.6 Green fees will be governed by the current green fee's cost.

11.0 STATE CHAMPIONSHIPS and EVENTS

11.1 Travel Allowances

- 11.1.2 Players winning a Zone Event are entitled to a daily allowance as set by the Bowls Committee. when travelling to State finals game for each day's play.
- 11.1.3 Players representing Westport Men's Bowling Club in Pennants are entitled to a fuel allowance as set by the Bowls Committee for a minimum of four (4) persons travelling in the one car. Team making state finals accommodation and daily allowance as set by Bowls committee.
- 11.1.4 Any player who does not play at least 10 games of social bowls a year will not entitled to any Allowances from the Mens Bowling Club.