

CITY OF GEELONG BOWLS CLUB INC.

*** BY LAWS***

Must conform with the Club Rules and Regulations Dated 9/9/2018

- **CONSTITUTION – (CLUB RULES) of COGBC dated 16 March 2015**
- **GEELONG BOWLS REGION**
- **BOWLS VICTORIA**
- **BOWLS AUSTRALIA**
- **WORLD BOWLS**

The by-laws are supplementary to the club rules and may be amended or rescinded by the Board.

Board Directors:

1. The Board will be elected in accordance with 17.2 of the constitution.

Committees

1. Committees are established in accordance with the Constitution under rules 22.1 to 22.4
2. All positions Vacant will be advertised for nomination and voted on (If required) prior to the Annual General Meeting and subsequently approved and announced by the Board.
3. Each Committee shall appoint a chairperson who will hold office until the next Annual General Meeting.
4. Should a vacancy occur, the Committee may nominate to the board for appointment a member to serve until the next Annual General Meeting.
5. Each committee shall meet as required for the transaction of its business and activities.
6. Within 7 Days of a Committee Meeting being held a copy of the Minutes and any Supporting Documents are to be sent to the Club Secretary

Bowls events

All tournament and non-affiliated bowls events shall be run on the basis that of the entry fees at least 40% are allocated to operating costs and 20% to greens replacement. The remainder may be allocated to prize money.

1. Membership

The membership year will be July 1st to June 30th for all categories of members.

Application for membership shall be by way of a nomination form to the board of directors. Only full members may nominate or second applications for membership in any category of the club.

(a) Full Members (Affiliated Member) - constitution 6.2(a)

On payment of the membership fees of the club, shall be entitled to all the privileges of the club.

A person over eighteen (18) years of age may be accepted as a full member of the club subject to Board approval.

Only full members are entitled to vote and hold office at the club and have voting rights.

(b) Life Members - constitution 6.2(b)

A member who has rendered special services to the club, on the unanimous recommendation of the board and on receiving the votes of at least three quarters of the members present at a special or annual general meeting of the club be elected a Life Member and be entitled to all the privileges of a full member of the club without the requirement to pay any membership fee.

(c) Veteran Members. - constitution 6.2(c)

Veteran Members will have attained the age of seventy (70) years.

On payment of the membership fees of the club, shall be entitled to all the privileges of the club.

(d) Super Veteran Members – constitution 6.2(i)

Super Veteran members will have attained the age of 80 years.

On payment of the membership fees of the club, shall be entitled to all the privileges of the club.

(e) Junior Members - constitution 6.2(d)

Any person of not more than eighteen (18) years who is nominated, seconded, and approved as a member of the club will be classified as a Junior Member.

(f) Student Members - constitution 6.2(e)

Any person over the age of eighteen (18) years who is engaged in full time studies may on application to the Board be granted Student Membership and shall have the same rights as a Full Member.

(g) **Social Members - constitution 6.2(f)**

Any person over the age of eighteen (18) years may apply for Social Membership of the Club.

Social members shall be entitled to all the privileges of the club other than to hold office or vote. Social members may only take part in bowling activities if the appropriate green fee has been paid.

(h) **Honorary Members - constitution 6.2(g)**

Honorary Members have no voting rights and cannot hold office.

(Visiting bowlers and social groups at organised functions, bingo players, Geelong Bowls Region (GBR) executives and attendees at all meetings organised by GBR are deemed Honorary Members whilst attending the premises.)

(i) **Dual Members - constitution 6.2(h)**

Dual members shall be entitled to all the privileges of the Club other than holding office and voting.

(j) **Special Members - constitution 6.2(i)**

Public officials, civic or parliamentary dignitaries may be elected special members of the club by the Board on such conditions and such period as the Board may determine.

Special members shall not be eligible to hold office or vote at any meeting of the club nor to participate in official bowls fixtures but shall be entitled to use the club house facilities without restriction.

There shall not be more than five (5) special members of the club.

(k) **Honorary Social Members – constitution 6.2(i)**

On application to, or by appointment of the board any member who is incapacitated and has difficulty attending the clubrooms may be granted Honorary Social Membership to ensure they can retain their association with the club. Honorary Social Members can enjoy all the privileges of the club other than holding office or voting at meetings.

2. Membership Fees

Membership fees will be set at the Annual general meeting and will be payable by 31st August yearly or such time as the Board may agree if approached for dispensation by an individual.

