

Hamilton North Bowling Club Co-operative Ltd

Regulations

Revised 27th September,
2021



Extract from the Club Constitution.

Chapter 9: Regulations

The Board shall have the power to make by-laws, not inconsistent with the Act, the Regulations, the Rules and the constitutions of the Newcastle District Bowling Association Zone 2 Inc. and the Royal New South Wales Bowling Association inc., relating to the conduct of members on the premises of the co-operative or to the operations of the co-operative.

A breach of a by-law shall be deemed an infringement of the rules for the purposes of Rule 14.

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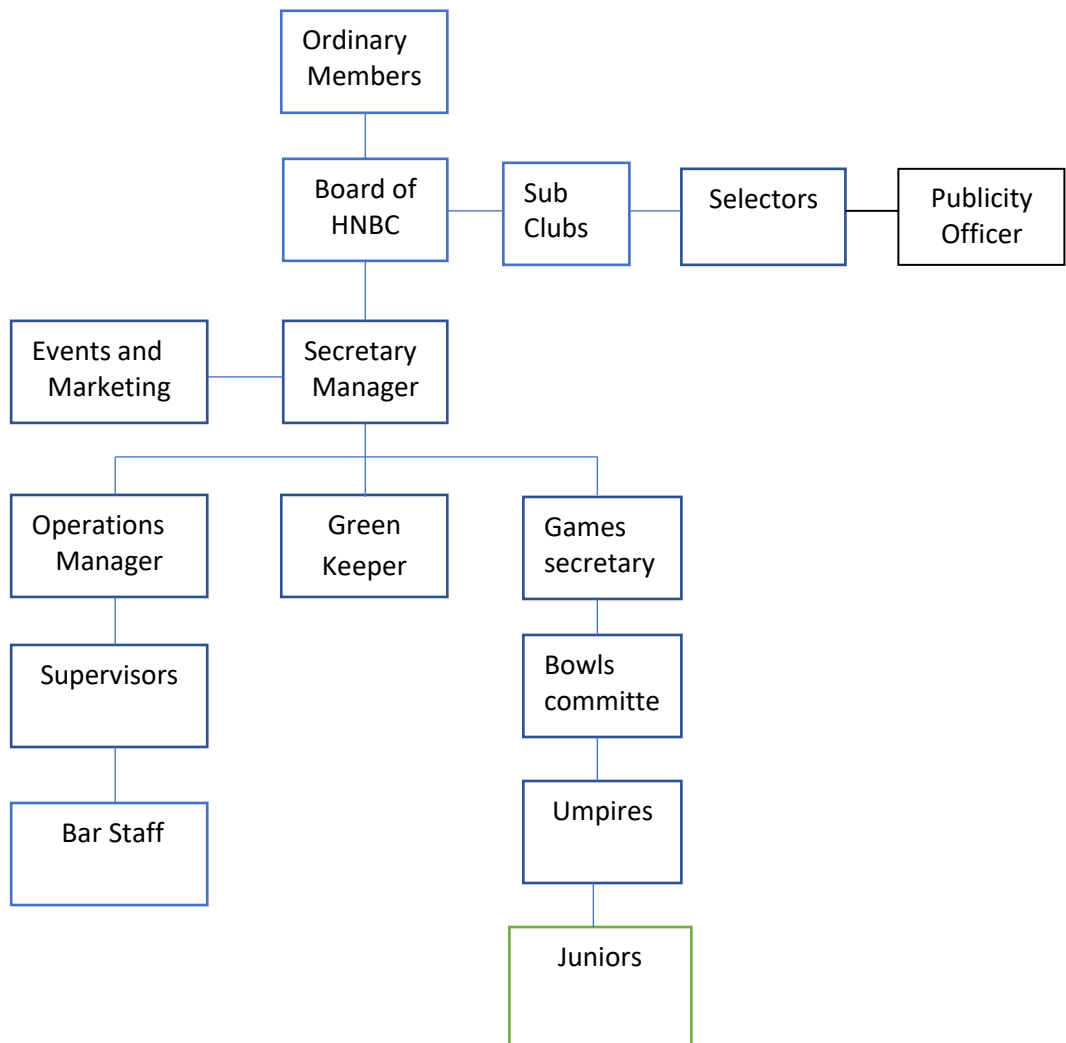
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G1 - Organisation & Communication

Administration and control of the club shall be organised in accordance with the Registered Rules. Approved authority and communication relationships are illustrated on the following chart.



