

**By Laws**

**of the**

**Sorrento Bowling Club (Inc.)**

Updated by Governing Council 2<sup>nd</sup> December 2019

# **Schedule of Approved Amendments**

Updated by Governing Council

2<sup>nd</sup> December 2019

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# SORRENTO BOWLING CLUB (INC.)

## By Laws

### 1. Authority to Make By-laws

Under Clause 7.2 of the Constitution of the Sorrento Bowling Club (Inc.), the Board (Governing Council) shall have power to frame By-laws for the management of The Club. Such By-laws shall be binding on members until repealed or amended by The Board or by any General Meeting of members. Such By-laws may impose penalties for any breach of these Rules.

The Board shall have full power to alter, amend or rescind the By-laws as occasion may require and any By-Laws made by The Board shall be equally as binding as, but shall not be opposed to these Rules.

A certified copy of all By-Laws shall be posted on the notice board by The Office Manager.

### 2. Operational Management

The Operational Management of the Club shall comprise Three (3) Divisions:

- ✓ **An Operations Division** lead by the Vice President (Operations) and shall comprise the operations of the Bar, Greens, Membership, Marketing and Sponsorship and House and Social Committees.
- ✓ **A Sports and Participation Division** led by the Vice President (Sports and Participation) and shall comprise the operations of the Men's Bowls, Women's Bowls, Croquet, Darts and Growth and Development Committees.
- ✓ **An Administration Division** headed by the Treasurer and Office Manager who shall also be responsible for the operations of Technology and Communications, Volunteer Coordination, Safety and Occupational Health and Member Welfare.

### 3. Duties of Standing Committees

The duties of the various Standing Committees and office bearers shall be as set out in duty statements in Appendices A and B. Changes to duty statements must be approved by the Board. The Secretary shall be responsible for maintaining duty statements and providing copies where required ensuring these are correct and up to date and that copies are provided to new incumbents.

#### **4. Club Colours**

The Club colours shall be as determined, from time to time, by the Board.

#### **5. Club Competitions**

- The Bowls Australia Policies and Laws of the Sport of Bowls and, unless otherwise specified, Bowls WA Policies and Field of Play Rules shall govern all games of bowls. The Bowls Committees are authorised to interpret and administer the playing rules for club competitions.
- Competitions relating to associated sports such as croquet and darts are determined by their respective sports associations and their Match Committees.
- All members wishing to compete in Club competitions must be financial or life members of the Club and for the sport for which the competition applies. Entry fees must be paid in advance of the competition.
- Notices inviting entries for competitions shall wherever possible be posted on the Club Notice Board at least fourteen (14) days prior to the date the competition is scheduled to be played and shall specify a date or dates of play, anticipated commencement time and required attire.
- After the draw has been made, any competitor failing to attend at the appointed time shall forfeit that match to the opponent, unless other arrangements have been made by the appropriate Match Committee.
- It shall be the responsibility of the Match Committee to ensure an Umpire and, where necessary, Markers and/or Scorers are allocated for all competitions.
- In a singles competition, a defeated player must, if requested by the Match Committee, mark in the following round.

#### **6. Social Bowls**

- Social bowls will normally be arranged by the Match Committee. Privately arranged games are permitted on condition a spare green is available.
- Vacant rinks on greens that are being used for State Competitions or Club Championships will not be used for roll ups or social bowls.
- During the Pennant season bowling members who are not selected (known as “bankers”) may play a social game on a spare green. If a spare green is not available a spare rink may be used but, in this case, the bankers are required to wear the current club uniform.

#### **7. Bowls Practice**

An objective of the Club is to encourage practice. Therefore, roll-ups should be accommodated wherever possible subject to the following:

- Roll-ups are permitted, on any day of the week other than Mondays (unless authorised), when there is a spare green available and open for use.
- Roll-Ups are not permitted before 10am.
- Vacant rinks on greens that are being used for State Events, Pennants or Club Championships may not be used for roll-ups.
- Roll-ups are permitted prior to a social game.
- Roll-ups on a green that is to be used later for a Club competition or a Pennant game are permitted but must be completed 90 minutes prior to the commencement of the game.

## **8. Information Management**

The effective management and processing on Club information is important to ensure that all information received through correspondence and email is correctly processed and that member information is protected. The Club has responsibilities under the Associations Incorporations Act and the Privacy Act.