3. Board

The affairs of COGBC shall be administered by a Board of up to eleven persons. Nine elected and two appointed. (Refer rule 17)

Four (4) Executive positions will be filled by specific nomination and member vote and a pool of five (5) Non-Executive by member vote and portfolio allocation.

Executive Directors (4)

(i) Chairman:

Responsibilities and Duties

- Chair Committee meetings ensuring that they are run efficiently and effectively.
- Act as a signatory for the Club in all legal purposes and financial purposes.
- Regularly focus the Committee's attention on matters of Club.
- Periodically consult with Committee members on their roles, to see how they are going and help them to optimise their contributions.
- Work with the Committee to ensure:
 1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- Serve as a spokesperson for the Club when required.
- Communicate regularly and systematically with the Presidents of the member Clubs, the GBR, Bowls Victoria and Bowls Australia.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.
- Attend finals matches for Club Championships, Pennant and GBR Events.
- Represent the club by attending funerals of deceased members.
- Support fellow Board Directors when required.

Club Captain: (If Applicable)

Responsibilities and Duties

- Is appointed as the Clubs Highest Div. Delegate and attends such meetings.
- Organise Pre-Season Practice Games / Training.
- Organise During Season Structure (Training – Event Nights).
- Prepare Post Season (SWAT) Analysis.
- Be the link between the players and club administration.
- Attend the First 5 Min of the Board Meeting. (Communication) .
- Be the on-field leader and play a significant role in building a successful club culture.
- Be the link between the players and club administration.
- Contribute to the development of the club by providing advice and guidance to players and by advising the board from a player's perspective.
- Assist with the recruitment and retention of players.
- Welcome new members into the club and maintain contact with existing members.
- Chair selection committee meetings.
- Be a positive role model for all members of the club.
- The Player will play where selected in all matches for The Club.
- The Player will perform promotional duties for The Club when required.
- The Player will actively promote The Club when playing at other venues and dealing with any media.
- The Player will adhere to The Club code of ethics.
- The Player will act in a manner of good sportsmanship.

Recruitment Officer:

Responsibilities and Duties

- The appointee will be required to report on activities of the position and inform of upcoming duties to be performed.
- Prepare and maintain contact databases for all primary and secondary schools as well as relevant community groups.
- Prepare and maintain a database of all enquiries and expressions of interest.
- Prepare and submit advertising to relevant publications and web pages.
- Contact schools and community groups regarding possible promotion opportunities such as fetes, festivals etc.
- Prepare, print and distribute flyers as required.
- Source new avenues for promotion and suggest new strategies.
- Contact and meet with relevant community members to promote projects.
- Follow up on all general enquiries from the previous season.
- Liaise with the Club Capitan regarding new player club allocations.

(ii) Deputy Chairman

Responsibilities and Duties

- In the event of the Chairman being unable to fulfil his/her duties to step into that role.
- In the absence of the Chairman, chair Board meetings ensuring that they are run efficiently and effectively.
- Be an alternate signatory for the Club for legal purposes and financial purposes.
- Assist the Chairman in deciding which matters are dealt with by the Executive, the full Board and delegated Committees.
- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Board, and enacted as required.
- Head the Finance Committee.
- Represent the Club at meetings and forums as agreed with by the Chairperson.
- Other duties as nominated by the Chairman and/or Board.

Finance Officer:

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Grants Officer:

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(iii) Secretary

Responsibilities and Duties

- Notify Consumer Affairs of the Secretary appointment or a change of the Secretary's details.
- Notify Consumer Affairs of a change of the association's registered address by lodging a Change of Association Details form. No fee is required.
- Within 1 month after the annual general meeting, lodge an Annual Statement and other required financial documents with the prescribed fee.
 - 3.1 Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement.
- Apply to Consumer Affairs for approval to alter your rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.
- Set Date for AGM advertise positions becoming Vacant, notify all eligible members via means as set out in Clubs Constitution within specified Timeframes.

Additional Responsibilities

- Apply to the Registrar for approval of a name change within 1 month after passing a special resolution. An Application for Change of Association Name must be lodged with the prescribed fee.
- Notify the Consumer Affairs of a special resolution in relation to wind up and distribution of the assets of the association.
- www.consumer.vic.gov.au for forms and details of fees etc.

