



BATEAU BAY MEN'S BOWLING CLUB RULES AND BY-LAWS

As approved by Wyong Leagues Club Group
17TH January 2019



BATEAU BAY MEN'S BOWLING CLUB RULES & BY- LAWS PRELIMINARY

The following are the Rules and By-Laws of the Bateau Bay Men's Bowling Club here in referred to as BBMBC as adopted by the Bateau Bay Men's Bowling Club 'Bowls Committee' and approved by the Board of Directors of the Wyong Rugby League Club Group. Here in referred to as The Club.

These Rules and By-Laws are supplementary to but are subordinate to the Constitution of The Club and the Registered Clubs Act.

These Rules and By-Laws are made by the 'Bowls Committee' of BBMBC pursuant to the power conferred upon the Committee by the Board of Directors of The Club.

1. NEW MEMBERSHIP

- a) To use the Club's greens a non-bowler must be in the presence of a bowling member or by one of our Club Coaches and be a member of The Club.
- b) Twilight Social Bowls and Sunday Scroungers, as an introduction to bowls, a non-bowling member of The Club may play for a period of no more than 4 games at the normal green fees (providing they have been shown the basics prior to the game by a playing bowls member or a Club Coach). After such time they need to undertake lessons by one of our Club Coaches and to submit their membership form and pay their membership fees to continue to bowl in Twilight Social, Sunday Scroungers or any other such social game.
- c) Juniors (under 18's) may have up to 6 months Roll-up's, coaching, playing in Thursday Twilight and Sunday Scroungers before having to submit their membership forms.
- d) At the discretion of the Bowls Committee a non-bowler may participate in any bowls day deemed a "Special Day" (refer Rule 5).
- e) A non-bowler is required to undertake coaching lessons by a Club Coach before being permitted to lodge their Junior or Full Membership Form.
- f) At the Coaches discretion a new bowler is able to "Roll-Up" on their own in between lessons subject to:
 - 1) Approval from the Greenkeepers
 - 2) Use only the designated "roll-up" greens as per the roll up board atop the mats and jack's locker.
- g) A bowler having been passed by a Club Coach and having paid their Bowling Membership fees, may "Rollup" prior to their membership being confirmed by the Bowls Committee.
- h) Once necessary paperwork and monies have been lodged, a bowler may be able to play in any Social game. However, they are ineligible to participate in any Club Championship, Pennant, Zone or State organised event until their application for Full Membership is passed by the Bowls Committee.
- i) The Bowls Committee shall consider all applications for Memberships to the BBMBC and may Accept or Reject or defer consideration of any application. The decision of the Bowls Committee in Respect of any application shall be final. No reason for refusal shall be relayed or discussed with the applicant.

2. BATEAU BAY MEN'S BOWLING CLUB 'BOWLS COMMITTEE.

- a) A Bowls Committee shall be elected annually from the Bowling Members of BBMBC and will comprise of the following officials: -
- i. Bowling Club President (The President shall be ex-officio – a member of all sub-committees).
 - ii. (Two) Vice Presidents (The Vice President securing the greatest number of votes to be designated Senior Vice President).
 - iii. One (1) Secretary
 - iv. One (1) Treasurer
 - v. Three (3) Committeemen

They will be joined at the Bowls Committee Meetings by the following appointments: -
A representative/ s from the Bateau Bay Women's Bowling Club

- b) Meetings of the Bowls Committee shall be held at least monthly at a time determined by the Committee. A minimum of five in attendance will form a quorum and the President will have both a primary vote and a casting vote. (Consisting of the Chairperson/President and Four (4) others).
- c) The Club reserves the right to have its representative present at any meeting of the Bowls Committee
- d) The Bowls Committee shall appoint the following positions from within the membership of the Bowling Club:
- i. A Returning Office for the forth coming AGM
 - ii. A Match Committee (as outlined in Rule 13) AGM to AGM
 - iii. Two delegates to the Zone 15 CCDBA AGM to AGM
 - iv. Welfare Officer AGM to AGM
 - v. Bowls Assistants as required AGM to AGM
 - vi. Disciplinary Committee (as outlined in Rule 8) AGM TO AGM
 - vii. Zone Delegates will be current committee members of the BBMBC.