G2 Membership

a) Ordinary Members

Ordinary members are described in the constitution and consist of the following classes:

Life members,
Bowling members,
Social members,
Provisional members,
Temporary members; and
Junior members.

(b) Membership year

Membership year is between 1st April to 31st March each year.

(c) Membership Fees – ordinary members

Bowling \$7.00 per annum
plus NBDA, RNSWBA capitation fees

Junior bowling \$2.00 per annum
Social \$7.00 per annum
3 year Social \$18 Per annum

In addition, the club will collect and forward to the relevant bowling associations the relevant registration fee.

G3 – Discipline

Discipline, complaints, disputes and the suspension of members is dealt with under the Registered Rules. Rule numbers 11, 14, 15, 16, 17 and 60 apply.

There are three charges for which disciplinary proceedings may be instigated. These are shown in Rule 11 of the Registered Rules and refer to a member:

- infringing any rule or by-law of the co-operative;
- Failing to discharge obligations to the co-operative; or
- Conducting themselves in a manner prejudicial or detrimental to the interests of the c-operative.

This last charge for the purposes of this by-law can be further broken down into a member:

- engaging in conduct which is unbecoming of a member; or
- engaging in conduct which may render a member unfit for membership of the Club.

Upon determining and notifying a member of the charge and arranging a hearing as provided in Rule 11 of the Registered Rules, this by-law sets out the procedure to be followed at and following such a hearing.

- a) The charge should be read to the member.*
- b) The member should be asked how he/she pleads.*
- c) If the member pleads not guilty then the Chairman should advise the*

- member of the following conduct of the disciplinary proceedings.*
- d) The Club's witnesses should be called to give their evidence or read a prepared statement.*
 - e) The member can ask the witnesses any questions, relevant to the matter.*
 - f) Once the Club's witnesses are completed, the member can call any witness in his/her defence, including him or herself.*
 - g) The member and his/her witnesses can be asked questions by the Chairman and the other Board members.*
 - h) Once all the evidence is completed, the member should be asked if he or she wishes to make any summary statement.*
 - i) The member should be requested to leave the room and the Board decides whether the charge is proved.*
 - j) The member should be invited back and advised of the decision. If the member is not guilty, the matter is at an end.*
 - k) If the member pleads guilty or if the Board finds the member guilty of the charge, the Chairman should advise the member of the range of penalties allowed under the Club's Registered Rules and then invite the member to make any comment about which penalty should be imposed.*
 - l) The member should then be requested to leave the room and the Board then decides the penalty. The member should then be requested to return to the room to be advised of the penalty. The member should then be informed that the Board's decision will be confirmed as soon as possible in writing to him/her*
 - m) Alternatively, the member may be informed that the Board shall consider an appropriate penalty and the member shall be advised in writing as soon as possible.*

G4 - Directors and the Board.

(a) Function of the Board

In accordance with Rule 33 (2) of the Registered Rules “the business of the co-operative is to be managed by the board of directors”. More specifically, the functions of the Board shall include:

- a) Providing strategic direction to the Club by constructive engagement in the development, execution and modification of the Club's strategy;
- b) Appointing the Club Secretary Manager;
- c) Monitoring the performance of the Club Secretary Manager and approving senior management remuneration policies and practices;
- d) Reporting to members and ensuring that all regulatory requirements are met;
- e) Providing advice and counsel to management on a periodic and ad hoc basis, adding strategic value;
- f) Ensuring appropriate compliance frameworks and controls are in place;
- g) Approving policies governing the operations of the Club;
- h) Monitoring financial results on an ongoing basis;
- i) Ensuring the Club's business is conducted ethically and transparently; and
- j) Overseeing strategic risk management.

(b) Director's Expenses

Individual Directors may necessarily incur expenses specifically associated with the carrying out of their duties. They may apply for reimbursement of these expenses with approval from the President.

The President may apply for reimbursement of like expenses with the approval of the Vice President.

(c) Other-Committees

Under Rule 45 of the Registered Rules, the Board may delegate the exercise of some of the Board's function to appoint:

*A director; or
A committee of 2 or more directors; or
A committee of members of the co-operative; or
A committee of members of the co-operative and other persons if members comprise the majority of persons on the committee.*

- a) In general, sub committees are responsible for managing all aspects of their specific area of interest under policy set by the Board of Directors.
- b) Sub-committees can neither incur debts nor make any agreements which bind the club without the express approval of the Board or its delegate.

