Buninyong Bowling Club

Incorporated

By-Laws

Version: 22 Sept 2025

GENERAL

1. The Club shall convene and hold an Annual General Meeting of its Members as soon as is practicable after 30th April each year, but not later than three (3) months after this date.
2. The Board shall determine the annual membership fees for members for each year. All members are required to become financial members as per the amount set by the Board excepting Life Members.
3. The Board reserves the right to approve and record the members of any and all committees and sub-committees.
4. All committees may have a floating balance (if required), at the Board's approval and all other monies go directly to the Club Treasurer.
5. Reports of all committee and sub-committee meetings are to be presented at Board level meetings.
6. As per the Club's constitution, the Board reserves the right to make alterations to these By-Laws at its discretion.

DELEGATES

7. The Board shall appoint two Delegates (or the President and Secretary as required) to represent the Club at meetings of higher-level bodies as required. Delegates shall provide reports to the Board.

STAFF

8. The Board shall have the power to appoint coaching, bar and administration staff as deemed necessary, including any contracts and remuneration as is deemed appropriate.
9. Coaches / staff are required to make themselves available to attend monthly Board meetings if so requested by the Board.

CLUB UNIFORM & COLOURS

10. The official playing uniforms of the Club shall be in the colours and design as determined by the Board after consultation with the Members.
11. The Club colours are bottle green and gold.
12. The Club uniform will be worn by all members who are competing in pennant competitions and the finals of all Club events as listed under Rule 31 of these By-Laws.
13. The Club uniform, as approved by Bowls Australia, will consist of:

    - Club approved uniform bowling shirt – male and female design, with the Club logo on the pocket, the year 1872 below the back collar and the club name across the back below it
    - bottle green trousers, track pants, shorts, or skirt
    - Club jacket, hoodie or vest or an approved bottle green or white jacket
    - Bowls Australia approved shoes and socks
    - Bowls Australia approved hat (with Club hatband if required) or Club cap or beanie.

14. Any Club off field and social clothing shall be of a type and design as determined by the Board but will maintain the Club's colours of bottle green and gold as its design base.

15. No advertising material or logos are to be displayed on any part of the Club uniform unless approved by the Board.

SELECTION COMMITTEES

16. Saturday and Tuesday sections will each have a Selection Committee consisting of five (5) members.

17. Selectors are elected at the Annual General Meeting and are eligible to serve a maximum of three (3) consecutive years.

18. In the absence of sufficient nominations, the Board may fill the vacancies at its discretion. Under this condition, the Board may re-appoint a selector to serve longer than three years. However, that selector must again step down the following year.

19. The Board will appoint a chairperson for both Selection Committees from the members elected or appointed.

20. Where possible, the membership of both committees will reflect gender representation.

21. Where possible, each division will have a representative on the Selection Committees.

22. The functions of the Selection Committee are to:

    - manage selection of the Club's Saturday and Tuesday pennant competition teams respectively, according to the Club's Selection Policy
    - appoint, train and resource team managers for each division
    - organise and manage pre-season practice games
    - coordinate the Club's pennant performance evaluation system, and to record and analyse the resulting data for both selection purposes and to improve individual and team bowling performance.

23. All financial Affiliated Members shall have the right to play and to be selected for pennant competition, but membership does not guarantee selection each match. Selection will be based upon form and ability and other guidelines as outlined in the Club's Selection Policy.

24. The President of the Club, if required, may act as an ex-officio selector in the absence of one of members of the Selection Committee.

MATCH COMMITTEES

25. Two Match Committees will be appointed to administer Club events and tournaments for the male and female sections of the Club respectively.

26. Match Committee members are elected at the Annual General Meeting.

27. Match Committees will consist of a minimum of three (3) and a maximum of five (5) members.

28. In the absence of sufficient nominations, the Board may fill the vacancies at its discretion.

29. A Tournament Director for each section will be appointed from the elected or appointed members of the Match Committees, or alternatively may be appointed by the Board as an extra member if required.

30. The functions of the Match Committee are to:

- organise and conduct Club championship events, including the coordination of entries, draws and schedules, the collection of entry fees and the advertising of these events to members
- determine Club members' individual handicaps as recommended by Bowls Victoria's *Handicap Guide* and *General Club Assistance Guide*
- organise, advertise, and coordinate the Club's tournaments.

CLUB EVENTS

31. The Ladies' and Men's Match Committees will run a ladies singles and men's singles championship respectively, then both Committees will nominate further Club competitions as they see fit, with the Board's approval.

32. Trophies will be awarded for the winners and runners-up in each event.

33. The entrance fee for Club competitions will be determined by the Match Committee and ratified by the Board.

34. When entries for Club championships have closed on the nominated date, the Match Committees will:

- create the draw for each event or competition
- determine the appointed date for the completion of each round
- place the draw sheets on the Club notice board.