Administrative roles include:

- Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so.
- Develop meeting agendas in consultation with other Committee members and distribute prior to the meeting.
- Be familiar with all current Club documents.
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements and ensuring that the signed copy is maintained.
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
- Ensure that official records are maintained of members of the Club and Committee. He/she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes, Maintain committee and club records, Provide an up-to-date copy of the Constitution and By-laws at all meetings.

- Ensure that proper notification is given of Committee and Club meetings as specified in the rules.
- Manage the general correspondence of the Committee except for such correspondence assigned to others.
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders.
- Provide a summary of Committee Minutes for distribution to all Club members via website and/or notice boards.
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.
- The Secretary is responsible for Updating the Good Sports Data annually.
Update Club Rules as Required Each Year.

Club Bookings Officer

Responsibilities and Duties

- Create an online bookings calendar for all Barefoot Bowls and club events to ensure they are no clashes.
- Electronically create Barefoot Bowls events on the club computer system.
- Collect all monies regarding bookings.
- Receipt all monies collected, copy to booking party.
- Hand all monies to the Treasurer with copy of receipt.
- Create a bookings folder which will remain in the Club Office.
- Electronically create the above onto our computer system.
- Liaise with all parties that have booked prior to event.
- Seek feedback from party's post event.
- Monthly written report to the Secretary.
- Make sure all responsible areas are aware of the booking requirements
 - Pekish Catering manager if food is required
 - Cooking the BBQ
 - Barefoot bowls assistants.
 - Bowls to be put out etc.

Welfare Officer

- The Welfare Officer is to inform members of the Unwell and Maintain the Sick List.
- Contacting members who may need assistance or care.
- Organising newspaper arrangements for Bereavements and other significant occasions.
- Visiting Members in hospital or Nursing homes etc.
- Organising Payment plans or alternatives during Times of Members hardship.
- Point of contact for Members seeking assistance.

Membership Officer

- Preparation of spreadsheets recording information for each member gathered from application forms.
- Preparation of lists of new members, both social and playing members, to be submitted to the board prior to each monthly board meeting.

- Preparation and distribution of Welcome letters to new members who are approved by the board.
- Recording of new members on the Pekish computer system.
- Preparation and printing of Membership Cards for all club members.

(iv) Treasurer

Responsibilities and Duties

Work closely with the

- Food and Beverage Operator.
- Bar Manager (If No Food and Beverage Operator).
- Provide advice to the Board in their management of the Club finances.
- Administer all financial affairs of the Club.
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Board for approval.
- Provide financial data and projections to support the club's strategic planning.
- Ensure development and Board review of financial policies and procedures.
- Prepare financial accounts for an annual audit, and provide the auditor with information as required.
- Receipt of all incoming monies.
- Bank all monies received.
- Pay all accounts.
- Maintain accurate records of all income and expenditure.
- Ensure that all receipts and payments concur with bank deposits and withdrawals.
- Monthly financial reports (including Finance Report, Balance Sheet, Yearly and Monthly Profit and Loss Statements and payments to be authorised) – present at monthly Board meeting.
- Arrange and dispatch invoices for periodical payment.
- Issue yearly or ½ yearly membership fee.
- Keep accurate record of all membership payments.
- Be a signatory on Club account.
- Prepare an annual financial report.

Bar Manager – (If Required)

The Bar Managers Role will be Advertised for Interested Parties and Appointed by the Board.

Responsibilities and Duties

- Create Rosters.
- Ensure all statutory requirements are met.
- Ensure all bar staff are RSA trained.
- Keep daily records of till takings.
- Manage and purchase stock.
- Provide regular sales reports to the treasurer.
- Monthly Stock take and a Written report to the Board.

Catering Officer - (If Required)

Chairperson will form their own catering committee to provide the catering necessary for Bowls associated days.

Each committee member shall hold office until the next Annual General Meeting after appointment.

Responsibilities and Duties

- Organise catering as required.
- Make sure gas bottles are filled and BBQ cleaned.
- Receipt all monies collected and pay accounts as arranged with the treasurer.
- Hand all monies to the Treasurer with receipts of purchases.
- Chair catering committee meetings.
- Monthly written report to the Treasurer.

Catering Chairperson will also be a member of the tournament committee and attend tournament committee meetings to be involved and understand the catering appropriate and what will be required. This liaison is critical to the successful running of tournaments and to ensure the club can progress forward.

