



Mulgrave
Country
Club

Your Club

MULGRAVE COUNTRY CLUB

BOWLS SECTION RULES

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MULGRAVE COUNTRY CLUB BOWLS SECTION RULES (Founded 1961)

(As defined by the Constitution of the Mulgrave Country Club)

Your Club

1. Name

The name of the section shall be known as the "Mulgrave Country Club Bowls Section" herein-after described as the "bowls section" and shall, notwithstanding anything which may appear to the contrary herein conform with the constitution, policy, by-laws and sporting guidelines of the Mulgrave Country Club.

2. Objective

The activities of the Mulgrave Country Club bowls section shall be devoted to the game of bowls and to affiliate with Bowls Victoria or any other such controlling body.

3. Interpretation of Terminology

In these rules, unless the contrary intention appears:

"Board" means the board holding office for the time being in accordance with the constitution being the board of directors of the club.

"Bowls Section" means the sporting section appointed under clause 39 of the constitution of the club and short titled the "bowls section".

"By-Laws" means the by-laws of the club made pursuant to the provisions of the constitution.

"Chairman" "Deputy Chairman" and "Immediate Past Chairman" where appearing in these rules is not gender specific.

"Committee" means the committee of management of the Mulgrave Country Club bowls section.

"Committee of Management" means a committee of eleven (11) members consisting of the chairman, deputy chairman, immediate past chairman, bowls administration manager, bowls administration support manager, financial officer and five (5) managers of pennant bowls, midweek club bowls, social bowls, championships and tournament, support and provisions bowls sub-sections, respectively.

"Controlling Body" wherever appearing, refers to Bowls Australia (BA) Bowls Victoria (BV), or any other approved bowls body.

“Executive Committee” means the chairman, deputy chairman, immediate past chairman, bowls administration manager, bowls administration support manager, financial officer and any member of the committee (as required from time to time) of the Mulgrave Country Club bowls section.

“Ex officio” wherever appearing has the same rights as other committee members.

Financial Year” means the year commencing the 1st April and ending the 31st March the following year.

“Gender” these rules are not gender specific. Words importing the masculine gender only, shall include the feminine gender and vice versa.

“Hearing” means the special disciplinary hearing appointed by the executive committee to hear disciplinary issues against members of the bowls section.

“Member” has the meaning ascribed by clause 9 of the clubs constitution. Any reference to a “member” means an unrestricted club member who has paid the appropriate bowls sports facility fee, or is a junior member, and affiliated with the Mulgrave Country Club bowls Section.

“Mulgrave Country Club” means the Mulgrave Country Club, parent club of the Mulgrave Country Club bowls section or short titled the “club’

“Mulgrave Country Club Bowls Section” means the sporting section appointed under clause 39 of the constitution of the club and short titled the “bowls section”.

“Words” signifying the singular number only, shall include the plural and vice versa.

4. Interpretation of the Rules

In the event of any difficulty arising as to the meaning of any rule or rules, the executive committee shall have the power to pronounce a decision, which shall be final. If any case arises which is not, or in the opinion of the executive committee is not, provided for in these rules it shall be determined by the executive committee.

5. Membership

Membership of the bowls section shall consist of persons who have been accepted as members of the club in accordance with the constitution, and have paid their bowls sports facility fees and capitation fees to Bowls Victoria. All members shall be entitled to all the rights and privileges of the bowls section subject to these rules and the by-laws and constitution of the club.

6. Laws of the Sport of Bowls

Bowls Australia’s Laws of the Sport of Bowls Crystal Mark 3rd Edition, Bowls Australia’s Domestic Regulations and Bowls Victoria’s Rules for Competition shall apply to all games played under the

control of the bowls section except when specifically stated otherwise. Failure to observe any such laws will render the offending player(s) liable to disqualification from the competition or match.

7. Committee of Management

7.1 The Management of the bowls section shall be vested in a Committee of Management of equal gender where possible, and shall consist of an Executive Committee of six (6) and five (5) other Committee Members.