All information received by the Club will be processed centrally through the Administration Office, Correspondence will be recorded, all monies banked, and a receipt issued and then forwarded to the appropriate person for action.

Member information will be provided by the Office Manager to Chairs of Committees and other authorised persons in accordance with the Club's Provision of Member Information Policy. Club members receiving member information become its custodians and information must be managed in accordance with the Club's policies.

## **9. Dress Code and Attire**

Dress standards are important for the Club and a requirement for all bowls competitions. Members and their guests shall be clean and neatly dressed in keeping with the activities of the Club. However, it is appreciated that members using the Club in the afternoons after leaving work may not have the opportunity to change. In this case they may wear work clothes but are expected to present themselves as neatly as possible.

The following minimum standards apply:

- Competitors and officials participating in Bowls WA events, Club Championships, specified sponsored events and Gala days shall wear Bowls Australia logoed attire or Club Colours in accordance with the rules of attire as described in the Bowls WA Attire Policy.
- The Match Committee will determine dress codes that apply to specified sponsored events such as "Dash for Cash".
- Croquet players representing the club or playing in competitions shall wear the Club's uniform.

- It is a requirement that any member utilising the greens shall wear neat, tidy attire and the appropriate footwear (i.e. no ripple soles or thongs). Bare feet are permitted during Community Bowls events.
- Singlets are not permitted to be worn in the clubhouse or on the greens.

## **10. Conduct**

- Members are required to conduct themselves in a manner that reflects the good standing of the Sorrento Bowling Club, including when attending other bowling clubs.
- A member of the Board or Operational Management or Team Manager has the power to approach a member whose conduct or behaviour is unsatisfactory and to take whatever action they may feel is appropriate. A full written report of the incident must be submitted to the President and/or Secretary within 24 hours of the event.
- Members are also required to conform to The Code of Conduct detailed in Appendix "C".

## **11. Veterans and Novices**

- A veteran is any member who has reached the age of 70 at the date of the commencement of the championship event.
- A Novice is a first- or second-year capitated player at the date of commencement of the Novices event.
- Veteran and Novice Championships shall be deemed to be Club Championships but, since they are not open to all Club Members, will not count towards the allocation of points for the annual "Bowler of the Year" competition.

## **12. Sale and Consumption of Liquor**

- The Bar trading hours shall be as declared from time to time by the Vice President (Operations) in concert with the Duty Manager and at all times complying with the provisions of relevant liquor and gaming regulations.
- Liquor shall not be consumed by members outside of approved trading hours, nor shall liquor be brought onto Club property.
- At no time shall it be permissible to consume or carry drinks of any kind whatsoever onto the greens, except in the case of a medical emergency.

## **13. Smoking**

- Smoking is only permitted in designated areas.
- Smoking is not permitted on the greens at any time.



## **14. Gambling**

- No gambling shall be allowed on The Club premises other than that permitted under The Gambling Commission Act and The Liquor Act.

## **15. Children**

Unless they are a financial member of the Club, including a Junior Member (Section 3.5.9 of the Constitution):

- Children must at all times be under the control of a parent, guardian or responsible adult member of the club and conduct themselves in a manner so as not to interfere with the proper functioning of the Club.
- Children are not allowed on the greens unless accompanied by an adult.
- A Committee member may request parents of misbehaving children to remove their children from the premises.

## **16. Life Members**

When assessing the worthiness of a member for Life Membership of the Club, the Committee should take the following guide lines into consideration:

- Must have been a member for a minimum period of ten years.
- Must have served on one or more of the committees for not less than five years.
- Must have consistently performed their duties and functions at a level greater than generally expected, without seeking recognition or reward for same.
- Will have an unblemished record, and serve as a role model for others, putting the welfare of the Club above personal ambition, disappointments, likes and dislikes.

Any eligible Club member putting forward the name of another member for life membership should present their nomination together with a “history” of the nominated person, and preferably with details of this person’s membership on committees, achievements and activities performed over the years. Such nomination would then go before a sub-committee, appointed by the Board and consisting of five members comprising one member of the Board; two life members and two other Club members. The Club President would be an ex-officio member of this sub-committee without voting rights. Recommendations from this sub-committee would then go back to the Board for final confirmation.

