

**PRELIMINARY:**

These By-Laws are made by the Board of the Kingscliff Bowls Club Limited pursuant to the power conferred upon the Board by the Constitution.

The Board may alter or appeal a By-Law, as it may deem necessary or expedient for the proper conduct and management of the Club.

These By-Laws shall come into force and be duly operative upon posting on the Notice Board of the Club.

These By-Laws are to be read subject to the Constitution of the Kingscliff Bowls Club Limited and in the event of any inconsistency, the Constitution shall prevail.

These By-Laws are binding on each member of the Club in the same manner as if each member had subscribed their agreement.

In these By-Laws the expression "The Club" means Kingscliff Bowls Club Limited.

In these By-Laws the expression "Bowls Club" means Kingscliff Men's Bowls Club and/or Kingscliff Women's Bowling Club and / or Kingscliff Mixed Bowls Club

A copy of the Constitution is available for perusal from the General Manager during office hours.

**1. OBJECTIVES**

The objectives of the Bowls Club are:

- (a)** To advance and promote the game of Lawn Bowls
- (b)** To provide the best possible standard of conditions of play for members in accordance with the current Laws of the game as prescribed from time to time by Bowls Australia
- (c)** To provide, develop and promote activities that are from time to time deemed appropriate in order to provide good fellowship between members of the Club
- (d)** To promote and enhance the game of Lawn Bowls in the local community

## **2. MEN'S and WOMEN'S BOWLS CLUBS**

All male Bowling Members, Associate Bowling Members, Junior Members and Life Members shall be deemed to be members of the Men's Bowls Club and will be known as Kingscliff Men's Bowls Club.

All female Bowling Members, Associate Bowling Members, Junior Members and Life Members shall be deemed to be members of the Women's Bowls Club and will be known as Kingscliff Women's Bowling Club.

Only members who have been eligible members continuously for a period of twelve (12) months shall be entitled to nominate for election to the Kingscliff Bowls Club Men's or Women's Management Committee PROVIDED THAT they do not hold office as a Director of the Club. Office bearers can only hold one (1) position.

The eligible members of the Men's Bowls Club and of the Women's Bowls Club shall each elect from their member Management Committees which shall consist of the following Office Bearers:

**President Vice President Secretary Assistant Secretary Treasurer Games Controller and Assistant Games Controller.**

The Board shall delegate to the Management Committees of each Bowls Club such powers as may be reasonably required to enable the Management Committees to effectively control and administer the activities of each Bowls Club provided that any such delegation may from time to time be revoked or altered.

Each Bowls Club shall adopt the Bowls Club By-Laws to regulate the sporting and other activities of their Club.

It is the intention of the Board that each Bowls Club shall (subject to the obligation of the Board to foster and maintain the best interests of the Club) be given maximum authority in the conduct of the sporting and social affairs and activities of its members and to this end the Management Committee of each Bowls Club shall be entitled to manage the financial affairs of the Bowls Club including keeping of bank accounts of each respective Bowls Club, the charging of fees in addition to fees payable to the Club and the conducting of fund raising activities provided that:

Each Management Committee shall supply to the Board a monthly statement of receipts and payments of each respective Bowls Club;

The Kingscliff Men's Bowls Club Management Committee and the Kingscliff Women's Bowling Club Management Committee shall make the financial

records of each respective Bowls Club available to the Club's auditor annually for audit;

Any funds of each respective Bowls Club in excess of the reasonably foreseeable needs of the Bowls Club shall upon request, be paid to the Board and become part of the general funds of the Club;

The Management Committee of each Bowls Club shall supply a copy of the annual financial accounts of that Club to the Board prior to presentation of such accounts to members and the Board shall include in the financial accounts of the Bowls Club such information relating to the financial affairs of the each Bowls Club as the Board or the Auditor may consider appropriate;

No money shall be invested on behalf of each Bowls Club other than with a bank or building society of trustee status without the prior approval of the Board;

No amount in excess of \$10,000 shall be invested on behalf of any of the Bowls Clubs without prior approval of the Board.

The Board will allocate each Bowls Club budget annually.

The Board specifically reserves the sole right and power to employ persons (whether on a full time, part-time or casual basis) in connection with all activities of the Bowls Club and including the activities of the Men's and Women's Bowls Club.