Club Provider would be an integral part of this committee

NON-EXECUTIVE DIRECTORS (Up To 5) Refer Constitution 17.2 (a) (v)

(v) Facility Director

The role of the Facility Director is to oversee the business of the Maintenance, Greens and Garden's

Responsibilities and Duties

Work closely with the

- Garden Officer.
- Greens Director.
- Maintenance Officer.
- Develop and maintain a prioritised list of facility maintenance tasks needing to be done for display and sign up/recruiting purposes.
- Provide to the Board on a monthly basis a listing of items of a maintenance nature for prioritising and approval re rectification.

- Provide reports to the Board of planning requirements for future Capital Expenditures to ensure that the Club remains viable.
- Maintain a list of member skills / qualifications in areas where they will lend a helping hand.
- Recruit and encourage involvement of volunteer assistance to undertake tasks in their own time. Monitor progress and thank on completion.
- Purchase or arrange for purchase of minor items to undertake work. Note that expenditure under \$500 can be made without Committee approval for capital items greater than \$2000 must have quotations from at least two external sources and serve to ensure that no Conflict Of interest could be interpreted from Work granted to individuals or organisations related to club members.

(Awarding of monies is the responsibility of the COM and the lowest bid may not always be awarded the Project. In such cases the reasons for such action must be clearly stated and withstand scrutiny from Club members).

- Develop a schedule of regular maintenance items with the Committee e.g. fire extinguisher checks. List all items on an annual calendar and include in the to do list when required.
- To alert the Committee of any major works or repairs required for consideration.
- To organise working bees if considered necessary.

Greens Officer -

Formed from volunteers who are prepared to assist via the day to day operations and maintenance of our facilities.

Responsibilities and Duties

- Maintain greens and surrounds and prepare for competition.
- Allocate greens as required for competition.
- Advice of maintenance required.

Green's Officer has the power to open or close all or any greens.

Key Officer

- The Key Officer is to maintain a registry of who has what keys.
- Handing out correct key types and recording receivers' names and signatures.
- Ensuring Key cupboard is safe.
- Collecting Keys from Keyholders who no longer are in a position to hold Key.
- Liaising with Business partners to ensure they conform to our Key structure.
- Attending to Broken Locks / Keys and affording replacements as required.

Providore -

- The Providore will be appointed by the Board.
- The Providore will report to the Facilities Director.

Responsibilities and Duties

- Coordinate with other assistants to ensure that the acquisition and supply of provision is always monitored and completed.
- Work with the Bowls Sections to ensure that games coordinators and other people are constantly monitoring the dispensers for self-serve tea and coffee.
- This includes topping up the cup containers, tea bag, coffee and sugar. Milk jugs and stirring sticks or spoons.
- Ensure that the club always has sufficient Supplies Of milk to cater for self-serve beverages.
- Monitor the cleaning requirements notice board and order supplies, as necessary.
- Be conscious of normal average usage and advise the Catering Officer should there be unwarranted excess usage.
- Advise the Facility Director is there are items in need of repair or replacement.
- Liaise with the Bowls Director for the provision of supplies for special events.

Maintenance Officer –

Responsibilities and Duties

- Effect rectification to maintenance items of an urgent nature Up to the Value Of \$1500. The Facility Director is limited to \$500 without the necessity of obtaining Board approval. For expenditure on urgent maintenance items necessitating expenditure greater than \$1500 require approval from the Board.
- Provide to the Board on a monthly basis a listing of items of a maintenance nature for prioritising and approval re rectification.
- Provide reports to the Board of planning requirements for future Capital Expenditures to ensure that the Club remains viable.
- Expenditures for capital items greater than \$2000 must have quotations from at least two external sources and serve to ensure that no Conflict of interest could be interpreted from work granted to individuals or organisations related to club members.
- (Awarding of monies is the responsibility of the Board and the lowest bid may not always be awarded the Project. In such cases the reasons for such action must be clearly stated and withstand scrutiny from Club members).
- Organise an effective Communication process whereby Club members report items necessitating maintenance attention to the House Director who will provide an appropriate response to the members.
- Where possible orange for the Voluntary Services and expertise Of Club members to be utilised in performing projects within their scope and capabilities which will enhance their ownership and belonging to the Club.

Gardens Officer -

Formed from volunteers who are prepared to assist via the day to day operations and maintenance of our facilities.