The Bowls Committee retains the right to form Sub-Committees to assist it in the carrying out of their duties and obligations.

e) Duties & Obligations of the Bowls Committee

- i. To be responsible for the organization, recruitment of bowlers and the planning and / or review of the Men's and Mixed Bowls programs at BBMBC.
- ii. To provide to the The Club, as directed, an Annual Budget including all forecast Income & Expenses and prospective sponsorship for the ensuing year for their consideration and ratification.
- iii. To provide to The Club a program for Social, Championship, Pennant and Tournament Bowls.
- iv. To oversee and to co-ordinate the efficient running of all sub-committees involved with the organisation of Bowls including the Bowls Disciplinary Committee, Match Committee, Umpires Panel, Selectors Panel and Coaches Panel.
- v. With the recommendations of the Selectors, determine the number of sides and grades to be entered in Zone 15 Pennants

- vi. To Liaise with Greens Staff on matters involving the condition, renovation and availability of greens and surrounding areas (e.g. seating and shades).
- vii. To refer to the Disciplinary Committee matters which involve breaches of these Rules & By-Laws or the unacceptable behaviour of Bowling Members and to hear any appeals lodged regarding decisions made by the Disciplinary Committee.
- viii. To maintain all Bowling Club Honour Boards, Trophies, Plaques, Pennants and other memorabilia in good order.
- ix. To report, through the President, to Bowling Members on the business of the Bowls Committee and / or changes made to the Bowls Program or these Rules and By-Laws.
- x. To be responsible for the coordination, promotion and organisation of all bowls events within the Club.
- xi. Organise the presentation of trophies and tournament prizes for all bowls.
- xii. Allocate duties to the bowls assistants.
- xiii. To liaise with green staff on the operation, preparation and availability of greens.
- xiv. Should any elected Office Bearer resign or become incapable of acting, the Committee may appoint a member of the Club to fill the vacancy during the remainder of the current serving year. Should the holder of any office in the Club, in the opinion of the Committee fail to properly discharge the duties of such office, the Committee may remove him from such office, and may appoint any member of the Club to fill such office until the next Annual General Meeting.

f) Election of the Bowls Committee.

- i. On or about the 24th August each year nominations will be called for positions on the Bowls Committee for:

President
 Vice Presidents (2)
 Secretary
 Treasurer
 Committeemen (3)

As well as for:

Selectors (3-5)

Nominations will remain open for three (3) weeks.

- ii. Only Adult members of BBMBC are eligible for nominations. Any member who has a suspension current from BBMBC or The Wyong Group at the time of nomination shall be ineligible for nomination.
- iii. Nominations for the Bowls Committee will close on or about the 11th September each year and the Returning Officer will draw ballot papers for the candidates within three (3) days after the closing date. A list of all Nominees and their respective qualifications shall be placed on the Club Notice Board only after ballot paper positions have been decided.
- iv. The election for officers of the Bowls Committee will be conducted in the last full week of September. The ballot box will then be opened in the Clubhouse between 11.30am to 12.45pm and 4.30pm to 6pm on Tuesday, Wednesday, Friday and the last Saturday in September.
- v. Only senior male financial Bowling Members and Life members of the BBMBC are entitled to vote for the officers of the "Bowls Committee".

- vi. The result of the Ballots will be announced by the returning officer at the “Annual General Meeting of the Bowling Members” to be held no later than 31st October each year.