(d) Board Meetings

Rule 42 of the Registered Rules deals with Board meetings. It states:

- a) *A meeting of the board of directors may be called by a director giving notice individually to every other director.*
- b) *Except in special circumstances determined by the chairperson, at least 48 hours notice shall be given to the directors of all meetings of the Board.*
- c) *Meetings of the Board (including those conducted in accordance with Rule 42) must be held at least once every month and may be held as often as may be necessary for properly conducting the business and operations of the co-operative.*

As a general rule, Board Meetings are held monthly on a date set and agreed at the first Board Meeting of each term.

Below is the standard agenda for Board Meetings.

1. Minutes
 - Board of Directors Meeting last held
 - Any interim meetings held during the last month.
2. Financial Reports up to end of the last accounting period.
 - Profit and loss comparing actual to forecast. Financial ratios report.*
 - Capital expenditure report.
 - Cash Payments report. Director Benefits
3. Compliance Report
 - ATO Activity Statement has been paid

- Payroll Tax has been paid
 - Superannuation contribution has been paid
 - Details of Insurance and Workers Compensation policies and payments (yearly) Details of contracts for Essential Services
 - OH&S Committee Report
 - Detailed listing to ensure compliant with legislation
4. Correspondence (including all ClubsNSW Circulars)
 5. Secretary Manager's Report
 6. Gaming Report
 7. New Members – Approval
 8. Functions Authority – Approval
 9. Chairman's Report
 10. Citations
 11. Other Reports
 12. General Business
 13. Next Meeting

Board papers are prepared by the Secretary/Manager and must be distributed to Board members at least 3 clear days prior to the scheduled date and time of each meeting. In the case of a special meeting, papers should be distributed at least 1 clear day before the meeting.

(e) Qualification of a Director.

Rule 42 of the Registered Rules to include *b) by motion passed at the board meeting on 28th May 2018 that if a director that has resigned without completing their 2 year term he/she may be unable due to ill health or any other personal reasons accepted by the board to stand for any position of the board at the next election.*

(f) Election Procedures

For the purposes of Rule 37 in addition to “Election of Directors” of the Registered Rules (Constitution)(f) Election Procedures

1. New members registered on club membership data base within 28 days of the posted election date are ineligible to propose, second, nominate and vote at club election.
2. A list of all eligible voting members to be produced from the club data base with ‘print date’ to be handed to the returning officer 28 days prior to election day, to be signed and certified by the Secretary Manager as a correct record of eligible voting members.
3. Calling elections: Newspaper, e-mail, Facebook and noticeboard notifications are to be published a minimum of 21 days before A.G.M. A minimum of 7 days should be provided for nominations for positions on the Board before the closing of the nomination process. 14 days are to then be allocated before the A.G.M to display nominations.
4. Nominations for positions on the Board can only be proposed and seconded by full members. The completed nomination form, including a brief biography and a photograph of the candidate, must be received by the returning officer, by hand, by post or email.
5. Nomination Forms are to be made available from the Club, the Clubs website, the Chief Executive Officer or the Returning Officer.

6.No member suspended from the club at the time of posting the A.G.M will be eligible to nominate, second or stand for any position on the Board.

7.No person will be allowed to distribute "how to vote" cards or other electioneering paraphernalia on club premises. Any allegations may be dealt with at the discretion of the returning officer, or if he/she deems warranted, referred to the Board for further consideration.

8.Early voting will take place over 6 days prior to the Election Day at the Clubs premises, the days and times to be advertised on the Club notice board and Facebook, the returning officer or his deputy shall be present on those days.

9.If a member will be absent during the voting periods, they may apply to the returning officer by asking the officer or by in writing, or by email, for the issue of an absentee ballot paper to return by prepaid mail, before the close of the ballot.

10.Candidates may nominate a scrutineer to observe the issuing and counting of ballot papers, any decisions regarding the validity of a submitted ballot paper will be solely at the discretion of the returning officer. A scrutineer will not assist with the counting of ballot papers. Any scrutineer in the opinion of the returning officer that are deemed intoxicated, will not be entitled to attend.

11.The returning officer is to conduct, in its entirety, the election of the Board of Directors in accordance with the Club's Constitution, by-laws passed by the Board and the Guidelines of ClubsNSW

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G5 - Business Framework

The business framework adopted by Hamilton North Bowling club consists of

- a) Strategic Planning;
- b) Operational Planning;
- c) Budgeting;
- d) Forecasting; and
- e) Reporting.