Responsibilities and Duties

- Maintain the surrounds of the complex and prepare for competition.
- Advise the Facility Director of any maintenance required.

Safety Officer -

The Safety Officer is responsible for the coordination of safety and health matters for all members and visitors.

Responsibilities and Duties

- Ensure that members observe and follow established health guidelines.
- Ensure hazards are kept to a minimum and actioned promptly.
- Advise Executive on environmental and safety matters, laws and regulations affecting the club.
- Be the focal point for all safety enquiries of new team members, coaches and officials to safety and health aspects of the club operations and facility.
- Review club policies to ensure OH&S compliance.
- Knowledge and skills required.
- Ability to organise and delegate tasks.
- Attend OH&S Training.
- Understanding of OH&S Act & Regulations.
- Understanding of budget compliance.
- Communicate effectively and possess good interpersonal skills.
- Maintain confidentiality on relevant matters.

First Aid Officer -

The First Aid Officer is responsible for the coordination of Club First Aid services and maintenance of equipment.

Responsibilities and Duties

- Care and maintenance of Club's First Aid equipment.
- Ensure correct use of First Aid equipment.
- Ensure equipment is serviced when required.
- Represent the club at specific meetings related to first aid matters.

Cleaner –

Responsibilities and Duties

Act within the current Contract/Job Description.

(vi) Promotions Director -

Responsibilities and Duties

The Marketing and Promotions Officer is responsible for overseeing the implementation of the marketing plan and promoting the club. This can involve marketing existing products, developing new products to cater for supporter's demand, or developing markets for new products or services.

- Understand and be proficient in written, electronic and spoken media.
- Identify the local media whom the club would like to publish stories.
- Create and maintain relationships with key reporters, producers and editors.
- Submit stories to each of the key media outlets and set Deadlines for publication.
- Create and maintain the media register, detailing local media reporters, producers and editors and all other key information.
- Co-ordinate the production and submission of weekly media releases, which may include quotes, articles, videos and photographs.
- Organise media coverage for publicity for club milestones, events and activities.
- Assist the President and Committee in promoting the club in the local and wider community.
- Prepares media kits or background information at the start of the year for upcoming events, activities and milestones.
- Allocate all sponsorship to bowls events and raffles as deemed appropriate.
- Maintain confidentiality on relevant matters.

Sponsorship Manager -

Responsibilities and Duties:

- Create sponsorship proposals and packages.
- Approach businesses and other organisations to sponsor club.
- Creating and executing marketing and sales plans.
- Arrange meetings with interested sponsor prospects.
- Design and coordinate advertising materials and events to promote sponsors.
- Sell sponsorship packages.
- Manage sponsor expectations.
- Negotiate sponsorships and review all deals. Secure approval for any departures from pre-approved rights and benefits.
- Ensure the sponsors database is maintained accurately.
- Host corporate clients as required.
- Responsible for developing strategies to increase the fan base on sites such as Facebook, Twitter, and YouTube.
- Create and grow the club's online community.
- Promote club events, sponsorship opportunities and upcoming social functions.
- Facilitate social media participation within club stakeholders.
- Actively engaging followers to transform visitors into advocates for the club.
- Collaborate with all divisions of the marketing and promotion teams to create relevant content.

- Develop strategies for drawing new visitors.
- Development of online advertising specifically to drive traffic to social sites.
- Deliver regular updates to followers.
- Retain visitors through one on one interaction.

Media Officer -

Responsibilities and Duties:

- The Media Officer handles media issues on behalf of the club.
- A Media Officer uses social media applications to promote the club. Prominent social media sites viewed publicly online include Facebook, My Space, Twitter and YouTube. Social media experts use these sites and others to promote the club.
- They are the link person between the club and the outside world as far as information and communication is concerned.
- A Media Officer ensures that the club has a good name and reputation and liaises with the marketing department to publicise the club's events and activities.
- Responsible for writing press releases on behalf of the club and distributing them to the media.
- Drafts and designs messages and announcements for the media.
- Cultivates a good working relationship with the stakeholders of the club.
- Collects and compiles media contacts and also prepares media kits for the club to give the media during events or specific occasions.
- Writes and edits the club's media material such as magazines and websites.
- Organises media coverage for publicity of the club's events and activities.
- Handles the responsibility of supervising advertisements and their placement on behalf of the club.