3. ANNUAL MEETING OF BOWLING MEMBERS

- a) An Annual Meeting of all Male Bowling and Male Life Members of the BBMBC shall be held in the Clubhouse on a Saturday no later than the 31st October each year – the date as determined by the Bowls Committee.
- b) A quorum will be a minimum of 30 Senior male members
- c) The Agenda for the Annual Meeting will be: -
 - i. To confirm the Minutes of the previous Annual Meeting.
 - ii. Consideration of the Bowls Annual Report
 - iii. The declaration of Results in the Election of the Bowls Committee and the Selectors Panel (refer Rule 9) by the Returning Officer.
 - iv. General Business

4. SPECIAL MEETING

- a) A Special Committee Meeting may be convened by the Secretary upon the direction of the President, Secretary or five (5) Committee Members.
- b) A Special General Meeting may be convened by the Secretary upon receipt of a requisition in writing signed by at least twenty (20) Club Members, who in their application shall clearly state the objects and business to be dealt with at such a meeting and no business shall be brought forward or discussed except for which purpose the meeting is convened. Fourteen (14) days’ notice shall be given to members of any such General Meeting by a notice on the Club notice board.

5. DRESS REGULATIONS

- a) CLUB CHAMPIONSHIPS
 - i. Singles- Players are required to wear Club Uniform and approved Enclosed Bowling Shoes must be worn.
 - ii. Team Events- All players must be attired the same and wear Club Uniform and approved Enclosed Shoes must be worn.
 - iii. These rules apply for both Club Championships and Representing in Zone events.
- b) PENNANTS

All 12 players per grade and the manager must be attired in the Club uniform and Enclosed bowls shoes must be worn.
- c) SOCIAL DAYS

Players may wear Club uniform, BBMBC Jubilee Shirts, BA or Club approved mufti attire and bowls shoes must be worn. (refer to F)

ROLL-UPS

Players may wear approved mufti (refer to F), Club uniform, BBMBC Jubilee Shirts or BA approved attire.

e) TOURNAMENTS

Players (including team events) may wear their respective Club uniform, BBMBC Jubilee Shirts or BA approved attire and Enclosed bowls shoes must be worn.

f) MUFTI

- i) Clothing needs to be neat and clean
- ii) During social games ALL t-shirts are required to be sleeved and collared.
- iii) Roll-ups and Coaching, non-collared shirts and singlets are permitted providing they are neat, clean and bowls shoes are optional.
- iv) Clothing not accepted at any time includes:
 - a) Swimming costumes eg speedo types
 - b) Board, Football or Beach Shorts (except in roll-ups)
 - c) Football Jerseys (all Codes) (except Roll-ups)

6. SPECIAL BOWLS DAY

- a) The 'Bowls Committee' may proclaim any day as a Special Day and such days shall be conducted in accordance with any special conditions the committee may prescribe.

7. AMENDMENTS TO RULES & BY-LAWS

- a) Regulations made under these Rules & By-Laws may be amended or rescinded at any meeting of the Bowls Committee subject to the ratification by the Board at The Wyong Rugby League Club Group.
- b) These Rules & By-Laws shall come into force and have full effect and authority and are binding upon Bowling Members after notice thereof has been posted on the club's Notice Board for seven days. These Rules & By-Laws are binding on each member of BBMBC in the same manner as if each member has subscribed his or her name thereto.
- c) A copy of these Rules & By-Laws will be issued to each new Bowling Club Member on payment of membership fees and to all Bowling Members following release of any new edition or at other times on request by a member. These By-Laws are available on the web site of BBMBC
- d) Any member who wishes to query a By-Law change, must submit in writing within the 7-day posting period. Their submission may be given to any current Committee person. Only written submissions will be considered by the Committee. The Committee will address the query and respond accordingly.

8. CONDUCT

- a) The Bowls Office representative or a Committee person, may prevent a member likely to cause damage to the greens from playing on that day.
- b) Drinks of any description must not be taken on the greens. Drinks may be consumed on the surrounds of the green provided that all glasses are kept in glass holder where installed.
- c) In accordance with BA Laws, spectators, members and visitors viewing championship matches should remain as quiet as possible and always preserve an attitude of neutrality.