## **2 (a) Mixed BOWLS CLUB**

The positions of Chairperson / Secretary and Treasurer shall be elected Biennially. Members may be elected as volunteers from the Men and Women's Clubs to constitute a committee.

After due regard to each Bowls Club's needs, the Committee shall be responsible for the promotion, organisation and conduct of Mixed Bowls events, visit in's and visits out within the Club. The Committee is to provide a financial report monthly to the Board. The Board will allocate the Mixed Bowls Club with an annual budget for its operation.

## **3. MANAGEMENT**

**(a)** The general management of the Bowls Club shall be in control of a Management Committee (hereinafter referred to as the Committee) that is elected Biennially at an Annual General Meeting (that requires an election) of the members of the Bowls Club held in accordance with these by-laws. This Committee shall comprise a President, Vice-President, Secretary, Ass - Secretary Treasurer, Games Controller and Ass - Games Controller

**(b)** All offices under these By-Laws shall be honorary and elective. Every financial ordinary or life member of the Bowls Club who has been a member for a minimum of twelve (12) months shall be eligible to hold office, save as otherwise provided for in these By-Laws and subject thereto. Every office bearer shall be elected Biennially at the Annual General Meeting of the Bowls Club and shall hold office from the conclusion of the election for a two (2) year term until the next Annual General Meeting that requires an election. There is no restriction on the number of consecutive two year terms a person may nominate for or hold office if elected.

**(c)** No person holding office in any other Bowls Club shall be eligible to hold office simultaneously on the Committee.

**(d)** The Committee shall meet at least once in every calendar month in order to transact the business of the Bowls Club and full and accurate minutes of resolutions and proceedings shall be kept. The President or any two (2) Committee members shall at all times have the power to call a special meeting of the Committee. At least seven (7) days' notice shall be given of each monthly meeting and at least one (1) days' notice of a special meeting. Questions arising at any meeting of the Committee shall be decided by a majority of votes and in the case of equality of votes the question shall be deemed to be decided as negative.

**(e)** Any member of the Committee may resign from membership of the Committee at any time by giving notice in writing to the Secretary and any such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice in which case it shall take effect on the later date.

**(f)** If no nomination is received for an office before the Annual General Meeting (that requires an election), and no nomination is received from the floor, then a person who has been accepted for one office may nominate for a further office. If such person is elected to a further office they shall be entitled to one vote only.

**(g)** Any member of the Bowls Club Committee absent from regular, properly notified meetings of the Committee on three consecutive occasions without the prior consent of the Committee shall be deemed to have vacated office.

**(h)** Each Committee shall appoint as many members as delegates to the District Association meetings as the District constitution shall allow.

#### **4. REMOVAL OF OFFICERS**

Any officer or member or members of the Committee, may be removed from office by a seventy five percent (75%) majority of the members present and entitled to vote at a Special General Meeting of the Bowls Club called for that purpose in accordance with the provisions of these By-Laws. The member affected shall have seven (7) days due notice of such meeting and shall be afforded reasonable facilities for making such representation to the meeting as the member shall think fit, but the member shall not be entitled to be represented by any other agent.

#### **5. FUNCTIONS OF THE MANAGEMENT COMMITTEE**

Except as otherwise provided by these By-Laws, the Committee shall:

- (a) Have the general control and management of the administration of the affairs of the Bowls Club and,
- (b) Have the power to call a General Meeting at any time deemed appropriate.
- (c) Have the authority to interpret the meaning of these By-Laws and any matters on which these By-Laws are silent and,
- (d) Ensure that the relevant NSW conditions of play and regulations are adhered to.

#### **6. VACANCIES ON COMMITTEE**

The Committee shall have the power at any time to appoint any member of the Bowls Club to fill any casual vacancy on the Committee until the next General Meeting, such appointment to be made within thirty (30) days of the vacancy occurring.

The continuing members of the Committee may continue to act notwithstanding any casual vacancy on the Committee but only if and so long as their number is not reduced below the number fixed by or pursuant to these By-Laws as the necessary quorum of Committee; the continuing member or members may act for the purpose of increasing the number of members of the Committee to that number or of summoning a Special General meeting of the Bowls Club.