Web Site Officer –

Responsibilities and Duties

- The Web Site Officer handles the web site issues on behalf of the club.
- They are the link person between the club and the outside world as far as information and communication is concerned.
- A Web Site Officer ensures that the club has a good name and reputation and liaises with the marketing department to publicise the club's events and activities.
- Responsible for writing press releases on behalf of the club and distributing them on the web site.
- Drafts and designs messages and announcements for the web site.
- Cultivates a good working relationship with the stakeholders of the club.
- Collects and compiles media contacts and also prepares web site kits for the club to give the be notified of events or specific occasions.
- Writes and edits the club's web site material such as magazines and newsletters.
- Organises web site coverage for publicity of the club's events and activities.
- Handles the responsibility of supervising advertisements and their placement on behalf of the club.

(vii) Bowls Director

The affiliated bowls activities of the club shall be conducted and organised by a Bowls Director supported by a Deputy Bowls Director, Bowls Secretary and a Committee as follows:

- Greens
- Coaches
- Saturday Selection
- Midweek Selection
- Tournament
- Umpires and measurers
- Catering bowls events

Responsibilities and Duties:

- Appoint Markers and Umpires for all Club events including finals.
- Forward Pennant results to and as directed by the Geelong Bowls Region.
- Liaise with Greens Director regarding number the of and the allocating of rinks required for Club and Pennant.
- Officiate over all Club Events.
- Prepare bowls curriculum for inclusion in club diary.
- Oversee all activities related to the playing of bowls at our club.
- Oversee all bowls affiliated sub committees (attendance not required).
- Liaise and utilise the strengths of the Bowls Secretary.
- Seek assistance from other board members when required.
- Author a monthly report to the Board of Directors and table the report.
- Require and collect all sub committee's monthly reports.
- Attend all Board meetings.
- Work closely with the Treasurer and be responsible for all financial details, including collecting receipts and providing a financial statement of monies expended.
- Maintain adequate equipment.
- Co-coordinating any team photographs.
- Attending and assisting with the organisation of Bowls functions.
- Liaising with all team members, coaches and officials to ensure the needs of bowlers are met.
- Adjudicating any problems that may arise amongst bowlers, coaches, officials and supporters.
- Liaising with an appropriate person regarding any bowler's inappropriate behavior, misconduct, injuries or illness.

Deputy Bowls Director -

Responsibilities and Duties

- Assist the Bowls Director in their duties.
- In the event of the Bowls Director being unable to fulfil his/her duties to step into that role.

- In the absence of the Bowls Director, chair Committee meetings ensuring that they are run efficiently and effectively.
- Assist the Bowls Director in deciding which matters are dealt with by the Committee.
- Represent the Bowls Director at meetings and forums as agreed with by the Bowls Director.
- Other duties as nominated by the Bowls Director and / or the Committee.

Bowls Secretary -

Responsibilities and Duties

Bowls Operations

- Administration and management of the club's teams.
- Managers should be aware of any conditions of travel.
- Uniforms and equipment including first aid equipment.
- Providing training and information (e.g. travel, accommodation and competition/function details i.e. contact numbers, addresses and functions).
- Ensuring all team members are aware of their sport's anti-doping policy.
- Co-coordinating any team photographs.
- Assisting with team fundraising.
- Responsible for the purchasing and maintenance of bowls stock.
- Liaising with suppliers as required.
- Liaising with club disciplines that have specific clothing requirements.
- Annual stock takes for audit purposes.
- Shop takings calculated and lodged as per club requirements.
- Take minutes of meetings to report to the board.

Clothing Co-Coordinator (management of club uniform)

- Assisting with uniform sizing.
- Responsible for the purchasing and maintenance of shop stock.
- Liaising with suppliers as required.
- Liaising with club disciplines that have specific clothing requirements.
- Annual stock takes for audit purposes.
- Shop takings calculated and lodged as per club requirements.

Saturday Selection Pennant -

Selection Committee members appointed as deemed necessary by the Affiliated Members.

Each committee member shall hold office until the next Annual General Meeting after appointment.

Selection Committees must:

- select Players for Pennant.
- select on merit.
- handicap players where required in line with BV guidelines.