- d) Bowlers shall not walk across greens or rinks to reach their rink before commencement of play or returning to the Clubhouse on completion of the game.
- e) Members must not leave bowls bags within the immediate precincts of the Clubhouse entrances or on any path or area which may impede entry or be liable to cause injury to other persons.
- f) Bowlers wishing to use the shading facilities provided by the Club must ensure that the shades are fully retracted at the completion of their game.
- g) Any member whose conduct on the green, in the Clubhouse, or visiting an affiliated Club, has been complained about by another member and reported by him in writing to the Secretary or referred by any Officer of the Club present, may subsequently be referred to the Disciplinary Committee. If the Disciplinary Committee so resolve on substantiation of the complaint, he shall be liable to be dealt with in terms of these rules.
- h) Bowlers on completion of games or roll-up must ensure that jacks and mats are returned to the mats and jacks' receptacles.

9. GENERAL CONDUCT

- a) A Bowls Disciplinary Committee shall be appointed annually by the Bowls Committee consisting of at least three (3) persons who must be a Bowling Member of the BBMBC.
- b) Bowlers called upon to appear before the Bowls Disciplinary Committee will be permitted to play bowls pending the hearing of the Bowls Disciplinary Committee.
- c) The Bowls Disciplinary Committee shall be required to hear all breaches referred to it by the Bowls Committee of bowlers who have breached the Bowling Clubs Rules & By-Laws.
- d) Penalties issued by the Bowls Disciplinary Committee may include: -
 - i. Suspension from social bowls events
 - ii. Suspension from all Pennant play for the season
 - iii. Suspension from all Club Championships events for the year.
 - iv. Suspension from entry into Pennants and Championships for the following year.
 - v. Recommendation to the Board of Directors of the WRLCG of membership suspension.
 - vi. Any other warnings which may be deemed appropriate by the Disciplinary Committee.
- e) A Bowling Member reserves the right of appeal on penalties handed down by the Bowls Disciplinary Committee and shall exercise such right in writing to the Bowls Committee within 14 days of reporting of the decision of the Bowls Disciplinary Committee to the Party concerned.
- f) Any appeal lodged as in 9(e) above shall be heard by the Bowls Committee who may at their discretion, dismiss or uphold the appeal or adjust the penalty.

10. SELECTORS

- a) The BBMBC in accordance with Rule 2 f) will call for nominations for Selectors in August of each year from all full members of the BBMBC.
- b) The Selectors shall be elected annually from the Bowling Members of BBMBC and will comprise of the following: -
 - i. Chairman of Selectors (Appointed by The Selectors)
 - ii. Minimum of two (2) Selectors- Maximum of four (4) Selectors.

- iii. The President shall be ex-officio-a member of all Sub-Committees.

The Bowls Committee may nominate a suitable person or persons, should there be insufficient nominees (at the time of election), during their first meeting.

11. DUTIES OF THE PRESIDENT

- a) The President shall preside at all meetings of the Club or of the Committee (or in the absence of the President, then the Senior Vice President or Vice President shall preside).
- b) If the mentioned Officers are not present at the time appointed for the meeting, a Chairman may be elected by the members or by the Committee, as the case may be.
- c) The immediate past President or the immediate past holder of any office may at the request of the Committee, attend any meeting of the Committee and voice his opinion on any question asked to him by the Committee but he shall not have the right to vote on any question or resolution.

12. DUTIES OF THE SECRETARY

The Secretary shall;

- a) Call all meetings in accordance with the rules and shall keep a list of all Office Bearers and Sub- Committees.
- b) Keep minutes of all meetings and display such minutes on the Club notice board.
- c) Keep a register of members setting forth the necessary personal details and addresses of all members and such register must indicate clearly the member's financial status.
- d) Receive and report to the Committee on all incoming correspondence and deal with such correspondence as directed by the Committee or the Executive.
- e) Notify the R.N.S.W.B.A. and the D.B.A on all matters pertaining to registration of members.
- f) Keep and maintain a register on all locker allocations.
- g) Attend to all matters pertaining to publicity.
- h) Maintain the Club notice board.