## **17. Affiliate Membership**

Consistent with the Objects of the Club's Constitution, the Club may accept Affiliate Membership for community clubs providing recreational, social, sporting and cultural services to the local community.

A portion of the membership fees of Affiliate Clubs will be negotiated between the clubs as a reasonable fee to be charged by Sorrento Bowling Club for the annual membership of the affiliated club to enable its members to use the agreed facilities of the Sorrento Bowling Club.

The Northern Knights Cricket Club and Northern Warriors Veterans Football Club are Facilitated Clubs.

## **18. Private Functions**

Members may, with the approval of the Venue Hire Coordination (in concert with the Duty Manager and Vice President (Operations)), apply to hold private family or business functions. Approval for such functions will be accordance with Club pricing and other policies and relevant liquor, gaming and health regulations.

Members obtaining the use of the Club premises under this By-law shall be responsible for their guests.

## **19. Kitchen**

The objective of the Club is to maximize the utilisation of the kitchen but also to ensure that its users respect the privilege of using Club resources.

As a consequence:

- With the prior approval of the Vice President (Operations), any section or member of the Club may use the kitchen facilities.
- Any section or member using these facilities shall clean all utensils and return all items used to the appropriate place, leaving the area in a clean and tidy state.
- Failure to comply with these standards may result in a penalty being applied by the Committee.

## **20. Parking**

The Committee may allocate reserved parking bays to certain office bearers or workers at their discretion, and to visiting dignitaries and sponsors.

## **21. Welfare Officer**

A Welfare Officer shall be appointed by The Board.

## **22. Amendments to By Laws**

The Board shall have the authority to repeal or amend or add to these By-laws. Such actions shall be notified to members by notice on the Club Notice Board.

# Appendix “A” - Committees

## 1. The Board /Governing Council

The Board/Governing Council is the peak body of the Sorrento Bowling Club, chaired by the President, and is responsible for setting the Club’s strategic direction, planning and implementing enabling strategies, and the overall stewardship of the Club.

The Board/Governing Council comprises the President, Vice President (Sports and Participation), Vice President (Operations), Treasurer, Secretary and up to three independent directors appointed for their expertise/business acumen.

Specifically, members of the Board/Governing Council are responsible for:

- ✓ Strategic direction and planning – determining the direction that the Club needs to travel over the following 5-10 years; establishing objectives, goals and targets; establishing its present position and developing and implementing strategies to achieve the outcomes sought; maintaining the Club’s strategic plan and operational plans; and monitoring progress
- ✓ Policy and process – maintaining and reviewing the Club’s Constitution, Bylaws, policies and processes and implementing changes where required
- ✓ Financial management and protocols – develop and implement financial processes including infrastructure and capital investment strategies and operating budgets for the divisions; implement processes to improve efficiency; monitor expenditures; establish protocols and financial controls; oversee the audit process
- ✓ Member and Stakeholder relationships – develop and implement processes to improve communication with and between members and key stakeholders
- ✓ Risk management and compliance - develop and implement risk management strategies and ensure compliance with relevant laws and regulations
- ✓ Employment – employ and oversee the management of staff and contractors

Board/Governing Council members represent the leadership of the Club and should conduct themselves accordingly, demonstrating the values and principles established for the Club. Governing Council members assume individual and collective responsibility for showing initiative to improve member relations when at the Club.

The Board/Governing Council is not responsible for and should not become involved in the day-to-day operational issues of the Club. Operational issues are the responsibility of various committees and sub-committees that are the responsibility of the Vice President (Sport and Participation), the Vice President (Operations), the Treasurer and the Office Manager.

## **2. STANDING COMMITTEES**

### **2.1 Greens and Grounds Committee**

- The Greens and Grounds committee shall consist of at least five (5) members including a Coordinator. The Coordinator shall be appointed by the Board following consultation with Committee members and be responsible to the Vice President (Operations).
- It shall be responsible for the upkeep of and improvements to the greens and surrounds and shall have full control over the grounds.
- This shall include the power to close any portion of the greens/grounds at any time, by posting a notice to that effect on the Club notice board or by placing an indicating notice on the portion so closed.
- All members of this committee shall be elected for a minimum of one year commencing from the original date of election to the committee.
- The Committee shall meet as necessary, but no less than six (6) times a year.

A quorum shall comprise two-thirds of the Committee's membership.

