Buninyong Bowling Club Inc.

# New Members' Information Booklet (2026-27)

# 1. WELCOME

On behalf of all members of the Buninyong Bowling Club (BBC), the Board would like to extend a warm welcome to you and hope that you have many happy years as an active member of our Club. This booklet is designed for the information and guidance of new bowlers, but hopefully contains something for all members, new and old.

# 2. GENERAL INFORMATION

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|---|---|
| **Address:** | 705 Inglis St, Buninyong. 3357 |
| **Phone:** | Landline: (03) 5341 3577 |
| **Email:** | buninbc@gmail.com |
| **Website:** | www.buninyongbowlingclub.com.au |
| **Governing State body:** | Bowls Victoria |
| **Governing bowls region:** | Ballarat Highlands Bowls Region |

# 3. GOVERNANACE

## 3.1 Board of Management

| | | | |
|---|---|---|---|
| **President:** | Sandra Chapman: | 0427 808 263 | Email: keandra@bigpond.com |
| **Vice President:** | Wayne Morgan: | 0419 595 610 | Email: morgs5411@gmail.com |
| **Secretary:** | Lyn Treweek: | 0438 773 710 | Email: buninbc@gmail.com |
| **Treasurer:** | Sue Simmonds | 0418 427 366 | Email: simmsue@aapt.net.au |

**Board Directors:** Julie Worrall, Julie Lane, Graeme Nicholson, Norman Hand, Tim Simpson, Julie Pobjoy

## 3.2 Strategic Planning Subcommittees

The Club has recently finalised and approved a new Strategic Plan – it can be found on the BBC website (on the Governance page). There are five subcommittees that have emerged to oversee the implementation of the Plan. Talk to Sandra Chapman or Lyn Treweek if you would like to join one of these committees.

- **Governance & Finance**
- **Bowling / Player Development**
- **Infrastructure & Greens**
- **Volunteerism and Community Engagement**
- **Recruitment and Membership**

## 3.3 Pennant Selection Committees

The Club competes in two totally separate pennant competitions: Saturday and Tuesday pennant. In 2025-26, we had four divisions in Saturday pennant and five in Tuesday pennant (see Section 5.1 for more details). There is a separate selection committee for each pennant competition. Selectors are elected by Club members at the Club's Annual General Meeting. Selectors are responsible for all selection decisions. These decisions must be based on the Club's goals and the selection criteria in an impartial and non-discriminatory manner.

The Club will have a 2026-27 Selection Policy available before the start of the season, and this can be found on the Club's website (on the Governance page). All bowlers must make themselves familiar with this important policy.

The members of the 2026-27 Selection Committees are listed below.

| Saturday Pennant Selection Committee: | Tuesday Pennant Selection Committee: |
|---|---|
| • Brett Innes<br>• Wayne Morgan<br>• Ken Sargeant<br>• Keith Chapman<br>• Narelle Smith | • Sue Simmonds<br>• Barbara Voigt (Chair 0407 048 159)<br>• Carol Kuchel<br>• Rhonda Woodrow<br>• Yvonne Gamble |

### 3.4 Match Committees

The Club has two match committees:

- The ***Men's Match Committee*** oversees all the Club competitions and tournaments that pertain to the male members of the Club.
- Likewise, the ***Ladies' Match Committee*** oversees all the Club competitions and tournaments that pertain to the female members of the Club.

For more information on Club games see Section 5.2. For more information on the tournaments run by the Club, see Section 5.3. Members of the 2026-27 Match Committees are listed below:

| Men's Match Committee: | Ladies' Match Committee: |
|---|---|
| • Wayne Morgan<br>• Norm Hand<br>• John Beames<br>• Chris Kruger<br>• Doug Worrall (also Tournament Director) | • Sandra Chapman (also Tournament Director)<br>• Lyn Treweek<br>• Julie Lane<br>• Margaret Sultana<br>• Jan Forsyth |

### 3.5 Coordinator positions

| | | |
|---|---|---|
| Bar Manager: | Julie Lane | 0426 785 014 |
| Bar stock ordering/management | Chris Kruger | |
| Catering Coordinator: | Marita Beames | 0427 808 263 |
| Clubroom/Facility Bookings: | Julie Lane | 0426 785 014 |
| Corporate Bowls: | Sue Simmonds | 0418 427 366 |
| Greenkeeper/Greens Maintenance: | Graeme Nicholson | 0419 303 141 |
| Groundskeeping: | Ross Pilkington | 0419 300 054 |
| Clothing and Merchandise: | Wayne Morgan | 0419 595 610 |
| Website Coordinator: | Allan Donelly | 0400 418 395 |
| Member Protection Information Officer (MPIO) | To be determined | |
| MPIO backup | To be determined | |