- officiate at all Club Matches.
- post names of pennant players selected on notice board and where teams are playing and post on the internet as soon as possible after selection.
- prepare score cards, entry fee envelopes and team report sheets.
- appoint Umpires.
- appoint Team Managers and instruct same of their duties.
- appoint a Green's Director for Home Pennant Matches in the absence of the Green's Director.
- when a Pennant Player withdraws after selection, without just cause, to play when and where selected, have the discretion to suspend the Player for no more than the following two (2) Pennant Matches.

Midweek Selection Pennant–

Selection Committees must:

- select Players for Pennant.
- select on merit.
- handicap players where required in line with BV guidelines.
- officiate at all Club Matches.
- post names of pennant players selected on notice board and where teams are playing and post on the internet as soon as possible after selection.
- prepare score cards, entry fee envelopes and team report sheets.
- appoint Umpires.
- appoint Team Managers and instruct same of their duties.
- appoint a Green's Director for Home Pennant Matches in the absence of the Green's Director.
- when a Pennant Player withdraws after selection, without just cause, to play when and where selected, have the discretion to suspend the Player for no more than the following two (2) Pennant Matches.

Tournament Officer-

Tournament committee members appointed as deemed necessary by the Affiliated Members

Form a tournament committee to run all club tournaments.

Social bowls Officer -

Responsibilities and Duties

- Focal point for club members to submit requests for social events requiring approval.
- Establish a social committee to assist devise the social calendar and deliver the social activities.
- Co-ordinate the successful planning and running of each event.
- Liaising with catering suppliers and staff as required.
- Ensure the club fundraising social events comply with the Club Fundraising Policy.

- Social bowls program.
- Corporate Bowls Activities/Bare Foot Bowls.
- Understanding of budget compliance.
- Understanding of club liquor and licensing requirements.
- Communicate effectively and possess good interpersonal skills.
- Maintain confidentiality on relevant matters.
- Acquire their Working with Children's Card.

Umpires and Measurers –

Qualified members prepared to act as umpires and measurers will form a committee to ensure all matches are covered and rosters prepared from those available.

- Maintain the Umpires & Measurers Kit.
- Ensuring all Apparatus required is Available for use.
- Encourage other members to become Umpires or Measurers.
- Acquire their Working with Children's Card.

Coaches -

- A Coaches main role is to help players grow and develop their skills.
- Coaches also have a major influence over the players enjoyment of their sport.
- It is essential that coaches provide children in particular with the best possible sporting experience.
- Ensuring that your club has sound coaching practices and ethics will help create a safe and supportive environment for players.

Responsibilities and Duties

- Planning and preparing for training sessions and activities.
- Ensuring all players get equal opportunity to take part in all club/team activities.
- Setting the right example for players on and off the field.
- Educating players in the values of being a true sportsman.
- Be fair in the treatment of all players at all times.
- Conforming to all club policies on young children in sport.
- Attending coaching courses.
- Ensuring all activities are safe and supervised at all times.
- Specialist equipment is used only if there are qualified supervisors present.
- Medical kits are immediately available for both training and matches.
- Observing players performances to determine the level of instruction required.
- Teaching techniques for players to acquire additional skills or improve existing skills.
- Planning, conducting, monitoring and adjusting an individualised long term, high performance training program, that incorporates water-based training.
- Implementing sports first aid procedures and applying sports first aid.
- Supervising the physical development of athletes.
- Aiding in the psychological preparation of athletes to meet the need of high-level training and competition.
- Acquire their Working with Children's Card.

Junior Development Officer -

Aims to provide junior athletes with the appropriate development opportunities to assist with furthering their skills, performance and enjoyment of their sport. This may consist of training sessions, skills development, junior camps and other activities to support junior athletes to get the most out of their sport.

- Acquire their Working with Children's Card.

Volunteer Co-Coordinator -

- Manage all elements of volunteering within their club for which they are recruiting volunteers.
- Volunteer coordinators manage volunteers and their relationship with those they come into contact with, including employees and service users.
- They also monitor, evaluate and accredit volunteers.

Responsibilities and Duties

- Advertise and promote the activities of the club.
- Create player recruitment strategies.
- Build relationships with organisations that have potential players (e.g. schools, junior clubs etc.).
- Receive, acknowledge and collate applications for the program.
- Coordinate the selection process and advise applicants of the outcome.
- Co-ordinate each session including coaches, participants, equipment and catering.
- Overall structure of the day, or delegate to another to do so.
- Provide general supervision and support for the activities.
- Be an effective point of contact for parents, particularly for junior sport.
- Acquire their Working with Children's Card.