35. Entry to Club events will be open to Club members as follows:

- Club Singles Championships – Affiliated Members, Life Members, Junior Members and Student Members.
- Novice Event – Affiliated Members, Life Members, Junior Members and Student Members who have not previously won a Club singles event at Buninyong Bowling Club, or any other Club, and who have played bowls for three (3) seasons or less.
- Minor Championship – Affiliated Members, Life Members, Junior Members and Student Members who are eligible under the handicapping guidelines as set by the Match Committee.
- All other Club events – Affiliated Members, Life Members, Dual Members, Unaffiliated Members, Junior Members and Student Members.

36. A competitor in any Club competition who fails to play in their draw on or before the appointed date, without a sufficient reason as accepted by the Match Committee, will forfeit the match and be ineligible to play further in that competition.

37. A player who is scheduled to play a Club game on one of Club's greens may practice on that green on that day providing they do not practice on the rink they are going to play on.

38. Players competing in the finals of all Club events shall wear the Club's pennant uniform.

39. All Club competitions will be, as far as possible, played in accordance with the existing rules of Bowls Australia.

40. Any protest or dispute regarding any Club competition must be submitted in writing to the Match Committee for adjudication within 24 hours of the dispute occurring.

41. Where the Match Committee cannot satisfactorily resolve any dispute regarding a Club championship, the matter may be referred to the Board (or delegated Board member/s) for mediation and / or resolution.

CLUB TOURNAMENTS

42. The Club will conduct the following annual tournaments:

- Open Triples Tournament
- Mixed triples Tournament
- Open Fours Tournament
- Ladies' Fours Tournament.

43. Tournaments will be conducted on dates as determined by the Board.

44. The Board shall have the right to allocate naming rights and sponsorship to the Club's tournaments as it sees fit.

45. All remaining aspects of Club tournaments will be organised and conducted by the relevant Match Committee and Tournament Director.

46. Entry to Club tournaments will be open to all bowlers who are affiliated with Bowls Victoria and higher, and any Unaffiliated Members of our Club.

47. All bowlers competing in the Club's tournaments will be required to wear Bowls Australia approved clothing.

LIQUOR LICENCE

48. As the Club is a sporting organisation, persons under the age of 18 years shall be admitted to the relevant membership categories of the Club, and in accordance with the Club's liquor licence, members and guests under the age of 18 may be allowed on the Club's premises but will not be served with alcohol.

49. The Club's By-Laws and trading rules preclude the payment of any amount to an officer or servant of the Club by way of commission, fee or allowance from the receipts of the Club for the sale and disposal of liquor.

50. The Club shall maintain on the premises a Guest Register containing the name and address of any guests and the date on which that guest visited the Club. All visitors and guests to the Club's licensed premises shall be signed in accordingly in the Guest Register.

51. As per the Club's constitution, any immediate family of an Affiliated Member, Dual member, Non-Affiliated Member or a Life Member are recognised as being honorary members when they are visiting or on the Club's licensed premises.

52. All players and officials of visiting clubs at home games shall be deemed Honorary Members of the Club on the day of that club's visit to the Buninyong Bowling Club and shall be noted in the Club's Guest Register accordingly.

53. The Club's By-Laws and trading rules must provide that a visitor to the Club must not be supplied with liquor in the Club premises unless they have been signed in as a guest in the

Club's Guest Register or is an Honorary Member of the Club, as per Rules 49 & 50 above and Rule 33 of the Club's constitution.

54. The Club is an accredited member of the Good Sports program and as such, all guidelines associated with the Responsible Serving of Alcohol will be adhered to.

APPLYING FOR MEMBERSHIP OF THE CLUB

55: All new and returning members nominating for membership of the Club should be assessed according to the following process:

- The nomination form is filled in properly, dated, and signed.
- The nomination is then presented to the Board for discussion.
- Following the Board discussion, the nomination form is displayed on the Club's noticeboard for a minimum of seven days and circulated to all members via email during this time. Existing members have the opportunity to provide feedback.
- The applicant may be contacted and interviewed by two Board members.
- The form is processed at the next Board meeting.
- The applicant is sent a letter of acceptance or denial.
- The accepted applicant pays the appropriate fee.
- The person's membership is processed, and membership card and fob given.
- The transfer process is completed/initiated if required.

LIFE MEMBERSHIP

56. Life Membership is the highest award available to recognise the distinguished contribution of individuals to the Club. It is therefore only to be awarded in exceptional circumstances. The following guidelines have been developed to complement the Life Membership Rules set out in the *BBC Incorporated Constitution* (see Rules 23 – 29).

57. To assist the Board's decision-making process, nominations should meet the award criteria as set out below:

- The nominee's length of service to the Club shall be at least 10 consecutive years playing competitive bowls with the BBC.
- The nominee's length of service to the Club as a volunteer shall be at least 10 years (e.g., committees/Board/gardening/green-keeping, administration).
- The general attitude and overall demeanor of the nominee reflects a dedication to the values of the Club.
- The nominee will have demonstrated a commitment to the principals of fair play and excellent sportsmanship.
- The nominee will have been an outstanding role model providing leadership to all members in general.
- The nominee's service must reflect favourably on, and brought credit to, the Club.

58. Achieving the minimum criteria does not in any way automatically guarantee the award of Life Membership.