## 4. MEMBERSHIP FEES

Several categories of membership are available with varying fees for each category. The club offers the following membership types for 2026/27:

- Full (affiliated) adult membership - $185 (allows you to play pennant competition)
- Dual membership - $95
- Unaffiliated membership (cannot play pennant competition) - $90
- Student Membership - $45
- Junior membership - $45
- Social membership - $40

Membership fees are set at the Annual General Meeting each year and are payable annually in advance of each season and may be paid directly to the Treasurer or by direct debit. If you are intending to play pennant, you must be a full financial member prior to playing your first pennant game.

## 5. NOMINATION FORM APPROVAL PROCESS

Once you have given your signed BBC Nomination form to the Secretary, it needs to go through an approval process. This involves the following:

- Checking that the nomination form is filled in properly, dated, and signed.
- Initial approval from the Board for the nomination form to be processed.
- 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.

<u>You cannot become a member of the BBC until you have been approved by the Board.</u> Memberships fees should not be paid until this happens.

## 6. CLUB FACILITIES

### 6.1 Greens

The Club has two greens:
- an 8-rink grass green generally open from September to April, and
- a brand new synthetic (Tiger Turf) green open seven days a week.

As a member you are entitled to use the greens for practice at any time other than:
- when official games such as pennant games and tournaments are being played
- before 11.00 am each day (to allow greens staff to prepare the surface)
- if the greens are closed by the Greens Director, greenkeeper, or other Club official.

It is likely that main clubhouse green will be closed on Sundays for deep watering. Please consult with the Greens Director (Graeme Nicholson) for further information on this matter.

### 5.2 Bar and clubhouse facilities

The bar and clubhouse facilities are open to members and their guests during the bowls season on practice nights and also on Saturdays. The usual opening times are:

- Wednesdays from 4.00 pm to approximately 8.30 pm
- Fridays from 4.00 pm to approximately 8.30 pm, and
- Saturdays from 12.30 pm to approximately 8.30 pm (in pennant season).

Members playing away are encouraged to return to the Club after their game to enjoy the company of other members and reflect on the day's play – and hopefully to celebrate a win.

During the non-bowling season, the clubhouse and bar are open for members and their guests on Fridays from 4.00 pm to approximately 8.30 pm. Please note: Bar closing times are dependent upon the number of members present.

### 5.3 Clubhouse security

The clubrooms have an alarm system monitored by Sectrol Security, and both external and internal cameras which are connected to a computerised recording system.

Each member is given a fob that permits access to the clubrooms out-of-hours. There is a special reader mounted on the external wall next to the door that faces the main green. Just tap the fob on this device and the door will unlock automatically. This process will not give you access to the main part of the clubhouse, but will give you access to the foyer, notice boards, toilets and main storage room where the mats and jacks and other equipment is stored. Some bowlers leave their bowls bags and other equipment in this room. Please make sure you close the external door when you leave.

If you require access to other parts of the clubrooms, please contact the Club's Secretary (Lyn Treweek), or another club official who can disarm the alarm and unlock the main internal door.

### 5.4 Club facilities for hire

The Club facilities are available for hire to both members and the general public. It is a great facility for weddings, parties, funerals, wakes, meetings, etc. Members get a discounted rate. Go to the Club's website for more information (click Club room hire link).

## 7. PENNANT

### 7.1 Saturday and Tuesday pennant

Pennant is the main competition offered by the Club. To play pennant you need to be a full (affiliated) member. They are open competitions, that is, both men and women play in both competitions. As mentioned previously, there are two separate pennant competitions:

- **Saturday pennant** is a graded competition starting with Division 1 and going through to Division 9.

  Details:

  - 18 rounds (Round 1 likely to start on the first Saturday in October)
  - Finals commence in early March 2027
  - Roll up = 1.00 pm and start time = 1.15 pm (yet to be finalised)
  - Break at 2.45 pm for 30 minutes (yet to be finalised).

  The teams for Saturday pennant are yet to be determined; however, they are likely to be:

  - Division 1 (4 rinks per team for a total of 16 players)
  - Division 4 (4 rinks per team for a total of 16 players)
  - Division 5 (4 rinks per team for a total of 16 players)
  - Division 7 (3 rinks per team for a total of 16 players) (TBD)

- **Tuesday pennant** is a graded competition starting with Division 1 and going through to Division 5.