(a) Strategic Planning.

The Strategic Plan is a Board responsibility following contribution and advice from Senior Management. It is an exercise that is carried out at least once each year. The first Strategic Plan was constructed and agreed to in February 2009. Subsequent Strategic Plans will work from this base. Strategic Planning should take place very early in the life of each Board.

(b) Operational Planning

Operational planning develops the Strategies enunciated in the Strategic Plan. In this process individual Board members and senior staff take responsibility for implementing a Strategy that is within their area of interest and/or expertise. They then develop detailed activities to implement that strategy. Included in this development is projected staffing, revenue,

expense, and proposed measures of efficacy. Plans for the new financial year are formulated in the final quarter of the preceding year.

(c) Budgeting

The annual budget is a financial reflection of these operating plans and consists of an Operational Budget, a Capital Budget and a Cash Flow Projection.

(d) Forecasting

A forecast is a quarterly review of the annual budgets and reflects actual happenings and any changed conditions or aspirations during the budget period.

(e) Reporting

Reporting can be financial or operational. Senior executives are expected to give reports monthly on operations under their control. Financial reports should be compared against the latest forecast since this has been agreed by the Board as representing expectations for the period.

Operational Plans, Budgets & Forecasts are co-ordinated by the Secretary Manager but need Board approval prior to implementation.

S1 - Subsidiary Clubs.

Members wishing to form sporting sections within the co-operative to cater for other sports, games, amusements etc. (eg a snooker club, darts club, indoor bowls club, fishing club, travelling bowlers) shall conform to the regulations drawn up by the Board before such section can become operative.

Listed below are the regulations specifically related to the operation of these clubs.

- a) Each club shall have Hamilton North as part of its name.
- b) Each club shall operate only with the approval of the Board of Hamilton North Bowling Club Co-operative Ltd. Such approval may be withdrawn at any time upon which the relevant club will be dissolved and will dissociate itself from the Co-operative.
- c) Each club shall elect or appoint a representative committee to lead its activities. This committee shall consist of a President or Chairperson, Secretary and Treasurer as a minimum.
- d) A pre-requisite of being a member of a subsidiary club is being a member of

- Hamilton North Bowling Club Co-operative Limited. Members of subsidiary clubs are therefore subject to the same rules as set out in the Hamilton North Bowling Club Co-operative Limited Registered Rules.
- e) A subsidiary club may set its own internal fee structure and will arrange and pay for any additional registration necessary for members to be able to participate in events relevant to the operation of that club.
 - f) Subsidiary clubs shall keep an account (or accounts) with a recognised financial institution in its own name. All income and expenditure will pass through these accounts.
 - g) Surplus funds of subsidiary clubs will be used to advance the objects of each particular club. In general, each club should hold no more than \$10,000 in surplus funds at any one time. However, should a subsidiary club have a specific purpose for which funds are being raised then this may be in addition to its general funds but must be quarantined in a separate account which shall be named for that specific purpose.
 - h) Each club shall cause appropriate records including the minutes of meetings and income and expenditure to be kept. They shall provide the Secretary/Manager or his/her nominee with a brief outline of activities and/or achievements as well as copies of bank account statements as well as statement of Income & Expenditure and a Balance Sheet for each month and financial year to date at the end of each calendar month. This is to be provided within 7 days of the end of each calendar month.
 - i) The financial year for every club shall be 1st April to 31st March.
 - j) Club activities, meetings, fund raising promotions and the like shall be arranged via the Operations Manager of Hamilton North Bowling Club Co-operative Limited.
 - k) All social functions arranged by subsidiary clubs will, where possible, be held on the premises of Hamilton North Sports Club.
 - l) Should any subsidiary club be liquidated, dissolved or wound up then any surplus funds will revert to Hamilton North Bowling Club Co-operative Limited.
 - m) Hamilton North Bowling Club Co-operative Limited does not guarantee any debts incurred by subsidiary clubs unless by separate signed specific agreement with the Secretary Manager.

B - Bowling Activities.

B1 - Bowling Members - affiliation

Members admitted as bowling members of the co-operative shall be deemed members of :

- Hamilton North Bowling Club (HNBC)– for male and female members.