7.2 The Executive Committee shall comprise the chairman, deputy chairman, immediate past chairman, bowls administration manager, bowls administration support manager, financial officer and any member of the committee (as required from time to time) of the Mulgrave Country Club bowls section.

7.3 Of the five (5) other committee members they will be elected as managers of pennant bowls ,midweek club bowls, social, championships and tournament, support and provisions bowls sub-sections, respectively.

7.4 The officers of the Committee of Management of the bowls section shall hold office for a period of two (2) years from when elected. In case of the immediate past chairman's position becomes vacant, the committee has the power to appoint a replacement during the current chairman's term. All such periods of office being subject to resignation or removal from office under clause 18 of the constitution of the club.

7.5 Any member of the Committee of Management, (excluding the immediate past chairman) at the completion of their term of office as defined in clause 7.4, shall be permitted to re-nominate for a position on the committee of management, notwithstanding that the position was previously held by them, and if elected by the membership as per clause 10, will resume office for a further two years.

7.6 The executive may act for and on behalf of the committee in any matter of an urgent nature arising between meetings of the committee, and shall report hereon to the next committee meeting.

7.7 The Committee of Management shall have the power to revoke any appointment at any time.

7.8 The managers of the five (5) sub-sections defined in rule 7.3 shall) within three (3) months succeeding the Annual General Meeting advertise on the bowls notice board and bowls electronic media sites expression of interest notification, listing all vacant positions within each sub-section. Interested bowls and sub-committee members may nominate for those positions. Nominating members will be appointed to those positions by the managers to help and assist them with the operation and managing their elected positions. Managers have the power to appoint members to those vacant positions as it sees fit. Upon their subsequent appointments, the managers will within one (1) month from those appointments, provide written documentation to the committee showing the successful members name and their appointed positions.

The committee may make amendments to rule 7.8 without further recourse to the general membership.

7.9 The committee shall have the power to declare vacant the position of any committee member who, without explanation, is absent from three (3) consecutive scheduled meetings.

7.10 The committee shall have the power to appoint sub-committees with such powers, as it shall deem necessary in the interests of the bowls section. The committee shall also have the power to revoke any such appointments at any time.

7.11 The committee shall have the power to do all such things as are conducive to, and incidental to, the attainment of the objectives of the bowls section and the observance of the clubs constitution, by-laws and rules of the bowls section.

7.12 The committee shall meet at least on ten (10) occasions in each year, at such times, as it shall appoint for the transaction of the business and affairs of the bowls section.

7.13 The chairman, or in the chairman's absence the deputy chairman or any three (3) committee members shall have the power to call a special meeting of the committee by instructing the bowls administration manager to do so, stating the object of such special meeting.

7.14 The chairman shall preside as chairperson of all meetings at which he/she is present unless otherwise determined.

7.15 The chairman, or in the chairman's absence the deputy Chairman shall be the ex officio member of all sub-committees of the bowls section except the pennant selection sub - committees.

7.16 All meetings of the committee six (6) members including at least two (2) executive committee members personally present shall constitute a quorum and no meeting shall be held unless a quorum is present.

7.17 A quorum of the committee shall have the power to fill any vacancy in their number, which occurs between annual general meetings.

8. Managers of Sub Sections.

The committee shall prepare documents detailing the duties and responsibilities of each sub section.

The committee may amend these documents any time it sees fit, without further recourse to the general membership.

9. Sub-Committees and Special Appointments

9.1 The operational needs of the bowls section shall be vested in a number of sub-committees and other special appointments all (including the Chairman of each sub-committee) shall be appointed by the committee who may require that such Chairman and special appointees report in person or in writing to each committee meeting. Such sub-committees and special appointments will include

Saturday and midweek pennant Selection, Night Pennant Selection, Region Delegates to the controlling bodies, Greens Directors and Bowls Website Manager.

The club coach will be a board appointment, overseen by the club President and Chairman of the bowls section.

9.2 Terms of office for sub committees and special appointments - The incumbent members of the aforementioned sub-committees and special appointees will hold office for a period of one (1) year commencing from the date of their appointment by the committee unless they resign or are removed from office under clause 18 of the constitution of the club.