  Details:

  - 18 rounds (Round 1 is likely to start late September or early September)
  - Finals commence usually late February
  - Roll up = 10.15 am and start time = 10.30 am (yet to be finalised)
  - Break at 11.45 pm for 30 minutes (yet to be finalised).

The teams for Tuesday pennant are yet to be determined; however, they are likely to be:

- Division 1 (3 rinks per team for a total of 12 players)
- Division 2 (3 rinks per team for a total of 12 players)
- Division 4 (3 rinks per team for a total of 12 players)
- Division 5 (3 rinks per team for a total of 12 players)
- Division 6 (2 rinks per team for a total of 8 players).
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Green Fees are payable for each pennant game you play and are paid on the day. This fee, like the annual membership fees, is set at the Annual General Meeting. Green fees are to be retained at $10.00 for the 2026-27 season.

## 7.2 Pennant selection

- All players are asked to read and ensure they understand the Club's Selection Policy. This policy is emailed to all members and is available on the Club's website at https://buninyongbowlingclub.com.au/governance

- The Saturday Pennant selection committee (5 members) meets on Wednesdays and the teams are posted on the Club noticeboard that evening. Teams are also emailed to members, posted in Bowlslink, and put in the Ballarat Courier.

- If you are unavailable on a particular Saturday, please place your name under the appropriate date on the Unavailability Sheet on the Club noticeboard. (Please do this as soon as you know that you will be unavailable – no matter how many weeks in advance it might be).

- If you have any queries/issues regarding your **own** selection, please book a time to meet with the selection committee as per the Selection Policy or see a Player Advocate. Individual selectors should never be approached regarding your selection inquiries without an appointment.

- Please remember that selection is a very difficult task and that our selectors are important volunteers who are trying to select the best teams for the overall success of our club. It is not possible to please all players all the time and there will always be valid reasons for selections, so please make an effort to communicate with the selectors rather than criticising them.

## 7.3 Game day procedures

- If your team is playing Away, team members generally car-pool and travel together. Players meet at the clubrooms (meeting times are included with the team sheets) and leave from there.

- If you wish to travel directly to a game, please put your name on the Travel Direct list in the clubrooms, so that Side Managers will know who has already gone.

- Each team has a Side Manager, whose responsibility it is to make sure all players are present, organise what rinks each team plays on, toss to see which team bowls first (usually termed 'who gets the mat') and manage team sheets, green fee collection and results.

- Green fees are collected in each rink by the Second.

## 7.4 Game play

- Matches may be played over 21 ends. The conditions of play are advertised before the start of the season (these can be found on the Ballarat Highland Bowls Region website).

- Each bowler bowls two bowls (alternating with their opposition player), in order, that is, Lead, Second, Third, Skipper.

- Before the actual match starts, there is a two-end practice session, commonly called a ‘roll-up’. This is conducted in the same order that the match will be played and allows bowlers to assess the speed of the green, the wind and any other conditions that may be relevant.

- The team whose turn it is to bowl first is said to ‘have the mat’.

- If you are the Lead bowler in your team, it is your job to position the mat and roll the kitty down before you bowl your first bowl.

- When you are not actually bowling, it is recommended to move back and stand on the bank to watch, not remain on the green.

- Your Skipper will instruct you as to what he / she wants you to bowl (or at least try to bowl).

- After the first three bowlers have bowled both their bowls, players swap ends and the two Skippers bowl their two bowls.

- When the Skippers are bowling, only the 3rd players remain on the green at the head (where all the bowls are), and they will instruct the Skippers as to the current situation and what they want the Skippers to do.

- After all bowls have been bowled, the two 3rds will look at all the bowls (called the ‘head’) and agree on which bowls are closest, including measuring if needed, and then communicate the score to the 2nds who keep the scorecard and also change the scoreboard (only 3rds measure – other bowlers are to remain off the green while measuring is being done). If the 3rds cannot agree, they will call for an umpire.

- Scores are kept according to which team’s bowls are nearest to the kitty (also called the jack or cat). The team with the closest bowl to the kitty has the ‘shot’ bowl. One shot is awarded for every bowl that is closer to the kitty than the opposition’s closest bowl.

- After the score has been called by the 3rds, players (with the exception of the lead from the side who has won the end) collect the bowls. In order to keep the game moving the lead from side who won the end should collect and place the mat in readiness for the next end to proceed when all bowls are behind the mat.

- At the end of the match, when all rinks have completed the required number of ends, the total ‘shots up’ are added up for both teams and the winning team is the team with the highest number of shots.