## **7. POWERS OF THE COMMITTEE**

The Committee shall manage the Bowls Club and in addition to any powers specially conferred on it by these By-Laws shall have the power to:

- (a) Call General Meetings of members
- (b) Arrange meetings of the Committee
- (c) Fill any vacancies in its numbers should that occur
- (d) Grant leave of absence to members of Committee
- (e) Otherwise act in the best interest of members
- (f) By a unanimous vote, recommend to the Board of Directors an ordinary member for appointment as a life member of the Kingscliff Bowls Club Limited.

## **8. DUTIES OF OFFICE BEARERS**

### **PRESIDENT**

- (i) preside over all meetings, to regulate and keep order during the proceedings and carry into effect the By-laws of the Bowls Club
- (ii) represent the Bowls Club at official functions
- (iii) in the President's absence the chair will be taken by the Vice President but if neither is present the meeting may elect another member of the Committee to conduct that meeting.

### **VICE PRESIDENT**

- (i) assist the President as required and Act as President in their absence
- (ii) be responsible for welfare and catering.

### **SECRETARY**

- (i) act at all times under the direction of the President and Management Committee
- (ii) act in accordance with the requirements of the District and State Bowls Associations
- (iii) be responsible for all matters relating to bowls administration
- (iv) keep full and accurate minutes of meetings
- (v) be responsible for the publicity for the Bowls club
- (vi) provide for the safe custody of all records and documents of the Bowls Club
- (vii) be responsible for membership records

(viii) ensure minutes are adopted and signed by the Chairman at the next succeeding meeting.

#### **ASSISTANT SECRETARY**

- (i) assist the Secretary with his/her duties when required
- (ii) act as a replacement for the Secretary during any illness or temporary absence of that Officer.

#### **TREASURER**

- (i) deposit monies and process payments of accounts with proper authorisation
- (ii) record and maintain monetary transactions
- (iii) supply such information to the management committee and to the Annual General Meeting as required
- (iv) supply such information, details and statements to the Board of Management as required.

#### **GAMES CONTROLLER:**

- (i) carry out the directions of the Committee in respect of championships
- (ii) plan, organise and supervise the playing of such competitions, record all results and complete any return in respect thereof
- (iii) see the laws of the game and conditions of play are adhered to
- (iv) report to the Committee at each Monthly meeting
- (v) be responsible for co-ordinating Special Events with the support of the Selection Committee and volunteers
- (vi) co-ordinate volunteers in the Bowls Office.
- (vii) Shall be Chairperson of the pennant selection committee, the role will be responsible for: Calling meeting, set meeting agendas, give advice as required but not interfere with the selection process

#### **ASSISTANT GAMES CONTROLLER**

- (i) assist the Games Controller with his/her duties when required
- (ii) act as a replacement for the Games Controller during any illness or temporary absence of that Officer.

### **9. SELECTORS SUB-COMMITTEE /MATCH COMMITTEE**

A Sub-committee of three (3) selectors shall be elected Biennially at the Annual General Meeting of the Bowls Club and shall hold office from the conclusion of the election at which the member was elected until the next Annual General Meeting that requires an election. Once elected, will hold office for a two (2) year term.

These positions shall be honorary and elective. Every financial ordinary or life member of the section who has been a member for a minimum of twelve (12)

months shall be eligible to hold office, save as otherwise provided for in these By-Laws and subject thereto.

Casual Vacancies may be filled in accordance with the By-Laws.

The Selectors Sub-committee shall

- (a) Each year the sub-committee shall grade the players to assist the games controller for the club championships and other events according to the rules set out in the By-Laws by New South Wales Royal Bowling Association.
- (b) Conduct Pennant and representative games each year, including the proper arrangements for such games, the appointment of a Manager for each Division and the proper recording of results of each game.
- (c) Select any other club representative side from nominations received for such event(s).
- (d) Conduct any special events held during the year.
- (e) Regularly report to the Management Committee
- (f) To assist the Games Controller in Co-ordinating the volunteers for the Bowls Office

## **10. BOWLS CLUB MEETINGS**

Unless otherwise provided for in these By-Laws, Bowls Club meetings shall be conducted as follows:

### **(a) Annual General Meeting**

The Annual General Meeting of each Bowls Club shall be held within twenty one (21) days after the Annual General Meeting of Kingscliff Bowls Club Limited each year and shall be called by giving not less than twenty eight (28) clear days' notice per a posted notice setting out the agenda placed on the Bowls Club notice board prior to the date of such meeting and advertised in the local press.