Should the Secretary be absent or ill or refuse or neglect to do anything required by the rules, the Committee may appoint any member of the Club to act in his stead.

13. DUTIES OF THE TREASURER

The Treasurer shall:

- a) Receive all subscription notifications from The Registered Club and in turn shall issue a receipt for same. In addition, he shall receive all green fees and sundry income associated with club activities. He shall disburse the monies as authorised by the Committee and these rules.
- b) Keep a correct account of all transactions and shall lodge income in accounts within a bank account in the name of the Registered Club and vouchers shall be drawn for expenditure. These vouchers to be signed by two of the following: President, Senior Vice President, Vice President, Treasurer or Secretary.
- c) Keep a faithful record of the receipts and expenditure of the Club and shall keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in books of a like nature. He shall report on the current financial position of the Club at

Committee Meetings. He shall also prepare financial statements for the periods ending September, December, March as well as an audited financial statement for the Annual General Meeting and (if required) for any Special Meeting of Members. All such reports are to be posted on the Club notice board.

d) Should the Treasurer resign, be absent or ill or should neglect or refuse to do anything required by the rules, the Committee shall have the power to appoint any member of the Club to act in his stead until the Annual General Meeting.

14. DUTIES OF THE BOWLS SECRETARY AND ASSISTANT BOWLS SECRETARY

a) The Bowls Secretary will be appointed as needed by the Committee and shall;

b) Arrange for the day to day running of bowls including team composition, card make up, type of event, green/ rink allocation, green fee collection and result recording. The Bowls Secretary will co-ordinate his activities with that of the Selection Committee, the Match Committee and the Green-keeping staff where appropriate.

c) Arrange all official social fixtures whether at home or away and maintain a record of all such social fixtures.

d) The Bowls Secretary may be assisted by an Assistant Bowls Secretary and a mid-week Bowls Secretary both of which shall be appointed by the Committee.

e) The Bowls Secretary will be responsible for the Bowls Office and the ordering and purchases of renewable supplies as required.

15. DUTIES OF A SELECTOR

a) To help determine the availability of those members of BBMBC who wish to nominate themselves to play pennants and to ensure they receive information clarifying their obligations as representatives of the BBMBC.

b) To select players in suitable Grades to represent the BBMBC in Zone 15 Pennants Grades for the duration of the Pennant Season and any other event that requires a selection process.

c) The Selectors are to appoint Side Managers and to ensure that they understand their duties and responsibilities. Side Managers should be encouraged to provide an oral or brief written report on the performance and behaviour of players in the side.

16. OBLIGATIONS OF SELECTORS

a) Selectors will generally consider the ability, compatibility, reliability and improvement as factors in selecting a team.

b) Selectors are not required to give any reason for the selection or non-selection of a player.

c) Bowlers who are disruptive or uncooperative or otherwise unsuitable for team play, or unsuitable to represent the club, shall not be selected.

d) The proceedings of the Selection Meetings are strictly confidential, and this confidentiality is binding on the Selectors, Manager/s or player/s who may be involved in the selection process.

- e) Selectors should be alert to the promise shown by bowlers and encourage them by selecting them in teams and positions which are commensurate with their ability and rate of improvement.
- f) Selectors shall meet on and at a suitable agreed time while the Pennant Selection Process is in vogue and will be available to members for discussion before the meeting if prior arrangement/s have been arranged.
- g) The Members need to advise the Chairman of Selectors prior to any meeting if they wish to attend
- h) During Pennants, issue all booklets, Pennant result sheets, scorecards and magnetic signs etc. to assigned Pennant Managers. Ensure that completed result sheets are faxed to the Zone.