Social Officer -

The Social Officer is responsible for the planning and conduct of a Club social calendar that incorporate the needs of all club members. This is a very important role within the club. Not only do social functions raise valuable funds for your club but more importantly they create an opportunity for people to get together and build friendships with a real sense of belonging to the club.

Responsibilities and Duties

- Assess the human resource needs for the club for general running and special events.
- Recruit and recommend the appointment of volunteers to roles that suit them.
- Organise the orientation and the induction of volunteers.
- Work with the Secretary organising volunteer rosters and maintaining records.
- Identify and organise the training and education opportunities for volunteers.
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses.
- Ensure all volunteers are recognised for their efforts.
- Submit regular reports to the club/group committee.

Database Officer -

- A Database Manager works closely with other computer programmers and IT experts and is responsible for organising all important data in the computer. They manage the security of all documents as well as its recovery on the database and make sure that the data encoded is consistent among the users. They also manage the user's identity to control the security of the database as well as their identity's security.

1. Sub Committees

Sub Committees are established by appointment in accordance with the Constitution Rule - 22 –1 (a)

Committees to be filled by volunteers from the general membership.

Committee members selected as deemed necessary by the Affiliated Members.

Each Committee Chairperson shall hold office until the Annual General Meeting next after the date of election but is eligible for re-election.

Should a vacancy occur, the Committee shall have the power to appoint a member to serve until the next Annual General Meeting when all positions are made vacant.

Each COMMITTEE shall meet as required and when necessary for the transaction of the Business and Activities of the Committee.

2. Members Dress Rule

The dress and footwear for all persons attending the Club must at all times be clean and tidy.

3. Club Colors

Shall be charcoal, grey and white.

4. Club Championship Events

Shall be played in accordance with Bowls Victoria Rules for Competition

- I. All Affiliated Members will be eligible to enter the Club Championships.

- II. Only Players who have played the majority of their Pennant games in the lower three sections of Pennant as fielded by the Club in the previous Season, or a majority played of the first nine (9) Pennant rounds in the current Season shall be eligible to play in the Minor Singles Championship.
- III. Minimum of eight (8) entries required to conduct each championship event.
- IV. Club Triples Championship – any combination.
- V. Club Fours Championship – only 1 premier division player allowed, 1 division 2 player, 1 division 3 player and 1 division 5 or 7 player. Can make up a maximum of 100 points using the following Premier = 40 points Division 2 = 30 points, division 3 = 20 points and Division 5 and 7 = 10 points.

Events to be scheduled:

- 1. Men's Singles Championship – 4 bowls, all rounds = 25 up
- 2. Ladies Singles Championship – 4 bowls, all rounds = 25 up
- 3. Men's Veteran Singles Championship – 4 bowls 21 up
- 4. Ladies Veteran Singles Championship – 4 bowls 21 up
- 5. Mixed Pairs – 4 bowls 2x2x2x2 – Elimination 15 ends - Final 18 ends
- 6. Men's Championship Pairs – 4 bowls 2x2x2x2 Elimination 15 ends Final 18 ends
- 7. Ladies Championship Pairs - 4 bowls 2x2x2x2 Elimination 15 ends Final 18 ends

All other events are open (No gender bias) -

- 8. Directors Singles Handicap – 4 Bowls – All rounds 21 up
- 9. Baxter Handicap – 4 Bowls – all rounds 100 up. Scored 4 / 3 / 2 / 1
- 10. Minor Singles Championship -
- 11. Club Triples Championship - 2 bowls - Elimination 15 ends Final 18 ends
- 12. Club Fours Championship (**See special rule V above**) - 2 bowls - Elimination 15 ends Final 18 ends

No entry fee will apply.

Events will be scheduled for play by the tournament committee and markers and umpires will be available on the day and organised by the tournament committee.

The dates of competition will be published in the program book and are to be adhered to. If players are unable to participate on all days allocated for the event, they should not enter such event.

5. Heat Policy

The Club will adopt the heat policy of The Geelong Bowls Region as advised for weekend pennant competition for all events at City of Geelong Bowls Club.

The Board is responsible for the allocation of portfolios to each member of the new committee, it is agreed that individual skills may vary with each director.

Board of Directors City of Geelong Bowls Club Inc. Updated 10/8/2020