The business to be transacted at the meeting shall be as follows:

- (i) To read the notice convening the meeting
- (ii) To read and confirm the minutes of the previous Annual General Meeting and / or Special meetings
- (iii) To accept motions on notice provided such notice is received in writing at least seven (7) days prior to the AGM



- (iv) To declare the election of the incoming Committee and Selectors Subcommittee
- (v) To approve the nomination of Club Patron(s) who may be a bowler or a non-bowler
- (vi) To transact such general business orally introduced at the meeting provided that the meeting approves the business by a two-thirds majority.

The order of business shall be as set out unless, in the opinion of the meeting, exceptional circumstances warrant a change in the order. The inadvertent omission to give notice of meeting to a particular member shall not invalidate the meeting.

#### **(b) Special General meetings**

A Special General meeting shall be called by the Secretary under instruction from the Management Committee or upon the written request of three (3) or more members of the Committee, or of not less than ten percent (10%) of members of the Bowls Club eligible to vote. Such written request shall state the objects for which the meeting is to be held. The meeting shall be called within fourteen (14) days, but not less than seven (7) days after receipt of any requisition to do so, and notice of the meeting shall be posted on the Section notice board stating the objects of the meeting and the resolution or resolutions to be proposed. No other business shall be conducted at any such meeting.

#### **(c) Quorum**

At any Annual General Meeting or Special General meeting the Quorum shall be 10% of the current financial membership of the Bowls Club. For Committee meetings a quorum shall constitute a simple majority of the number of members on the Committee. Should a quorum not be present at the appointed time, the meeting shall stand adjourned to a date and time fixed by the members present, but not less than forty eight (48) hours after the meeting so postponed. No meeting shall proceed unless a quorum is present.

#### **(d) Meeting decisions**

Decisions at meetings shall be determined by a majority vote. A secret ballot may be conducted in such manner as the meeting shall determine.

#### **(e) Chairman of meetings**

The President of the Bowls Club shall preside as Chairman for all meetings, or if the President is not present within fifteen (15) minutes of the time appointed for the holding of the meeting, or is unwilling to act, the Vice-

President shall be the Chairman; or if the Vice-President is similarly not present or unwilling to act, the members present at the meeting shall elect one of their number to be the Chairman of the Meeting. The Chairman shall maintain order and conduct the meeting in an orderly and proper manner.

**(f)** At all General Meetings voting shall be by a show of hands or a division of members unless not less than ten (10) of the member's present demand a ballot in which event there shall be a secret ballot. The Chairman shall appoint two (2) members to conduct the ballot in such a manner as the member's present shall determine and the result of the ballot declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.

**(g)** Every financial member present shall be entitled to one (1) vote. In the event of an equality of votes, the Chairman shall have a casting vote, which shall be the negative.

**(h)** Any resolution proposed as a special resolution at a General Meeting (other than a Special General Meeting) shall not be deemed to be carried unless it has been passed by not than less seventy-five percent (75%) majority of the members present and entitled to vote at the meeting.

## **11. ELECTIONS**

### **(a) Office Bearers**

That all Office Bearers in the Men's, Women's and Mixed Bowls Clubs and all sub- committees be elected Biennially. (Hold office for a two (2) year term)

### **(b) Nominations**

Nominations for all elected members of the Management Committee and Selectors Sub-Committee shall be called not less than twenty-eight (28) days before the date of the Annual General Meeting (that requires an election) of the Section. Nominations shall be on a form supplied by the Secretary of the Bowls Club and approved by the Board of Management of the parent club.

Nomination forms must contain the name of the nominee, the position for which the nomination is made, the name and signature of the proposer and the seconder and the signature of the nominee declaring acceptance of the nomination and be lodged with the Bowls Club Secretary who shall give notice of each nomination by way of a list posted on the Bowls Club notice board within twenty-four (24) hours of receipt of the nomination.