They shall be registered and affiliated with:

- Newcastle District Bowling Association (NDBA), Royal New South Wales Bowling Association (RNSWBA) and Newcastle District Women's Bowling Club (NDWBA) for deemed members of Hamilton North Bowling Club; and

With relation to participation in the game of bowls, bowling members will conform to the requirements of their respective Associations.

Should there be certain administrative requirements necessary to achieve and/or maintain affiliation with the various Associations, then this will be facilitated.

However, it should be noted that such administrative requirements are purely to allow participation in the game of bowls and shall not contradict in any way the Registered Rules or By Laws of Hamilton North Bowling Club Co-operative Limited.

Ratification of each of these administrative requirements by the Board of Directors is required.

Any financial or statistical information not normally recorded by the co-operative will be compiled by members of HNBC as appropriate.

HNBC will each establish a Bowls Committee to organise all bowls related aspects of their activities. Bowls Committee will develop its own rules, procedures and processes and will produce a comprehensive written compilation setting out such rules, procedures and processes.

As by resolution by the board of HNBC a director of the club will be nominated by the board to attend all bowls committee meetings

B2 - Officials & Sub-committees

(a) The Bowls Co-ordinator

- Is prima facie member of all bowls related committees and sub – committees.
- In particular is permanent Secretary of HNBC Bowls Committee.
- In cooperation with the greenkeeper, allocates green space for various bowling activities.
- Has responsibility and control of all bowling activities (competition or social) in the club be they men's, women's, junior's or mixed.
- Is responsible for the establishment of and acts as liaison between the various bowls related sub-committees.
- Represents bowling interests to the Secretary Manager.

(b) The Games Secretary

- Is the representative of the Board of Directors to the HNBC Bowls Committee

(c) The Publicity Officer

- Organises bowls related publicity in appropriate media.
- Provides bowls copy for the club web site.

(d) Sub-Committees

- In general, sub committees are responsible for managing all aspects of their specific area of interest under policy set by the Board of Directors.
- Sub Committees can only be established at the direction of and with the support of the Board.
- Sub-committees can neither incur debts nor make any agreements which bind the club without the express approval of the Board or its delegate.

(e) Controlling Body

The controlling body is appointed by the Bowls Committee as required. Duties of the Controlling Body are outlined in Section 14 of the Conditions of Play for 2013/2014 as issued by RNSWBA and also in Advisory 010 issued by NDBA.

The RNSWBA version is set out in Appendix A of these by-laws.

(f) Umpires

Umpires who are qualified and active members of the Hamilton North Bowling Club can expect to be appointed as umpire of the day in accordance with arrangements agreed and approved by the Bowls Committee. This appointment will be made by the Bowls Committee in conjunction with the Bowls Co-ordinator.

Duties of the umpire of the day are set out in NDBA Advisory number 011 and repeated in Appendix B of these by-laws.

B3 - Policies Relating to Bowling Activities

(a) Hot Weather Policy

In the interests of the Health and Safety of members and visitors it is the policy of this club that once the outside air temperature reaches 38 degrees Celsius then all bowling green's under the control of Hamilton North Bowling Club shall be closed.

The ruling temperature will be that shown by a thermometer placed in a suitable position near the green.

Should the temperature be 38 degrees or above at 11 am on any day then greens will be closed for the rest of that day unless the Bureau of Meteorology has issued a weather forecast indicating a predicted reduction in temperature early that afternoon. In this case greens will be closed until such time as the official temperature has been at or below 38 degrees for a period of at least 15 minutes.

The appropriate weather forecast will be that shown on the Bureau of Meteorologist web site.

Should there be a game in progress at the time of the closing of the greens then the relevant games controller will request all players to leave the greens for such time as the temperature has been at below 38 degrees for a period of at least 15 minutes. Should this not appear likely in the opinion of the games controller then the game shall be cancelled or postponed depending on the prevailing circumstances.

Temperature readings shall be made by such officer of the club as directed by the Secretary Manager.

(b) Tournaments

Tournaments shall be held under the auspices of the relevant Bowls Committees under such rules and conditions as it sees fit, provided that such rules and conditions are not in conflict with conditions set down as acceptable by the NDBA.

Cancellation

Should it be decided by the relevant Committee to abandon a tournament prior to its natural conclusion, all prizes earned up to the time of abandonment shall be paid.