### **2.2 House and Social Committee**

- The House and Social Committee shall consist of at least five (5) members including the Chairperson who shall be appointed by the Board following consultation with Committee members and be responsible to the Vice President (Operations). All members of this committee shall be elected for a minimum of one year commencing from the original date of election to the committee.
- The Committee shall be responsible for the overall appearance of the clubhouse and for recommending improvements/upgrades to the Governing Council through the Vice President (Operations).
- This committee in conjunction with the Duty Manager shall arrange social functions and make provision for the ordering of such food and beverages as may be required.
- This committee shall function in conjunction with the Croquet, Darts and Men's and Ladies' Bowls Committees.
- The Committee shall meet as necessary, but no less than six (6) times a year.

A quorum shall comprise two-thirds of the Committee's membership.

### **3. OPERATIONAL COMMITTEES**

#### **3.1 Bowls and Croquet Management**

- The management and running of bowls for members of the Club shall be vested in the Men's and Ladies' Bowls Management Committees. The management and running of croquet for members of the Club shall be vested in the Croquet Committee.
- The Bowls Committees shall consist of a Captain, Deputy Captain, Secretary, Chairperson of Match Committee, and Chairperson of Selection Committee and a RWABA Delegate. The Croquet Committee shall consist of a Captain, Deputy Captain and four other members.
- Only male members are eligible for nomination to the Men's Bowls Committee and only male members can vote for members of this committee. Only female members are eligible for nomination to the Ladies' Bowls Committee and only female members can vote for members of this committee. Only croquet members are eligible for nomination to the Croquet Committee and only croquet members can vote for members of this committee.
- All positions on the Bowls or Croquet Management Committees or other Operational Committees shall be for a minimum of one year commencing from the original date of election to the committee. All members of the Bowls or Croquet Committees shall be eligible for re-election subject to continuing membership of the Club, provided however that any member who has resigned from any Standing or Operational Committee shall not be eligible for re-appointment to any committee until the next Annual General Meeting.
- The relevant Bowls or Croquet Committee Captains shall preside. In the Captain's absence the Deputy Captain shall preside. In the absence of both The Captain and Deputy Captain the meeting shall elect a Chairperson from the members present, who shall have a casting vote only.
- A quorum shall comprise two-thirds of the Committee's membership. The RWABA and WACA Delegates shall be appointed at the AGM and may hold any other position in the Club. The term of office for the Delegates shall conform to the election dates for appointment to RWABA or WACA Committees as the case may be.

#### **3.2 Darts Management**

- The management and running of darts for members of the Club shall be vested in the Darts Committee. The committee shall consist of a Captain (President), Secretary, Treasurer, Recorder and a Delegate for Blue Water and a Delegate for Sports and Bowling Darts Associations.
- All positions shall be for a minimum of one year commencing from the original date of election to the committee.

- Only Dart Members can vote and sit on the Darts Management Committee.

A quorum shall comprise two-thirds of the Committee's membership.

### **3.3 Match**

The role of the Men's/Ladies Match Committee is to organise and implement the bowls programme for the calendar year. Each Committee shall consist of up to ten (10) members who shall elect their own Chairperson. The Committee will:

- Ensure the early formation of a Bowls program for the coming year.
- Liaise with the Green and Grounds Chairman on the availability of greens for the proposed program.
- Enter green requirements on to the computerised system that is in place and update these when changes become known.
- Recommend all game entry fees for ratification by the bowls captain
- Oversee the collection and disbursement of match fees, ensuring that all monies collected are promptly distributed by way of prizes, expenses or to the club as revenue as required and in the appropriate manner.
- On abandoned games, adjudicate on prizes and fees distribution or return to players
- Liaise with umpire's convenor to have umpires appointed for all open events and club championships
- Encourage bowlers to undertake umpire accreditation courses.
- Arrange for umpiring equipment, water barrels, mats and jacks, to be put into position and the flags raised.
- At end of each day ensure that all equipment, mentioned above is returned to its storage place.
- Ensure results of events are notified to the appropriate bodies e.g. newspapers, Bowls WA etc.

A quorum shall comprise two-thirds of the Committee's membership.

### **3.4 Coaching**

From time to time, the Board at its discretion may appoint a Bowls Coach/Coordinator whose duties will be described in appropriate engagement documentation.