Nominations shall close seven (7) days before the Annual General Meeting (that requires an election).

### **(c) Voting**

Qualified voters must request all ballot papers in person and no postal, proxy or absentee voting will be permitted. Ballots close prior to the scheduled starting time of the Annual General Meeting (that requires an election) and will then be counted by the Returning Officer and the deputies. Results of all ballots will be declared by the Returning Officer at the Annual General Meeting (that requires an election) and shall not be made public before that time, but shall be recorded for reference.

The Returning Officer shall destroy all ballot papers not less than twenty-four (24) hours and not more than forty eight (48) hours after the Annual General Meeting (that requires an election), unless otherwise directed by that Meeting.

## **12. COMPETITION**

Players may be called to play club competition always provided at least six (6) clear days' notice has been given.

All competitions and other games conducted by the Bowls Club shall be played in accordance with the relevant NSW Bowls Association conditions of play and regulations and in accordance with club domestic rules and conditions, provided that such conditions shall not conflict with any other event. No club championships shall be called for play on a Public Holiday or the long weekend of a public holiday.

## **13. TROPHIES**

All trophies and prize monies presented or offered by the Bowls Club for competition shall be played for under such conditions as the Committee may from time to time determine.

Any member of not in attendance to accept the trophy won on bowls day shall forfeit their trophy (unless exceptional circumstances)

## **14. SPECIAL EVENTS**

All special events shall be organised and conducted by the respective Bowls Clubs after liaison with and subject to the approval of the Board of Directors.

The Board of Directors may conduct any special event.

## **15. SPECIAL AWARDS**

The Board may make or recommend an award for meritorious service to the Club for a Member.

## **16. LAWS OF THE GAME**

The laws of the game of bowls as adopted from time to time by the relevant governing body shall be the laws governing the respective championship competitions of the Men's and Women's Bowls Clubs.

Members of the Men's and Women's Bowls Clubs shall play according to the current conditions of play by/of Royal NSW Bowling Association and NSW Women's Bowling Association respectively.

## 17. GREENS AND GREEN FEES

It is the intention of the Board that all members of the Bowls Club who participate in the game of bowls should have fair and reasonable use of the greens and that maximum use should be made of the greens, keeping in mind the need to maintain the greens in first class condition.

The allocation of the green time contained in this By-Law is to be viewed in the light of the general principles outlined above and there will need to be some flexibility in the arrangements so as to accommodate the special needs of the Men's Bowls Club or the Women's Bowling Club on a particular day.

Subject to unavailability for maintenance, special events etc. all greens will be made available to the Men's Bowls Club at the following times:

- a. Tuesday - morning play
- b. Thursday - afternoon play
- c. Saturday - morning (if required) and afternoon play
- d. Sunday - morning play (if required)

Subject to unavailability for maintenance, special events etc. all greens will be made available to the Women's Bowling Club at the following times:

- e. Wednesday - morning and afternoon play
- f. Friday - morning play

Subject to unavailability for maintenance, special events etc. all greens will be made available to the Mixed Bowls Club at the following times:

- g. Tuesday - afternoon play
- h. Friday - afternoon play
- i. Sunday - afternoon play

Subject to the availability of space, all sections can play on any day of play providing they run and conduct their own competition / event and not interfere with the Controlling Body of the days play.

Roll ups are permitted at the discretion of the "Controlling Body" on the day but not on a Monday and only between the hours of 9:30am and 12noon or 1pm and 6pm EST or 1pm and 7pm DST. Unless the Greens director designates otherwise, the Controlling Body is to consider using 6 rinks only on any green(s) for social play. Roll-ups are to be not closer than one (1) full rink between any social games or any Championship and Pennant game.

At any time Roll-ups are to be limited to one hour only if other bowlers require green space.

All green fees are payable when a player reports to the Bowls office prior to commencement of play. All green fees collected for social play, special

events, pennants or Championship play, whether Men's, Women's or Mixed Bowls shall be payable direct to the Club. Roll-up green fees shall be paid at the Club reception desk. All visiting bowlers are required to pay roll-up green fees. Kingscliff Bowls Club's social members, or other intending members of Kingscliff Bowls Club receiving coaching leading to full bowling membership, are exempt from roll-up green fees.