Postponement

Should it be decided by the relevant Committee to postpone a tournament because of interruption prior to its natural conclusion then all entrants shall be advised of the date selected to complete the tournament. All prize money earned to the time of postponement shall be paid. Should entrants be unable to attend on the new date then substitutes will be allowed. Should no substitute be able to be arranged then scheduled matches will be forfeited with no further penalty.

(c) Selection Policy

Registered players are expected to make themselves available to represent the club in various fixtures. Requests for entrants in various fixtures will be advised by way of a notice placed on the notice board.

Players offering themselves for selection will write their names on the lists included as part of each notice.

Various teams will be selected to represent the club in fixtures by the selection committee.

Selection will be made initially from the players who have indicated their availability on the lists provided. Should insufficient numbers of players indicate their availability then appointment of other players who are suitably qualified may occur.

In selecting teams, it is acknowledged that in some cases, compatibility of team members may be of greater benefit to the team than the playing ability of individual members. It is also acknowledged that players with promising potential ability may benefit from playing in higher grades as a development opportunity. Selectors will therefore take bowling ability, compatibility and potential for development of players into consideration when making selections.

Selectors will use their best efforts in selecting suitable teams to represent the club. Appeals by individual players regarding their personal selection may be made in writing to the selection committee at any time. Appeals by individual players concerning the suitability of other team members will not be entertained.

Approaches by players to individual members of the selection committee are discouraged.

(d) Clothing and Apparel

(1) Men

Dress rules vary in differing circumstances. For

galas where creams are to be worn:

- Cream coloured clothing is acceptable. Current HNBC club colours
- may be worn.
- Hats – as indicated in RNSWBA by law 8 part F. (see appendix G)
- Shoes - as indicated in RNSWBA by law 8 part E. (see appendix G)

For Club games:

- As indicated in RNSWBA by law 8 (see Appendix G).

Mufti galas or roll ups

- Clean, neat, tidy respectable clothing is required.
- Shorts may be worn.
- T shirts, printed with inappropriate words, slogans, phrases, messages or designs are not acceptable.
- Track suits are acceptable provided they are in reasonable condition.
- Non current club shirts and jackets may be worn.
- Suitable hats or caps may be worn.
- Proper bowls shoes as outlined for galas where creams are to be worn.

Current Registered Club Colours.

- May be worn in all tournaments.
- May be worn in all district events or higher.
- May be worn when representing HNBC at official events or outings.
- May be worn for club games as outlined above.
- May be worn for galas where creams are to be worn.

Dress rules have been developed by RNSWBA and are set out in their by-law 8. This by-law is shown here as Appendix G.

(e) Incentive Scheme

Players are encouraged to participate in National, State & District Championships as well as representing the club in Pennants or other association sanctioned competitions.

Participation in club championships as well as other club organised tournaments is also encouraged.

As an incentive for members to participate in these matches the following, is offered for the current season.

For national, state & district championships as well as those matches organised and run by the NDBA (for example: Mattara Carnival) all entry fees will be paid by the club. This includes an entry fee for State Pennants, Big Bowls Challenge or similar.

(f) Travel Expenses

In general, members travelling to NDBA matches within the local (Newcastle, Lake Macquarie, Port Stephens, Maitland, Cessnock etc.) area are expected to make their own travel arrangements at their own cost.

Travel costs for members representing the club outside the local area will be considered on a case by case basis upon application via the Bowls Co-ordinator to the Board of Directors.

It is recognised that during Pennant competition there is more frequent travel for more members than is generally the case. It is also recognised that travelling to a venue together is a convenient arrangement that does result in an individual member incurring costs in operating a vehicle for the benefit of other members.

(g) Club Championships

Eligible club members may participate in Club Championship Games provided they are financial and qualify under Declaration of Club rules as set out in Appendix C. may need include women. Must be a full bowling member of Hamilton North Bowling club

Official club games are as follows

- Major singles
- Minor Singles
- Pairs
- Triples
- Fours
- Minor Pairs
- Consistency Singles
- Mixed Pairs

In the case of the Minor Singles there are some special conditions concerning eligibility.

- Minor Singles entries are restricted to No 4 , 5 , 6 and 7 Grade Pennant players .
- A previous winner of a Club Minor Singles is ineligible to enter
- A previous winner of a Club Major Singles is ineligible to enter

- Club Selectors will decide if a player who does not play Pennants is eligible to enter
- Entries for the Minor Singles will close after the completion of Sectional Play in the current season .
- No club game finals to be played during club galas

Conditions of play for Club Championship matches are set out in Appendix D.