10. Election of the Committee of Management

10.1 Any two (2) members of the bowls section will be at liberty to nominate and second any member to serve as an officer of the committee (excluding the immediate past chairman who will be ex officio) of the bowls section. A member will be permitted to nominate for more than one (1) position as an officer of the committee as previously mentioned but will not be eligible to hold more than one (1) position at any one time.

10.2 The nominations must be in writing signed by the proposer and seconder and by the nominee, giving consent to his or her nomination and must be delivered to the bowls administration manager at least fourteen (14) days before the date of the annual general meeting.

10.3 If there are more nominations than vacancies for any position on the committee, balloting lists will be prepared by the bowls administration manager and/or member of committee containing the name of candidates the order of which will be decided by lot for each vacancy on the committee.

10.4 A Returning Officer and Deputy Returning Officer and such assistants necessary for the conduct of the poll must be appointed by the committee after the date of closing of nominations. Such appointees will not be members of the committee or candidates for election.

10.5 Each candidate for election may appoint one (1) scrutineer by nomination in writing to the Returning Officer.

10.6 Subject to the constitution of the Mulgrave Country Club, at every general or committee meeting, all voting on motions to be decided by a show of hands unless a majority of members present demand a ballot or a division. If two or more candidates nominated for any position on the Committee of Management obtain an equal number of votes, a result will be obtained by placing the names of the tied candidates into a "hat" after-which the Returning Officer will invite an independent member from the meeting to draw out a single name. The first name drawn from the "hat" will be the successful candidate.

10.7 In the case of insufficient nominations of candidates, the executive committee may fill the remaining vacancies or vacancy with any member of the bowls section it considers suitable and who consents to the appointment.

10.8 The Executive Committee will have the power to make rules for the issue and safe custody of ballot papers and other matters incidental to the taking of ballots in the manner described.

10.9 The Returning Officer or in his or her absence the deputy returning officer must report the results of all ballots to the chairman who must declare elected those candidates who have polled a majority of votes in the particular category of office for which they were candidates.

10.10 An absentee voting form for the election of the committee may be obtained from the bowls administration manager at the close of nominations, and returned to the Returning Officer no later than two (2) days prior to the Annual General Meeting.

10.11 Bowls section members shall not hold more than one (1) position on the committee or sub-committees at the same time. As per rule 9.1.

10.12 Appointed or elected members of the Committee of Management or sub-committees and sub-sections are not to hold a position as a director of the board of the Mulgrave Country Club.

10.13 A list of names of the candidates shall be posted on the bowls section notice boards within forty-eight (48) hours after being lodged and a consolidated list posted within twenty-four (24) hours after the closing of nominations.

11. Annual General Meeting

11.1 No person other than a full financially affiliated member of the bowls section shall be permitted to vote, or be appointed to any office or position at an annual general meeting.

11.2 All full financially affiliated members upon arrival at the appointed place for such annual general meeting shall sign the attendance register for the purpose.

11.3 The Annual General Meeting of members of the bowls section shall be held in the month of April of each year. At least twenty-eight days' notice shall be given to all members of the time, date and place appointed by the committee for such a meeting, and a copy of the notice posted on the notice board.

11.4 The business to be conducted at such meeting shall be:

- a) Apologies,
- b) To confirm the minutes of the previous annual general meeting,
- c) To receive and confirm the chairman's report,
- d) To receive and confirm all the other sub-committees and sub sections annual reports,
- e) To receive and confirm the financial officers financial statement,
- f) To declare the appointed returning officer and deputy returning officer,
- g) To elect members of the bowls section committee,
- h) To consider other business of which twenty- eight (28) days' notice in writing has been given.
- i) To consider any special business brought forward by a member who has given in writing twenty-eight (28) days' notice prior to the date of the meeting,
- j) To consider, and if desired, make any recommendation to the incoming committee of any matter raised by members at the meeting.

11.5 If within half an hour from the time appointed for the Annual General Meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place and if at such adjourned meeting a quorum is not present, those members who are present shall be a quorum, and may transact business for which the meeting was called.