17. PENNANTS

- a) Eligible members wishing to play in Zone 15 Pennant Competition are requested to nominate on the entry sheet displayed on the Bowls Notice Board.
- b) Selectors will display the playing positions and grades of each selected Pennant player on the Bowls Notice Board.
- c) Any member who has declared himself available for Pennants selection and withdraws his nomination after selections have been notified may be required to submit in writing, an explanation to the 'Bowls Committee' stating the reasons for refusing to play. Should the explanation not satisfy the committee, the matter will be referred to the 'Bowls Disciplinary Committee' for action.
- d) A selected player who finds himself unable to play must notify the Selectors immediately and communicate his reason. Should a Pennant player fail to attend without reasonable excuse or without advising the selectors of his pending absence then the matter may be referred to the Bowls Disciplinary Committee for action.
- e) Should a Pennant player not comply with the conditions of play governing Pennant play or whose conduct and/or dress be considered detrimental to the game, and on receipt of a written report from the Side Manager or Selector, then the matter will be passed to the Bowls Disciplinary Committee for action.
- f) Pennant sides shall be under the control of Side Captain / Side Managers and must abide by decisions made by them.

18. MATCH COMMITTEE

- a) The 'Bowls Committee' will call for Expression of Interest to form The Match Committee within a month of their election, for a 12 months appointment.

19. DUTIES OF MATCH COMMITTEE

- a) Arrange club fixtures for the year with President and Secretary, in conjunction with State and Zone issued calendar and Ladies calendar.
- b) Following issue of Zone calendar, should any Zone events be scheduled for our venue, ensure that green space is available and notify green keepers of dates. Ensure that Match Committee members are available on days of events held at our Club.

- c). Attend to entries in Zone events. Ensure all entries and fees are received by Zone closing dates. (Entries can be checked on the zone website, as they publish entries as they receive them)
- d) Arrange for Umpires, Markers and Controlling Body for Zone events (where required), all championships, competitions and carnivals. Where no male umpires are available, approach the Ladies Club for assistance.
- e) Ensure all members are aware of upcoming events and prepare entry forms accordingly. Ensure there is space at the bottom of all event sheets for single entry. Have all event sheet information checked by a Committeeman before it is posted. Email Tournament sheets (other than in-house events) to the Zone website. Email in-house tournament sheets (once checked by a committeeman) to the BBMBC website.
- f) Keep a record of all championship /competition winners and provide to the Secretary for updating Honour Boards. Email all championship/competition results to our Club website ASAP after each round and completion of event.
Zone website: webmanz15bcc@gmail.com
BBMBC website : webmaster

20. CONTROLLING BODIES (BOWLS)

- a) The Match Committee or other nominated representatives will carry out the functions of the Controlling Body for the BBMBC as provided for in the BA Laws.

21. ACCREDITED REPRESENTATIVES (BOWLS)

- a) The following officials of the BBMBC are appointed the accredited representatives of the Club: -
 - i. President of BBMBC or nominated Delegate
 - ii) Delegates elected to represent at Zone 15 meetings.

22. SUB COMMITTEES

- a) The Officers and Sub- Committees elected or appointed under the rules shall be directly responsible to the Committee in respect of all their activities.
- b) The Committee may create special purpose Sub- Committees as needed and appointed the members of such Sub- Committees.
- c) The President (or his Delegate) shall be an Ex- Officio member of all Sub- Committees with the Delegate being a member of the Committee.