The Bowls Coaching Committee shall consist of all bowls coaches in the Club and the Croquet Coaching Committee of all croquet coaches in the Club. Each committee shall elect a Chairperson from within the group.

The Coaching Committees shall, work with and report to, the relevant Bowls or Croquet Committee.

### **3.5 Men's and Ladies' Bowls Selection**

There shall be two Selection Committees, one for Men and one for Women. Each committee will comprise five (5) selectors who will be responsible for selecting all pennant sides for their gender. Each panel shall appoint their own Chairperson of Selection who shall be a member of the relevant Bowls Management Committee.

The Selectors shall:

- Consult weekly with Team Managers during the pennant season.
- Be responsible for the selection and placement of players in Pennant Teams.
- Liaise with Green Keepers for Green requirements and ensure that such requirements are entered into the Greens allocation database.

All members of this committee shall be elected for a minimum of one year commencing from the original date of election to the committee. The members of the Men's Committee will be elected by Male Members and the Ladies by Female Members.

A quorum shall comprise two-thirds of the Committee's membership.

### **3.6 Croquet Selection and Handicap**

There shall be five (5) selectors who shall be responsible for selecting all pennant teams and any other teams which may be required from time to time and who shall appoint their own Chairperson who shall sit on the Croquet Committee.

All members of this committee shall be elected by Croquet Members for a minimum of one year commencing from the original date of election to the committee.

A quorum shall comprise two-thirds of the Committee's membership.



# Appendix “B” - Responsibilities and Duties of Officials

## 1. President

The President’s primary responsibilities are to:

- Provide overall leadership, stewardship, motivation and innovation
  - Coordinate the operations of the Governing Council
  - Work constructively with committees and sub-committees
  - Manage stakeholder and external relations
  - Manage member relations
- 
- The President shall lead by example, preside over the Governing Council and General Meetings of the Club with impartiality and promote the public image of the Club.
  - The President together with the Office Manager shall determine the dates and times of meetings of the Board and shall formulate the agenda for such meetings
  - At all General Meetings of the Club and all meetings of the Governing Council the President shall exercise a casting vote only, which shall be exercised to maintain the status quo.
  - The President shall be an ex-officio member of all Committees and Sub-Committees.

### Prerequisites:

To be successful, a President should possess excellent communication skills; strong interpersonal skills; management and supervision skills and the ability to delegate, motivate and inspire people.

## 2 Vice Presidents

The Vice Presidents are accountable to the Governing Council through the President and shall:

- Support the President in all activities of the Club and shall assume the responsibilities of the President in his/her absence.
- Participate as a member of the Governing Council
- Provide leadership to their respective Divisions and ensure that Divisions maintain a close working relationship and share information.
- Chair or participate, where appropriate in committees and sub-committees operating within their Divisions.

### **Prerequisites:**

To be successful, Vice Presidents should possess excellent communication skills; strong interpersonal skills; management and supervision skills and the ability to delegate, motivate and inspire people.

#### **2.1 Vice President (Operations)**

The Vice President Operations is responsible for the following areas of operation:

- Greens
- Bar
- House and Social
- Membership, Marketing and Sponsorship

### **Prerequisites**

In addition to the attributes described for Vice Presidents, the Vice President Operations should have a working knowledge of the areas under their responsibility.

#### **2.2. Vice President (Sports and Participation)**

The Vice President (Sports and Participation) is responsible for the following areas of operation:

- Bowls – Women and Men
- Croquet
- Darts
- Growth and Development

### **Prerequisites:**

In addition to the attributes described for Vice Presidents, the Vice President Sport and Participation should have a working knowledge of the areas under their responsibility.

#### **3. Office Manager (previously Secretary)**

The Office Manager is responsible to the Governing Council through the President and shall do such clerical work as may be necessary for the observance of the Rules and By Laws of the Club. In particular they will:

- Provide administrative services for the Club.
- Provide member support and respond to member and general enquiries
- Maintain clubhouse facilities and services, including cleaning, waste disposal and pest control

- Ensure compliance with OH&S and other regulatory requirements
- Organise Annual General, Half Yearly and other special meetings of the Club and monitor follow up actions.
- Organise Board Meetings, record minutes and monitor follow up actions.
- Maintain a close working relationship with other Club committees and assist where required.
- Process communications for the Club and monitor follow up actions.
- Maintain the Club's Constitution and By Laws.
- Maintain the records system.
- Maintain and keep current all insurance policies.
- Liaise with and maintain, in association with Club Captains, a close working relationship with Bowls WA and other associated sporting organisations.
- Manage membership, capitation and other related reports and information.
- Maintain honour boards, trophies etc. in association with Club Captains.
- Receive and process membership applications.
- Ensure maintenance of membership records and systems.
- Issue membership invoices and other related correspondence and manage debtors.