11.6 A quorum for the Annual General Meeting shall be sixty - (60) members.

12. Special General Meetings

12.1 The bowls administration manager, when requested by the committee, shall call a special general meeting of the bowls section whenever it has a matter under consideration upon which it may be deemed necessary or desirable to obtain the approval of members.

12.2 The bowls administration manager at the written request of not less than one-tenth of the total of all voting members of the bowls section, shall within fourteen (14) days call a special general meeting of the bowls section, provided that the object of such meeting is expressed in the requisition, signed by the proposer and seconder who shall be voting members of the bowls section.

12.3 At least fourteen (14) days prior to the date of such meeting, the bowls administration manager shall place on the bowls section notice board and electronic media details of the special general meeting, its objectives and the terms of any proposed motion.

12.4 The chairman at a special general meeting shall not accept any motion which, in the chairman's opinion, substantially departs from the words, meaning or intent of the motion of which notice has been given.

12.5 If within half an hour from the time appointed for a special general meeting, a quorum is not present, the meeting shall be abandoned and the business (as per notice paper) shall be dealt with by the committee.

12.6 A quorum at a special general meeting shall be sixty - (60) members.

13. General Meetings

13.1 All discussions at general meetings requiring resolution shall be subject to the ordinary rules of debate and all matters arising shall be decided by a majority vote. Where no majority is achieved, the chairman will have a second or casting vote.

13.2 The chairman of a general meeting may with the consent of the meeting adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

13.3 The chairman of the general meeting shall report all activities of the meeting to the committee at the next committee meeting following the general meeting.

14. Greens Directors

14.1 The committee shall appoint a Greens' Director and deputy Greens Director annually and submit his/her name to the Board of Directors.

14.2 The committee shall have the power to revoke any such appointment at any time.

14.3 The Greens Director and/or deputy Greens Director shall have full control and supervision of the playing area and power to prevent play at any time when it is considered the area may be damaged or dangerous to any player. Notice posted by the Green's Directors shall be sufficient.

14.4 In the absence of the Greens Directors or green keeper, the relevant selection committee will appoint the senior umpire to act as Greens Director who shall have the power to prevent play at any time.

14.5 No member or individual, with the exception of the Bowls Section Committee, shall approach the Green Keeper on any matter pertaining to the greens; all such matters shall be directed to the Greens' Director and/or deputy Greens Director.

14.6 In all other aspects, the supervision and control of the playing area shall be administered by the committee whose ruling thereon shall be final.

14.7 The Greens Director and/or deputy Greens Director shall liaise with the Bowls Section Committee and shall attend any committee meetings as required and submit a report to the Annual General Meeting of the bowls section.

15. Complaints

All complaints to be in writing and forwarded through the bowls administration manager in order for the committee to hear the complaint. There will be no need for the complainant to attend, unless a request by the committee to do so.

16. Disputes and Mediation

16.1 The grievance procedures set out in this rule applies to disputes under the rules of the bowls section between a member and another member or a member and the bowls section.

16.2 All disputes must in the first instance, be referred to the committee in writing, must be duly signed and clearly set out the precise nature of the dispute.

16.3 The parties to the dispute, must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all parties.

16.4 If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend the meeting, then the parties must, within ten (10) days, hold a meeting in the presence of a mediator.

16.5 The mediator must be:

- a) a person chosen by agreement between the parties, or
- b) in the case of a dispute between a member and another member, a person appointed by the committee; or

16.6 A member of the club may be the mediator.

16.7 The mediator cannot be a member who is a party to the dispute.

16.8 The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

16.9 The mediator, in conducting the mediation, must-

- a) Give the parties to the mediation process every opportunity to be heard; and
- b) Allow due consideration by all parties of any written statement submitted by any party; and
- c) Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

16.10 The mediator must not determine the resolution of the dispute.

16.11 If the mediation process does not result in the dispute being resolved, the matter will be referred to the board of the Mulgrave Country Club.

16.12 A dispute is not to be interpreted as such, where a difference of opinion is related to pennant selection or the action of any pennant selector in his/her role as a pennant selector.