23. MENS CHAMPIONSHIP RULES

- a) Matches are to be played in accordance with BA Laws with special regard to: -
 - i. Laws of the game of bowls
 - ii. Use of substitutes will be permitted subjected to BA By-Laws

- iii. At all times Association Fixtures take precedence over Club Championships unless otherwise advised by the Association.
 - iv. Players eligible to enter Championships must be financial Bowling Members of BBMBC at the close of nominations.
 - v. A member who is also a member of another club and who plays Pennants and/or Club Championships with that club shall not be eligible to enter BBMBC Championships, unless authorised by clearance from RNSWBA.
- b) Unless otherwise required by BA Laws or by a ruling of the RNSWBA, the Club exercises it's right as the Controlling Body for Club Championships to conduct the Championships in the following manner: -
- i. Fours - to be played over 21 ends
 - ii. Pairs - to be played over 21 ends
 - iii. Triples - to be played over 25 ends
 - iv. Singles - to be played 31 shots up.
- c) All Major Championships to be played on a knock-out basis
- d) All matches will be played on Saturday and Sunday, but weekdays may be used if necessary, to complete Championships.
- e) All Championships must be completed by the 31st December of the current year, except Major Singles and Major Pairs which should be completed in time to enable winners to nominate for the Zone 15 Champion of Champions competition.
- f) The match Committee will consider and adjudicate on any application to defer or postpone a match for any reason whatsoever and reserves the right to cancel or vary matches set down to be played.
- g) First round matches in all events will be listed at least seven (7) days before play is to commence and subsequent round will be listed six (6) days prior to play and thereafter until the completion of the championship.
- h) Any Championship game may be played by mutual agreement prior to the date and time listed but subject to availability of green space and the approval of the Match Committee. Opponents in singles matches played prior to the listed date must arrange their own Marker. The Club cannot guarantee that any match played by mutual agreement prior to the listed date will have an Umpire available on the day.
- i) The Match Committee reserves the right to post Championship games on Saturday and Sunday AM or PM. Only under exceptional circumstances will players or teams be drawn to play BOTH AM & PM matches on any one day.
- j) Notice of play will be posted on the Notice Board and no responsibility will be accepted for media reports. It is always the player's duty to watch the Notice Board.
- k) All Matches are to be set down and played under the 'play or forfeit' rule (refer rule 20) with following exceptions: -
- i) A team member has a club or bona fide obligation at an Association Event.
 - ii) Bereavements in the immediate family will automatically waive the 'play or forfeit' obligation, if so desired.
- l) A condition of nomination in the Major Singles Championships is that the player is obliged to act as Marker when carded.
- m) Should a Marker be unable to carry out his obligations when notified, it will be his responsibility to obtain a replacement and advise the Match Committee. If a Marker fails to attend, and has not arranged for a replacement, the Match Committee may forward the matter to the 'Bowls Disciplinary Committee' for action.

24. MINOR EVENTS

- a) A Player is eligible to play in the Minor Singles provided that: -
 - i. The player has not previously won a Minor Singles event or Major Singles Championship at any Club.
- b) A Player is eligible to play in the Minor Pairs event provided that: -
 - i. The player has not previously won a Major Singles, Major Pairs Championship, Minor Singles or Minor Pairs event at any Club.
- c) A condition of nomination in the Minor Singles is that the player is obliged to act as a Marker when carded
- d) Should a Marker be unable to carry out his obligations when notified, it will be his responsibility to obtain a replacement and advise the Match Committee. If a Marker fails to attend, and has not arranged for a replacement, the Match Committee may forward the matter to the 'Bowls Disciplinary Committee' for action.
- e) A member who is also a member of another club and who plays Pennants, Club Championships or Minor Events with that club, shall not be eligible to enter BBMBC Minor Events
- f) All matches are set down and played under the 'play or forfeit' rule (refer rule 20) with the following exceptions: -
 - i. A team member has a club or bona fide obligation at an Association Event.
 - ii. Bereavements in the immediate family will automatically waive the 'play or forfeit' obligation, if so desired.