### **17 (a) Daylight Savings:**

From the following Monday of the Start of Daylight savings each year, all afternoon bowls will commence at 1pm.

From the following Monday after the cessation of Day light Savings time each year, all afternoon bowls will revert back to a 12.30pm Start.

### **18. GREEN CONTROL and EXTREME WEATHER**

At least one (1) hour prior to commencement of play on any day, the Greenkeeper shall release the greens to the Controlling Body for that day. No games can commence until the Greenkeeper feels that the greens are in such a condition that they can be played on.

Games are not to be called off by the Controlling Body until one (1) hour prior to the scheduled start of play.

Commencement of play or during a game, the play/competition may be delayed for up to one (1) hour after scheduled start time, if the adverse weather conditions may improve. Where conditions have not improved in that time, the Controlling Body should cancel the play/competition for that day and/or reschedule.

- a. In the event of wet weather, after the commencement of play; if play is called off and it appears that there is no chance of re-commencing play, Game Fees are to be refunded ONLY if no team has commenced the fourth (4) end.
- b. Once ONE team has commenced the fourth end NO Green Fees are to be refunded to any teams or players electing not to resume play.
- c. The Controlling Body for each Club, for each day, whose duties, amongst other things will include the implementation of the Extreme Weather Policy as set out by Bowls Australia. This policy will be enforced by the relevant Controlling Body at all times when extremes of weather are a factor.

The Extreme Weather Policy of Bowls Australia be adopted (referred to in Laws of the Sport of Bowls – Jan 2011) and displayed in a prominent position and available for any member to peruse.

## **GREENS**

(a) Control of the greens lies within the jurisdiction of the parent Club in accordance with the current Club Limited By-Laws.

(b) All members shall be responsible for the safekeeping of their own or borrowed bowls, bags or clothing and the parent accepts no responsibility for this property unless it is contained in (locked) lockers provided by the .

(c) Any bowls and/or bowls cases which are the property of the parent Club cannot be removed from the club premises without the authority of a member of the Committee, but can be loaned to players for use on the club's greens only on the authority of a Management Committee member or coach.

## **19. DRESS STANDARDS**

Whilst on the Club premises and on the greens members and their guests shall be attired in a neat and tidy manner and in keeping with accepted standards of respectability as determined by the Board of Directors and according to the current dress rules of the club.

### **ATTIRE ON GREENS**

The Registered Club uniform **MUST** be worn for all Club Championships, Competition, Pennant and above level as defined in

- (i) the Royal NSW Men's Bowling Association conditions of play and regulations,
- (ii) and the NSW Women's conditions of play and regulations respectively.

## **20. LOCKERS**

Members shall be given the use of lockers, as available, for an annual fee as determined by the Board, including key deposit fee

Lockers shall be allocated to members in order of receipt of application for a locker.

All members shall be responsible for the safekeeping of their own or borrowed bowls, bags or clothing and the parent accepts no responsibility for this property unless it is contained in (locked) lockers provided by the Club.

Any bowls and/or bowls cases which are the property of the parent Club cannot be removed from the club premises without the authority of a member of the Committee, but can be loaned to players for use on the club's greens only on the authority of a Management Committee member or coach.

Neither the Club nor its officers shall be liable for any loss or damage to bowls or any other property left by members in lockers or in any other part of the Club premises.

## **21. DISCIPLINE**

Any misconduct brought to the notice of the Bowls Club Committee and not considered of such a nature as to be covered by item fifty (50) of the Constitution of the Kingscliff Bowls Club Limited shall be dealt with by the Bowls Club committee.

When a player, having registered to play, fails to attend for play without due notice or a reasonable excuse, a please explain letter will be issued. Should the same player re-offend, he/she shall be suspended from social play for two (2) weeks.

## **22. PROTESTS**

A member who desires to protest or complain of any alleged offence, injustice or breach, or neglect of duties by any member, officer or employee of the Club, has the right to lodge such protest or complaint in writing duly signed by him/her, with the Chairperson or General Manager and to request, if he/she so desires, investigation by the Board of Directors of such protest or complaint.