16.13 In all matters concerning pennant selection, the pennant selection committee's decision is final.

17. Discipline

17.1 The Committee has the power to enquire into any possible breach or non-observance of the club's constitution, by-laws, Bowls Australia's Laws of the Sport of Bowls Crystal Mark 3rd Edition, Bowls Australia's Domestic Regulations and Bowls Victoria's Rules for Competition, which may be prejudicial to the well-being of the club, its members and employees and the bowls section.

17.2 Every member of the Mulgrave Country Club bowls section undertakes to be of good behaviour and at all times conduct themselves in a polite and sportsman like manner when attending the club's premises, representing the club as either a player, team member/official or spectator anywhere in Australia.

17.3 All complaints regarding the behaviour of any bowls section members shall be referred to the Executive Committee who may either deal with the issue themselves or appoint a special disciplinary committee (hereinafter referred to as the hearing) that may comprise of members of the committee and any other appointed member(s) who are experienced in matters of the nature reported. The executive committee will appoint a chairman to the "hearing".

17.4 Any infringement(s) of the club's constitution, by-laws, bowls section rules, and the respective bowls controlling body can result in:

- a) A reprimand,
- b) A fine (not exceeding \$1,000) in default a period of suspension,
- c) A suspension from the sport of lawn bowls of up to two (2) years,
- d) Exclusion from a particular activity, event or events,
- e) Disqualification, for such period-considered fit,
- f) A recommendation to the club's Board of Directors for suspension from the Mulgrave Country Club, or
- g) Any other penalty considered appropriate in the circumstances.

17.5 Where a fine imposed in accordance with clause 17.4(b) is not paid, the penalty will default to a period of suspension determined at the time by the "hearing".

17.6 Prior to the imposition of any such penalty or sanction, the committee must notify the defendant by notice in writing:

(a) Provide to the member, player, spectator, team involved (defendant) full details of the conduct or omission by which it is alleged that there has been such infringement including details of the specific law, rule or regulation said to have been infringed.

(b) Inform the Defendant of the following:

(i) The date, time and place for hearing of the allegations by the bowls section, or the "hearing" which date shall not be earlier than two (2) days or later than twenty eight (28) days after the date of the notice,

(ii) That the defendant may appear at the "hearing" and make oral or written submissions at the defendant's expense, call such evidence as may be permitted by the "hearing".

(iii) That a person, who is not legally trained or qualified, may assist the defendant at the "hearing".

(c) At the hearing, the "hearing" must:

(i) Give the defendant an opportunity to be heard

(ii) Give due consideration to all matters put before it

(iii) Determine whether the defendant is guilty of the offence alleged, or any other offence, provided the defendant be given a reasonable opportunity to defend an allegation that the defendant has breached a different law, rule or regulation than the one with which the defendant was charged.

(iv) Determine what, if any, penalty or sanction is to be applied to the defendant.

(v) At the conclusion of any hearing, report the details of the matter and the outcome to the board of the Mulgrave Country Club and the respective controlling body.

(vi) Inform the player concerned by notice in writing the decision of the disciplinary hearing or committee meeting and the player's right of appeal against such decision to the Mulgrave Country Club board of directors within fourteen (14) days of the receipt of such notice.

18. Pennant Selection Committee

18.1 The Committee will call for expressions of interest from eligible members of the bowls section at least one (1) month preceding the Annual General Meeting. The committee will determine suitable members for appointment to the position of selector and appoint them by the 31st May. The Committee will not be bound by such nominations, and will have the power to appoint other members as it sees fit.

18.2 The Committee shall appoint separate selection sub-committees for each pennant competition in which the club has representative sides.

18.3 Selection sub-committees will comprise of six (6) appointed members or if required an adequate number of members (as required from time to time) one (1) each of whom shall be appointed Chairman. The Chairman will be decided by the committee at the appointment of the selectors.

18.4 Successful appointments to the selection sub-committees shall be for a period of one (1) year from the date of their appointment.

All periods of appointment will be subject to the resignation or removal from office under clause 18 of the constitution of the club.