The Office Manager shall, unless the members resolve otherwise at a general meeting, have custody of all books, documents, records and registers of the Club other than those required to be kept and maintained by the Treasurer.

#### **Prerequisites:**

To be successful in the position the Office Manager should possess excellent communication skills; strong interpersonal skills; management and supervision skills and the ability to delegate, motivate and inspire people. In addition, the Office Manager should have:

- Basic administrative, organisation and time management skills
- Good written and communication skills (correspondence, phone, email etc.)
- Experience in the use of office technology such as Microsoft Office products; experience in the use of computing packages; photocopying and faxing; and office processes
- Knowledge of records management

#### **4. Club Treasurer**

The Club Treasurer is responsible to the Governing Council through the President and shall be responsible for the receipt of all monies paid to or received by him or her on behalf of the Club and must issue receipts for those moneys in the name of the Club. In addition, they shall:

- Pay all moneys received into an account or accounts of the Club as The Board may from time to time direct.
- Make payments from the funds of the Club with the authority of a General Meeting or of The Board and in doing so ensure that all cheques are signed by any two others as are authorised by The Board.
- Keep such accounting records as correctly record and explain the financial transactions and financial position of the Club and will enable true and fair accounts of the Club to be prepared from time to time.
- Keep accounting records in such a manner as will enable true and fair accounts of the Club to be conveniently and properly audited.
- Submit to members at each Annual General Meeting of the Club accounts of the Club showing the financial position of the Club at the end of the immediately preceding year and detailing income and expenditure for the year.
- Submit at each meeting of The Governing Council a financial report explaining the Club's current and projected financial position including, a balance sheet and profit and loss statement.
- Shall arrange payment of salaries to Club employees and honoraria to club volunteers.

The Treasurer shall, unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and all accounting records of the Club.

The Assistant Treasurer shall assist the Club Treasurer as occasion demands.

#### **Prerequisites:**

To be successful in the position the Treasurer should possess sound organisation and communication skills; accounting or bookkeeping experience; and experience in using computerized accounting systems and electronic banking.

#### **5. Secretary- Manager**

A Secretary- Manager, if employed, shall be a permanent employee of the Club and shall be appointed by and be accountable to the Governing Council, through the Vice President (Operations) and shall:

- Carry out administrative duties as defined by these rules.

- Keep accounts of petty expenses and be reimbursed by the Club Treasurer.
- Keep an inventory of club property.
- Attend to all such matters as may be necessary for the observance of the Constitution and By Laws of the Club and compliance with The Act.
- Act as Bar Manager and shall be an ex-officio member of the Committee of Management and the Bar and Social Committees but without power to vote.
- Regularly report to the Vice President (Operations) upon attendance, diligence and efficiency or otherwise of all paid employees of the Club.

The remuneration payable to the Secretary- Manager for services and conditions of employment, shall be such as are determined from time to time by the Governing Council, subject always to the initial contract of employment, in respect to the person presently occupying the position.

#### **Prerequisites:**

The Secretary- Manager's qualifications and experience requirements will be determined at the time of advertisement to reflect the exact nature of the position required at that time (assuming a paid employee is to be engaged).

Basically, the position will require a combination of the Office Manager and Bar Manager's competencies and experience.

## **6. Bowls Captains**

The Men's and Ladies Bowls Captains shall be accountable to the Vice President (Sport and Participation) and be responsible for the administration of the bowls activities for their gender within the Club. In particular they will:

- Ensure a close liaison between Men's and Ladies Bowls Divisions is maintained.
- Call and Chair meetings of their respective Bowls Committees on at least a monthly basis. At all such meetings, in the absence of the Captain, the meeting shall be chaired by the Vice Captain. In the absence of both these persons, the meeting shall elect its own chairperson;
- At the first meeting after election allocate other duties that may be required to committee members.
- Submit the annual proposed bowls program to the Committee of Management for endorsement.
- Oversee the sub-committees relating to Bowls functions within the club, ensuring that their roles and conduct conform to the general policy of the club.
- Receive and deal with complaints from members relating to bowls and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Committee of Management.