Appendix A

Duties of the Controlling Body as included in the RNSWBA Conditions of Play for 2013/2014.

Duties of the Controlling Body

This is intended as a guideline for those who perform the duties of the Controlling Body, other functions may be required of the Controlling Body for certain events or under certain circumstances

This guideline has been divided into three sections; Pre-Game, During Game and After Game.

Pre-Game

- *Before the commencement of play on any day the name(s) of the person(s) representing the Controlling Body and the Umpire(s) of the day should be announced.*
- *Being present at all times during the match, plus for a reasonable time before the start of play and after play finishes.*
- *They ensure that Association Events are played in accordance with the RNSWBA Conditions of Play.*
- *They should ensure that the players, umpires and markers are aware of any non-standard playing conditions.*
- *They should ensure that an umpire has been appointed to officiate for the matches being played.*
- *They should ensure that there are markers in attendance for singles games.*
- *Advising players of their eligibility for pre-match practice and the availability of rink space for that practice.*
- *They ensure that the rinks on which players are drawn to play are announced not less than 20 minutes prior to the scheduled starting time (Noting that for Pennants the rinks allocated for Pennant Match should be known not less than 1 hour before the start of play, as per COP 4.7B).*
- *They declare the position of a constituted member in a team to be vacant under condition listed in DR4, they can then authorise an eligible member to join that team as a replacement player.*
- *They can authorise one team in a side to play one player short if there is no eligible player or substitute available.*
- *They are responsible for ensuring that the player's attire is in accordance with the RNSWBA Regulations and Conditions of Play (or in line with the requirements for that event if not an Association Event).*
- *They decide when to start play if the weather is doubtful.*
- *They may, if circumstances warrant it, extend the time allowed for late arrivals.*
- *They can award the match to the opponent if a player, team or side fails to show or otherwise forfeits its match*

**During
Game**

- *They can warn the player involved if he is causing damage to the green, then they can ask him to retire from the green and take no further part in the match (the Umpire may also do this).*
- *They can replace a marker whose performance or behaviour is less than acceptable standard.*
- *They can take action to have spectators refrain from disturbing, advising or interfering with players.*
- *They may allow variations in the position of players at both head and mat ends to facilitate viewing by spectators, or to assist television coverage.*
- *They can award the match to the opponent if advised by the umpire that*
- *there has been an infringement of a law that requires a penalty.*
- *They decide when to abandon play for the day because of darkness, the conditions of the weather of any other valid reason.*

**After
Game**

- *They are the ones to whom the umpire hands the set of bowls and the \$150 deposit if there has been a challenge to a set of bowls. They arrange to have the confiscated bowls tested.*
- *They are the official to whom the appellant gives his written appeal and to whom the umpire hands the \$50 deposit and his written report if there has been an appeal against the umpire's application of the Laws.*
- *They ensure that any necessary closing announcements are made.*

Appendix B

Duties of the Umpire of the Day as set out in NDBA Advisory number 011.

The umpire of the day is expected to start their duties at least 30 minutes prior to games starting time:

- *They shall check all rinks for play – correct width for play.*
- *Check all boundary pegs for correct alignment.*
- *Authorise (approve or disapprove) substitutes, depending on circumstances.*
- *Check all bowls for the correct stamp – clarity of engravings on bowl, check all bowl's discs (they must be legal) – this duty may be given to the opposing skips.*
- *The UMPIRE must know before play just “WHO” is the controlling body.*

Duties during the match:

- *Measure all shots in dispute. Measure for the correct distance from the mat's centre line to either bowl or jack, determine if either bowl or jack is “IN” or “OUT” along the rink's boundary line – even rebounding or possible short bowls or jacks.*
- *The UMPIRE must enforce the Laws of the Game, either on request or by personal observations.*
- *Consider all appeals for stoppages and the resumptions due to inclement weather.*
- *Rule on matters relating to the Laws of the Game and of the Conditions of Play if and when found necessary, when SKIPS and DIRECTORS tend to disagree.*
- *Observe the players and general play for breaches of law – for:*
 - *Foot faulting.*
 - *Players who damage the greens.*
 - *Players who delay play, in mid-rink chats, following their opponent's bowls or for rink infringement – distracting their opponents.*
 - *The position of the players, possession of the rink breaches.*
 - *Incorrect use of the Laws of the Game by skips and directors by either ignorance or intent.*

After the match

The Umpire should be available for a period of not less than 10 minutes after the last bowl has been delivered in the match for any challenges to bowls or law infringements during the game, incorrect scores in the game – in case of a drawn game. As the Umpire you may be required to write a report on matters arising from the game – quote laws relevant to the problems.