18.5 The Committee shall endeavour that all Registered Pennant Sides are fairly represented by the appointment of appropriate members to the selection committee.

18.6 The Committee reserves the right to remove from office any member appointed to either Selection Committee if it deems such removal is in the best interest of the Bowls Section.

18.7 Any vacancy occurring in Selection Committees during the current pennant season shall be filled by the committee who shall have the power to appoint members to serve until the expiration of the current pennant season.

18.8 The appointed chairman of the Selection Committees shall be the sole spokesperson for the Selection Committee and the liaison officer between the Selection Committee and the committee.

18.9 The duties of the Selection Committees shall be to select all sides for Pennant Matches, and in games held or authorized by their controlling bodies in which a player or side is representing the Bowls Section; and to determine eligibility of players.

18.10 The Selection Committees shall cause to have posted on the Bowls Section Notice Board and electronic media a list of players selected to represent the club in the forthcoming Pennant Competition at the earliest opportunity.

18.11 The Selection Committees shall appoint suitable members to the position of side managers for each respective side, notwithstanding that this appointment shall in no way prevent the members from being either promoted or relegated.

18.12 It may be required from time to time for side managers to be invited by the Chairman to attend Selection Meetings in order to communicate their side's performance or of player's comments or concerns.

18.13 At the earliest opportunity after the appointment of the Selection Committees, the bowls administration manager shall place a list on the Bowls Section Notice Board and electronic media comprising the name of the Chairman and names of the Appointed Selectors.

18.14 Any approach by a player to a selector regarding pennant issues shall be directed by the selector to arrange an appointment to meet with the selection committee to relay any concerns.

Rule 18.14 does not apply to Pennant Side Managers

19. Umpires

19.1 The Selection Committees shall be responsible for allocating all umpires and measurers for pennant, ensuring all are offered (as far as possible) an equitable share of umpiring work.

19.2 The Championships and Tournament Manager shall be responsible to allocate umpires for club competitions, tournaments and special events.

20. Night Pennant

20.1 The Administration of the Night Pennant Competition shall be vested in a Night Pennant Sub-Committee of five (5) members, one (1) of whom shall be appointed chairman and shall consist of a selection sub-committee of three (3) members and two (2) Night Pennant Bowls Association delegates.

20.2 Members of the Night Pennant Sub-Committee and Delegates will hold office for a period of one (1) year commencing from the date of their appointment by the committee unless they resign or removed from office.

21. Club Championships /Tournaments and Competitions

21.1 The Manager of the Championships and Tournament Committee shall be responsible to conduct all club championships, selected tournaments, and competitions played at such times and on such conditions as shall be determined.

The Committee has prepared a Mulgrave Country Club Bowls Section Rules for Club Championship and Tournaments document detailing rules and procedures for conducting these events.

The committee may amend this document at any time it sees fit without further recourse to the general membership.

22. Delegates

22.1 Delegates as required by the relevant controlling body shall be appointed by the committee. The delegates shall report verbally or in writing (if requested) to the committee of all meetings of the relevant controlling body.

22.2 The Committee shall have the power to revoke any such appointments at any time.

23. Casual Vacancies

The Executive Committee who shall have the power to appoint members to serve in any committee or sub-committee until the next Annual General Meeting shall fill any casual vacancy occurring in any of the positions of the committee or its sub-committees of the Bowls Section during the interval between annual general meetings.

24 Smoking on the green

The controlling body for the Sport of Bowls prohibits smoking on the greens at any time.

25. Amendments to the Rules

These rules shall not be altered or added to unless:

- a) A notice shall be posted on the bowls section notice boards and the bowls section websites at least Fourteen (14) days prior to a special general meeting of the bowls section being called and setting out such proposed alterations, amendments or additions. Furthermore, at such meeting there shall be at least sixty - (60) financial members of the bowls section present personally. For the resolution, alteration, amendment or addition to the rules to become valid, a simple majority of members present and voting must pass such resolution.
- b) If within half an hour after the time appointed for the special general meeting a quorum is not present, the special general meeting, shall be abandoned and the business (as per notice paper) shall be dealt with by the committee.

End