The member or members making such protest may be required or permitted, at the discretion of the Board of Directors, personally to attend and be heard at the meeting at which such complaint is to be considered, provided that the member or members complained against have the same conditions available to him or her.

The Management Committee of the relevant Bowls Club shall deal with any complaint of the foregoing nature that relates to matters within the Men's Bowls Club or the Women's Bowling Club or the Mixed Bowls Club

## **23. SUGGESTIONS OR COMPLAINTS**

The Board welcomes constructive suggestions to improve the operation of the Club. All suggestions or complaints should be in writing and signed, and delivered to the General Manager. Unsigned complaints or suggestions may be received by the Board providing that either the General Manager or the Chairman have knowledge of the author.

The General Manager shall raise at the next Board meeting any notice received in accordance with the foregoing sentence.

## **24. TRAVEL RULES**

1. Pennant level travel is re-imbursed by the section under their conditions.
2. Pennant teams to go to the Zone play-offs to be re-imbursed for travel by the section but expenses to be paid by the player. If the travel is further than 175km to the venue, then approved accommodation to be paid by the section.

3. Pennant teams to go to the State Finals to be re-imbursed for travel and accommodation by the section but expenses to be paid by the player.
4. District championships – travel and expenses to district events to be paid by the player; entry fees paid by the section. (If teams forfeit they are to repay the entry fees to the section)
5. Zone championships – travel to be re-imbursed by the section but expenses to be paid by the player. If the travel is further than 175km to the venue, then approved accommodation to be paid by the section. Consideration will be given to all requests made to the sections for accommodation costs inside 175kkm. Consideration will only be considered after the section receives in writing the request with details of the full costs, location and event details and players names. All applications MUST be submitted to the sections in writing 7 days prior to the event for approval.
6. State Championships – travel and accommodation to be re-imbursed to the player. The approved net expense (after external contributions) to be split 50/50 between the section and the Club Ltd.
7. Champion of Champions – District – travel to be re-imbursed by the section but accommodation if required to be paid by the player.
8. Champion of Champions – Zone – travel to be re-imbursed by the section but accommodation if required to be paid by the player. If the travel is further than 175km to the venue, then approved accommodation to be paid by the section. Consideration will be given to all requests made to the sections for accommodation costs inside 175kkm. Consideration will only be considered after the section receives in writing the request with details of the full costs, location and event details and players names. All applications MUST be submitted to the sections in writing 7 days prior to the event for approval.
9. Champion of Champions – State – travel and accommodation to be re-imbursed but expenses to be paid by the player. The approved net expense (after external contributions) to be split 50/50 between the section and the Club Ltd.

The Board will consider all request made by the sections for financial assistance to State Pennant Finals.

Where State finals are involved and the expense is of a major amount and the Club Ltd is involved 50/50, the expense is to be approved by the Club Ltd in conjunction with the Section. Players can retain prize money which is in excess of fees paid from each travel account.

## **25. SEXUAL AND HARRASSMENT POLICY**

Our Club has determined the following policy in regard to sexual or any other harassment.

No employee / patron should be subjected to sexual or any other kind of harassment in the workplace / Club.

If an employee / patron are subjected to harassment, he/she must report the matter immediately to the Duty Supervisor, Duty Manager, Operations Manager, Section Committee, Board of Directors or General Manager.



No employee / patron shall suffer any reprimand or disadvantage in his/her employment / membership for making a legitimate complaint.

Any employee / patron who witnesses abuse or harassment of another by another staff member / patron should also immediately report such incident.

Abuse and harassment is defined as unwanted touching, hitting, unwarranted shouting or deliberately using foul and objectionable or abusive language.

Sexual harassment is one type of harassment and may consist of all or some of the following when committed by a person of either gender against another:

Unwelcome comments or questions about a person's sex life

Suggestive behaviour

Staring and leering

Unnecessary familiarity such as deliberately brushing against a person

Sexual jokes, offensive telephone calls, photographs, reading matter or objects.

Sexual propositions or continual requests for dates.

Physical contact such as touching or fondling or unwanted sexual advances

Management will thoroughly investigate any complaint and will take disciplinary action, including instant dismissal / suspension where appropriate, against any person who has been found to have engaged in sexual or other forms of harassment.