- Ten (10) points are awarded to the winning team and two (2) points for each rink won, so the maximum possible score is eighteen (18) points (in a 4-rink match).

## 8. OTHER BOWLING ACTIVITIES OFFERED BY CLUB

The Club offers a large range of bowling activities other than pennant for both new and experienced bowlers.

### 8.1 Club games

Club games are internal competitions, that is, members of the Club play each other in selected competitions. The competitions available to men are as follows:

- Men’s Singles Championship
- Men’s Pairs Championship
- Men’s President’s Handicap

- Men's Two-Bowls Event
- Men's Minor Championship

The competitions available to female members are:

- Ladies' Singles Championship
- Ladies Pairs Championship
- Ladies President's Handicap
- Ladies 100-Up Event

The two match committees (discussed in Section 3.4) put a call out for members to play in these competitions around September each year. If you intend to enter, you simply fill out an entry form and pay a fee (usually $5.00) for each competition you play in.

Please note: The winners of the Club's singles championships go on to play in the regional Champion of Champions Singles competition (see the BHBR Champions webpage for further information).

## 8.2 Club tournaments

The Club has four tournaments each year.

- Open Triples Tournament – usually run about November each year
- Open Fours Tournament – usually run about February each year
- Ladies Irish Fours Tournament (for women only) – usually run mid-March (near St Patrick's Day)
- Mixed Triples Tournament (includes men and lady bowlers) – usually run about April each year.

The Men's Match Committee oversee the first three tournaments while the Ladies Match Committee organises the Irish Fours tournament. Usually, a call out for teams a month before each tournament. If you would be interested in playing in any of these tournaments, but not confident in asking others to form a team, talk to someone from the respective match committee and they will chase a team for you.

## 8.3 Social bowls

Social bowls provides the opportunity for community members (usually non-bowlers) to learn about how to play bowls in a fun non-competitive environment. Usually, the Club provides a BBQ and coaching staff make themselves available to aid. The Club will get in touch with members and the community when the social bowls days and dates have been finalised.

## 8.4 Corporate Cup

The Corporate Cup is run for six weeks in February/March year on Thursdays starting at 6.00pm. About 24 teams compete each year. It is a very popular event, and teams are booked well in advance. The event is essentially for non-bowlers, however experienced bowlers help supervise teams if required. Members are asked to help run the event, for example, setting up, operating the BBQ, selling tickets, or working behind the bar.

## 8.5 Practice sessions

Official practice times are:

- Wednesday afternoon from 3.00 pm onwards (or earlier if you would like), and
- Friday afternoon from approx. 3.00 pm onwards (or earlier if you would like).

Also note informal practice usually starts early in June or July on Tuesdays at 10am. In 2026-27, these practice sessions will be conducted on the new BBC synthetic green. Should rain be forecast on these days, practice will shift to the green under the dome at Sebastopol Bowling Club. The usual cost for non-SBC members is $5 (for green fees). Purposeful practice will commence mid-July and will be organised by the

Club's coaches. New bowlers are welcome to attend these sessions and receive coaching if required. Practice games against other clubs are also organised throughout September.

## 8.6 Coaching sessions

The Club has several members who are accredited coaches. If you would like individual coaching contact one of the following coaches:

- Keith Chapman - 0477 457 658
- Wayne Morgan - 0419 595 610
- Allan Donelly – 0440 418 395

Group coaching sessions will also be conducted throughout the season. The sessions will focus on skills, strategies, and team roles, with practice activities to follow the teaching session. Times for group coaching sessions will be advertised.

## 8.7 Regional competitions

Members of the Club can participate in all regional (BHBR) competitions except the Champion of Champions Singles event (you need to have won the Club's singles championship to compete in this event). Options include:

- Mixed pairs
- Men's fours
- Women's fours
- Men's triples
- Women's triples
- Men's pairs
- Women's pairs
- Men's singles
- Women's Singles
- Over 60 Men's Singles
- Over 60 Women's Singles
- Over 60 Men's Pairs
- Over 60 Women's Pairs
- Men's Champion of Champions Singles (for club champions only)
- Women's Champion of Champions Singles (for club champions only)

To enter these events, you need to register via Bowlslink. A Bowlslink ID is required to enter all regional events with payment by credit card made at time of entry. For more information go to the BHBR Championships webpage.

## 8.8 Umpires/markers

Umpires officiate at important games, rule on matters of law if the team skippers disagree, measure bowls when the Thirds call for a decision, and ensure that the laws of the game are observed by all players. Official umpires are members who have completed the umpires' course.

Markers are used in singles games to keep the score card, set the jack and indicate information pertaining to the head when asked by players.