- Ensure that the Bowls WA Delegate is instructed to vote in accordance with the wishes and direction of the Bowls Committee.
- Ensure a close liaison with the Greens and Grounds Chairperson for greens availability and maintaining a close liaison with the Social Chairperson for supporting social needs.

In the event that the Club President and Vice Presidents are not available, the Captain of either Men's or Ladies Bowls shall fill their role at trophy presentation, Guest introduction and the like as required.

The Bowls Captains shall be ex-officio members of all Bowls Section Operational Committees.

### **Prerequisites:**

To be successful in the position a Captain of Bowls should possess strong interpersonal and communication skills; good organisation and delegation skills; and substantial knowledge and experience playing in the game of bowls.

## **7. Captain of Croquet**

The Captain of Croquet shall be accountable to the Vice President (Sport and Participation) and be responsible for the administration of the Croquet activities within the Club. In particular the Captain of Croquet will:

- Call and chair meetings of the Croquet Committee on at least a monthly basis. At all such meetings, in the absence of the Captain, the meeting shall be chaired by the Vice-Captain. In the absence of both these persons, the meeting shall elect its own chairperson.
- At the first meeting after election allocate other duties that may be required to committee members.
- Submit the annual proposed croquet program to the Committee of Management for endorsement.
- Oversee the Sub-Committees relating to croquet functions within the club, ensuring that their roles and conduct conform to the general policy of the club.
- Receive and deal with complaints from members relating to croquet and selection disputes. Complaints relating to misconduct may, if necessary, be lodged with the Committee of Management.
- Ensure that the WACA Delegate is instructed to vote in accordance with the wishes and direction of the Croquet Committee.
- Ensure a close liaison with the Greens Coordinator for greens availability and maintain a close liaison with the Social Chairperson for supporting social needs.

The Croquet Captain shall be an ex-officio member of all Croquet Operational Committees.

**Prerequisites:**

To be successful in the position the Captain of Croquet should possess strong interpersonal and communication skills; good organisation and delegation skills; and substantial knowledge and experience playing in the game of croquet.

**8. Captain of Darts**

The Captain of Darts is accountable to the Vice President (Sport and Participation) and is responsible for the operation of darts within the Club.

**Prerequisites:**

To be successful in the position the Darts Captain should possess strong interpersonal and communication skills; good organisation and delegation skills; and substantial knowledge and experience playing in the game of darts.

**9. Greens Coordinator**

The Coordinator of Greens shall be accountable to the Vice President (Operations) and shall;

- Liaise with the Vice President Operations to ensure the employment contracts of the green keepers are reviewed annually.
- Liaise with the Green Keepers to ensure all greens requirements are met.
- In concert with the Greenkeeper, produce a budget for the forthcoming year and recommended changes to the Capital Investment Plan for consideration by The Board and to monitor and report to the Vice President Operations on its' implementation.
- Ensure that the Green Keepers maintain all greens and equipment in good order and that they adhere to safe working practices.
- Prepare and maintain an inventory of all greens related club property.
- Liaise with Selection and Match Chairpersons to determine green requirements and ensure these are recorded in the computer system.
- Liaise with Head Coach and Office personnel (re social bookings) to determine green requirements and subsequent allocations.
- Ensure the Green Keepers show on the green status board the green(s) that may be used for roll ups.
- At the beginning and end of the bowling season ensure that all shades are erected and removed for storage as the weather dictates.

**Prerequisites:**

To Greens Coordinator works in close association with the Green Keeper and greens contractors. To be successful in the position the Greens Coordinator should possess strong interpersonal and communication skills; and good organisation and delegation skills. While not expected to have green keeping skills or expertise, the Greens Coordinator should have a

good understanding of the processes to prepare and maintain greens and surrounds.

## **10. Umpire's Co-ordinator**

The umpires will select a qualified umpire to be the Umpire Coordinator who will be responsible for coordinating the activities of umpires in concert with the Bowls Coach/Coordinator (should such a position be operational).