With these multitudinous duties it is most essential that the umpire not be a player in this game – or – be the controlling body. It should be noted that any appeals arising out of the applications of the current conditions of play, shall be answered by the controlling body and not the umpire of the day – but – on request by the controlling body to the umpire they may assist on matters of law meanings etc.

Appendix C –extract from NDBA Rules & Regulations concerning Declaration of Club

Declaration of Club for Season:

The playing season shall be from 1st January to 31st December.

A player changing Club with which they are registered with Bowls NSW requires a Clearance & Registration Transfer Application (with the appropriate fee) to be submitted to Bowls NSW, as required in Bowls NSW Regulation 7.2.

A player changing club with which they are registered with Bowls NSW becomes ineligible to enter and continue in any event with the previous club effective from the date that the Clearance and Registration Transfer application is lodged with Bowls NSW.

Once a Clearance and Registration Transfer Application is lodged with Bowls NSW the player shall cease to be eligible to enter or play in ANY Association Event in the current Bowling Season with their former club (except as provided for in condition 2.3.1.3) and shall become eligible to enter or play in any Association Event with their new club in which they have not already become constituted during the current Bowling Season. A player changing club who has already played in a Pennant Match with their former club is ineligible to play Pennants with their new club except with the written permission of the State Match Committee. Such application will be considered only if:

A player changes their place of residence, the change making travel to their declared Club impractical, or The player is required to change their declared Club as a condition of their employment with their prospective new Club. Employment must be full-time or a primary source of income, or There are other special or exceptional circumstances which apply. Such application will not be considered if the player has attained a grading in the current season.

Penalty:

- (i.) Player or team disqualified from the competition (refer Condition 2.2.5).*
- (ii.) Penalties for Pennants matches applies only to the Round(s) in which an ineligible player played (refer condition 3.8.33)*

Any Club infringing this rule shall incur the same penalties as laid down in Rule 5 - "Playing Unregistered Member". Penalty: Player, team or side disqualified from the competition.

A Player changing their declared Club from one season to the next requires a NSW Club Players Clearance Form to be lodged (with the appropriate fee) to the RNSWBA, as required in RNSWBA By-Law 15.

Note: Premier League Conditions of Play provide 'marquee' players, who shall be considered for this purpose to have received written permission to play Premier League (only) with a club other than their declared club for the season.

APPENDIX D – Conditions of Play, Club Championships.

All Club Championship Games will be played under the Current Laws of the Sport of Bowls and the Current Bowls NSW State Conditions of Play .

1. Play or Forfeit Rule for Club Championships

At least six(6)days notice of play will be given to all players prior to each game .
Once a game is boarded it is to be played on or before the scheduled date .

2. Two Games Per Day

Two games per day may be played where necessary . If so 30 minutes for lunch will be allowed .

3. Trial Ends

These will be allowed 20 minutes prior to the scheduled starting time.

4. Late Appearances

If , 30 minutes after the scheduled stating time for a game , one or more of the players are absent the defaulting team will forfeit the game to their opponents .

5. Consideration for Absence

Consideration for absence will only apply if at least one week's written notice is provided to the Games Secretary .

6. Club Mixed Pairs

If the Team Captain is unable to play then the substitute will be entitled to play in the Captain's position .

M. Teams and Sides

In a team game, all members of the team must be similarly attired.

In a side game, all members of the side must be similarly attired.

Note: Players are not required to be identically dressed, however all items from within a category must be of similar design and colour scheme.

Members of a team/side may wear shorts or trousers, however shorts and trousers must be of the same colour scheme and design.

Members of a team/side may wear different items of headwear, however

- all caps worn shall be of the same design and colour scheme,
- all hats with hat bands shall be of the same colour scheme,
- all bucket hats shall be of the same design and colour scheme.

Substitute: In the event of a last minute substitute being necessary, and similar coloured team or side attire not being available, the substitute may wear approved white or cream attire.

N. Name Bar

Must display the player's name. In addition to the player's name, may include an Association or club badge, and the title of an Association or club of which he is a member.

O. Penalty

Penalty for non-compliance is disqualification.