25. MIXED EVENTS (All participants must be a member of BBMBC or BBWBC)

- a) Mixed Events must include: -
 - i. Pairs: - One Male & One Female member
 - ii. Fours: - Two Male & Two Female members
- b) In all mixed games teams will play in alternative positions and the introduction of a substitute shall not alter the composition of a team. (i.e. the substitute must be of the same sex as the player being replaced and must not have played or nominated in any other team in that event).
- c) In Mixed Fours only, two substitutes, one female and one male, may be allowed by the Match Committee. iii. Substitutes may play in any position except that of skip; the other players may arrange their positions as desired.
- d) A Member, who participates in Championships or Association Event at another Club, are ineligible to enter the Mixed Pairs or Mixed Fours Championships at Bateau Bay Men's Bowling Club in that Bowling Season.

- e) All matches are set down and played under the 'play or forfeit' rule (refer rule 20) with the following exceptions: -
- i. A team member has a club or bona fide obligation at an Association event.
 - ii Bereavements in the immediate family will automatically waive the 'play or forfeit' obligation, if so desired.

26. PLAY OR FORFEIT RULES

- a) Championship games are to be played on or before the carded date, the bowls office and match committee are to be informed of and approve any changes to carded times.

*REFER BY-LAWS (22.24.25.)

27. DEFAULTERS

- a) Players who enter to play bowls on any day and then find they are unable to play should advise the Bowls Office staff (if unattended leave a message on the answering machine) as soon as they are aware of their inability to play. A minimum 1.5 hours' notice is required except for emergency situations. Any breach of the above rule may be referred to the Bowls Committee who may refer the matter to the Bowl Disciplinary Committee for action.

28. SOCIAL MEDIA POLICY

- a) That all members be offered access to the Club's present and future Social Media Platforms including but not restricted to Team App.
- b) That Administrators be appointed by the Club Committee as required to mediate the Social Media platforms of the club.
- c) That Club Social Media Platforms be used only for promoting or reporting the activities of the Club. This will include but not be restricted to promotions, committee activities and results for championships, tournaments and Pennants.
- d) Posting on Social Media shall be used for the best interest of the club and Lawn Bowls.
- e) At no time can members post on chatrooms, in comments or in other forms of Social Media such as Club Facebook Pages and Team App, derogatory or threatening remarks about or to any other member or club official. Such comments or posts will be removed by an administrator without explanation and the Member Banned or Suspended from the Club's social media. This shall be at the Administrators discretion and the member will be advised by the Administrator of any ban or suspension from the Club's Social Media platforms.

29. MOBILE PHONES

- a) Mobile Telephones shall not be taken onto the green or surround during the playing of any Association Matches, Minor events or Mixed events by either players or spectators.

NOTE: -Employees of Emergency Services may have pagers or mobile phones which can be used with the approval of the Controlling Body.

30. LIFE MEMBERSHIP

a) BBMBC may confer Life Membership on a person who has rendered distinguished or special service to the Club and Bowls in general.

b) Criteria for Life Membership

The following criteria may be used to determine the suitability of a person for nomination for Life Membership of BBMBC. While it is not necessary for all the criteria to be satisfied, some at least should be considered.

The person under consideration should have demonstrated the following:

- i. Innovative practice: introducing new procedures in administration and management
- ii. Advancing the profile of the game by effective promotion and recruitment which provide observable results.
- iii. Increasing the administrative participation of the sport by gaining representation on relevant meetings of peak bodies.
- iv. Enhancing communication with the general body of members and feeder groups.
- v. Constantly reviewing and modifying existing administrative and management procedures.
- vi. Having the ability to enthuse others to implement appropriate ideas.
- vii. Showing strong leadership qualities in working with all areas of the sport.
- viii. Demonstrated meritorious service at Club and Zone level.

c) Procedure

- i. Nominations may be submitted in writing by full Members of the Club to the Executive of the Club for Consideration
- ii. Nominations shall be submitted to the Executive a minimum of fourteen days prior to the scheduled Annual General Meeting for consideration.
- iii. Nominations approved by the Board shall be presented at the Annual General Meeting with appropriate comments from the Club Executive.
- iv. The sponsoring member shall present the nomination for consideration at the Annual General Meeting.