## **26. BULLYING POLICY**

Our Club is a bullying and violence- free workplace / venue. Bullying is unreasonable behaviour that is repeated over time, directed towards a worker, group of workers or patrons that creates a risk to health & Safety. It includes behaviour such as screaming at someone, initiation practices, Intimidation, interfering with personal property and making suggestive comments and more,

Bullying is not an acceptable part of the Club's employment / membership culture. Single incidents of unreasonable behaviour can also create a risk to health and is not acceptable as part of this Club's work / membership practices.

If you are being bullied, or see others being bullied in the workplace / venue you must report it as soon as possible. Report it to a Supervisor, Duty Manager, Operations Manager, Section Committee, Board of Directors or General Manager.

No one who reports bullying will be victimised and the report will be investigated promptly and fairly. Violence between workers / patrons will not be tolerated under any circumstances. Supervisors and Duty Managers are responsible for ensuring that no employee/ patron in the work place or venue is

bullied, threatened or physically hurt by other employees / patron whilst performing their employment duties.

## **27. CODE OF CONDUCT**

These Codes apply

1. To all staff, Directors, all members of Men's and Women's Bowling Clubs also legal and illegal visitors to Kingscliff Beach Bowling Club
2. To all persons representing the club at any function or event recognised by the Kingscliff Beach Bowling Club
3. All of the above persons who are within sight of, or a reasonable distance of the Kingscliff Beach Bowling Club

### **THESE CODES ARE:-**

The persons mentioned must

1. Act honestly, in good faith and in the best interests of the club as a whole
2. Have a duty to use care and diligence in fulfilling the functions of their office and exercising the powers attached to that office
3. Comply with all applicable Australian Laws
4. Comply with any reasonable direction given by someone who has the legal authority to give such direction
5. Treat everyone with respect and without harassment and discuss issues in a co-operative manner
6. Not allow personal interests or the interests of any associated person to conflict with the interests of the club
7. Declare any conflict of interest (pecuniary or non-pecuniary) and if necessary leave the room and play no part in any further discussion or vote on the issue relating to the conflict of interest
8. Understand their roles, responsibilities and reporting relationships between the Committee, Board and the Professional and attend all required meetings unless an apology has been submitted or leave of absence granted
9. Recognise that confidential information received in the exercise of his or her duties, remains the property of the Kingscliff Beach Bowls Club Ltd. And it is improper to disclose it or allow it to be disclosed, unless the disclosure has been authorised by The Kingscliff Beach Bowls Club Limited.
10. Not engage in conduct likely to bring discredit upon the Kingscliff Beach Bowls Club.
11. All persons have an obligation, at all times to comply with the spirit, as well as the letter of the law and within the principles of this code

12. All persons mentioned have the right to declare their concerns to the Board of the Kingscliff Beach Bowls Club limited, if they are of the opinion that any action or inaction is contrary to any law.

## **28. SMOKING POLICY**

From July 6, 2015 The Club has declared that all greens and surrounds will be “Smoke Free”. This policy is in full support of Bowls NSW and Bowls Australia’s “No” smoking policies during all pennants, State & District events and has been introduced in conjunction with the changes introduced by NSW Health.

This policy forms part of all “Conditions of play” for all bowls; social, tournaments, championships, pennants, State & District events.

Two Smoking areas have been provided and all smoking bowlers / spectators are required to smoke within these dedicated areas, penalties and disciplinary action may apply for failure to comply with this policy.

The Kingscliff Women’s Bowling Club, Kingscliff Mixed Bowls Club, Kingscliff Men’s Bowling Club and Kingscliff Bowls Club Ltd are responsible for the control and compliance of this policy. NSW Health can and will issue “Penalty” notices for any breaches of the Law and policies and the Club Ltd may take Disciplinary Action for continual failure to comply with this policy which may include “suspension” of Club Membership.

## **29. ALTERATION TO BY-LAWS**

Proposal of any alteration(s) and/or addition(s) to these By-Laws shall be submitted in writing to the Board of Kingscliff Bowls Club Limited. Final acceptance of any changes to the By-Laws is subject to the approval by the Board of Kingscliff Bowls Club Limited.