Players may nominate via the Club Secretary to complete the umpire and/or markers course. Members may also be asked to 'mark' a club competition match for members. The Club runs a 'Marking' instruction session early in the season.

## 9. UNIFORMS

Club uniform must be worn for all pennant games and also for Club championship finals. The Club uniform consists of:

- Club shirt (see image right - available through the Club)
- Bottle green trousers or shorts
- White socks
- Bowls approved shoes
- Club jacket/vest (optional – available through the Club)
- Hat (with approved hatband – available through the Club), cap, or beanie (optional).

Approved bowls attire (with the Bowls Australia emblem) must be worn for all tournament events, but this does not necessarily have to be your Buninyong Bowling Club uniform. Many players wear different club or 'tournament' shirts and clothing.

All visible bowls attire must have the Bowls Australia emblem. It is also recommended that all players wear a name tag. These can be ordered through the club Secretary. All items listed above (other than those available from the Club) are available at the Ballarat Bowls Shop

## 10. HEALTH AND SAFETY

### 10.1 Health and safety while playing bowls

While lawn bowls is hardly regarded as a dangerous game, there is still the need to be careful around the greens.

Please be aware of the step down from the bank to the green as this drop can sometimes catch you unaware. Also on the bank are jack markers, number discs and rink boundary markers. On the green, bowls are scattered around the head or the mat. A good idea to remember is to never walk backwards on the green. Not only might you trip over something, but you might also knock a bowl out of position.

Also, for the health and safety of our members, and for legal reasons, please remember **smoking** is only permitted in designated areas, and the consumption of **alcohol** is not permitted on the green.

### 10.2 Members' protection

The Club has a number of important policies and procedures that all members are expected to adhere to. These are in place to protect the health, wellbeing, and safety of all members. All the following documents can be found on the Club's governance webpage. We urge you to read these when you get a moment:

- Members Code of Conduct
- Member Protection Policy
- Member Protection Procedures
- BBC Alcohol Management Policy
- BBC Safe Transport Policy
- BBC Smoke Free Policy
- BBC Illegal Drugs Policy
- BBC Childsafe Code of Conduct
- BBC Childsafe Policy
- BBC Facility Hiring Policy
- BBC Licensed Premises
- BBC Bowls Etiquette Policy.

Please note as part of Member Protection Policy, we have two Member Protection Information Officers (MPIO). The MPIO is the first point of contact for a person reporting a complaint under, or a breach of, the Club's Member Protection Policy (e.g., in cases of discrimination, abuse, bullying, harassment, etc.).

- The primary MPIO for 2024-25 is yet to be determined
- The backup MPIO is yet to be determined.

## 11. ETIQUETTE

Bowls etiquette can be defined as the unwritten laws of sportsmanship, courtesy and respect that make the game more enjoyable to all who are taking part in the game including players and spectators. Friendly and sporting acts towards team-mates and opponents should be appreciated and reciprocated. We should all approach our bowls with enthusiasm, friendliness, and tolerance.

Please remember that our bowling greens are precious and at times delicate. The wearing of flat soled bowling shoes plays a big part in keeping our greens in good condition and are the only shoes that should be worn. Shoes with rippled soles or heels should never be worn on the greens.

Some examples of etiquette are:

- Never clap a bad bowl from your opponent or express delight that they have missed their shot.
- Always stand well back from the mat when your opponent is bowling.
- When changing ends, avoid straying onto the neighbouring rinks – walk within your own rink boundaries.
- The control of the mat lies with the bowler on the mat from the time of delivery until their bowl comes to rest.
- Remain aware of what is happening in the game and be ready for when it is your turn to bowl.
- It is the usual custom to offer your direct opponent a drink after the game.
- Always be punctual for a match.

## 12. VOLUNTEERING AT YOUR CLUB

To enable the Club to function and to keep fees as affordable as possible, we rely on the generosity of our members to volunteer for at least one of the various volunteering opportunities available throughout the year. It could be helping at the bar or preparing food on Friday nights, attending working bees, assisting with catering efforts or other Club roles. Remember many hands make light work. If you could help us out with any of these or other activities, contact the President or Secretary for further information.

## 13. CONCLUSION

It is our wish that your time at Buninyong Bowling Club will be a very pleasant experience. If you have any concerns, please raise it with a Board member so that it can be addressed in a timely and appropriate manner.

Lawn bowls is one of those games where members can participate in a fun and friendly environment with like-minded folk.

Enjoy the game and the fellowship that the club can provide.

**Welcome to Buninyong!**