In addition, he/she will:

- Review the status of all equipment on the boards, request replacement of broken, damaged or outdated equipment and recommend the purchase of more modern equipment to replace antiquated equipment.
- Allocate Umpires for matches as requested by the Match Committee.
- Encourage members to undertake umpire accreditation courses/examinations so umpire numbers are maintained at a reasonable level.

### **Prerequisites:**

The Umpires Coordinator should have sound communication and organisation skills and be a qualified umpire.

## **11. Coaches**

- The coaches will select a qualified coach to be the Head Coach who will be responsible for coordinating the activities of Coaches.
- Coaches will assist new members to play the game where requested; existing bowlers who wish to improve their performance; and to work with the Bowls Committees to implement various strategies to enhance bowls performance.

### **Prerequisites:**

The Coaches Coordinator should have sound communication and organisation skills and be a qualified coach.



## **Appendix "C" – Code of Conduct**

As a Club operated primarily by volunteers for the benefit of its members, all members of the Sorrento Bowling Club have an individual and collective responsibility to contribute in a positive way to the operations of their Club.

This Sorrento Bowling Club Code of Conduct applies equally to members and their guests, including players from other clubs visiting the Sorrento Bowling Club for sporting competitions.

### **1. On the Green**

- 1.1** Bowlers and croquet players must display respect to their team mates, and opponents, and play the game within Bowls WA and Croquetwest Laws and/or Conditions of Play, to the highest degree of sportsmanship and honesty.
- 1.2** Players will not engage in offensive or abusive language, dissent, conduct unbecoming, or actions which would bring the game of bowls, croquet or the Club into disrepute.
- 1.3** Spectators on the banks will conduct themselves in a manner that ensures that players are not distracted.

### **2. Within the Clubhouse**

- 2.1** Members, family and guests are encouraged to enjoy the hospitality of the club without fear of acts of racial vilification or verbal abuse.
- 2.2** Members, family and guests will ensure that the comfort of other patrons is not unreasonably disturbed.
- 2.3** Members, family and guests will respect other patrons and will conduct themselves in a manner that will not cause offense.
- 2.4** Abusive or offensive language is not permitted within the clubhouse or its surrounds.
- 2.5** Members, family and guests, when consuming alcohol, will do so responsibly, and will accept any staff or licensee decision to amend behaviour or discontinue the serving of alcohol without complaint.

### **3. Dress Code**

Neat dress standards are important. Prior to 6pm, members visiting the Club from work in the trades may wear work clobber but should present themselves as neatly as possible. Singlets are not permitted.

### **4. Smoking and Alcohol**

- 4.1** Smoking is not permitted by law in the clubhouse or within five (5) metres of any entrance. Smoking is not permitted on any green at any time.
- 4.2** Smokers must dispose of butts correctly and empty ashtrays regularly.

**4.3** Members are to respect the rights of other members who wish to smoke in allowable areas.

**4.4** The consumption of alcohol is not permitted at any time on the greens but is permitted on the banks (which are licensed to consume alcohol).

**The President and Committee of the Sorrento Bowling Club may take any action considered necessary on occasion of a reported breach of this Code of Conduct. Such action may include referral to Bowls WA, Croquetwest or related sporting association if the Committee deems this appropriate.**

## **Appendix “D”- Employee Terms and Conditions**

### **1. Employment of Juveniles**

No person under the age of eighteen (18) years shall be employed in the licensed portion of The Club or serve in the bar.

### **2. Employees’ Hours**

No employee of The Club shall be employed in the Club for a longer period than persons lawfully employed under The Registered & Licensed Clubs Award 2010.

### **3. Employees’ Pay Rates**

Employees of The Club shall be paid not less than the rates laid down under The Registered & Licensed Clubs Award 2010.

### **4. Illegal Payments to Employees**

No employee of The Club shall receive any money or gratuity from any member of The Club or stranger admitted into the club or from any trades person on any pretext whatsoever on pain of instant dismissal.

### **5. Directing Employees to Leave Premises**

No employee of The Club shall be sent on any errand whatsoever outside the club premises except with the approval of the President, Office Manager or Coordinator of Greens.

## **6. Conduct of Employees**

The conduct of any employee of The Club shall in no case be made a matter of personal reprimand by any member.

## **7. Commission Payments**

No payment or part payment to any member or employee of The Club shall be made by way of commission or allowance from or upon the receipts of the club for liquor supplied.