

# Torquay Bowls Club Documents

Updated 27-1-25

As per Constitution Section 38e Board Minutes, Financial records, Books, Securities or other relevant documents are not to be released to members without Secretary/Board approval

## Documents of significance for governance, legal, safe management and proper operations of the club.

#	Document Title	Explanation	Where to find
1	Associations Incorporation Reform Act 2012	Our controlling body is the Consumer Affairs and this is the legal Act passed by parliament that we are under and are legally required to comply to. (208 Pages).	Internet <a href="https://www.legislation.vic.gov.au/in-force/acts/associations-incorporation-reform-act-2012/018">https://www.legislation.vic.gov.au/in-force/acts/associations-incorporation-reform-act-2012/018</a> and Secretary
2	Consumer Affairs	All documents to comply to the requirement of our controlling body.	Secretary
3	Constitution	Overriding document on the club's control of operation and in compliance to 'The Act'. (26 Pages).	WEB site, Secretary and in a folder under the members noticeboard
4	Regulations	Board approved additions to enhance the club's operation to sit next to the constitution and must be compliant to the constitution and the Act. (5 Pages).	WEB site, Secretary and in a folder under the members noticeboard
5	Policies	Policies of operations for the club with clear guidelines.	WEB site, Secretary and Club manager
6	Safety Procedures	Procedures developed to ensure, with compliance, safe activities.	WEB site, Secretary and Club Manager
7	Working Procedures	Procedures developed to ensure, with compliance, correct ways to complete certain tasks.	WEB site and Secretary
8	Bowls Committee Procedures	All procedures for the bowls Committee to operate by and for members to comply to when engaging in bowling activities.	Bowls Secretary, Board Secretary and on the WEB site
9	GORCAPA Lease	TBC lease arrangements with GORCAPA.	Secretary
10	TRSL Lease	TBC lease arrangements with the TRSL.	Secretary
11	Role Descriptions	All elected and appointed positions within the club having their role described for guidance to successfully fulfil that role.	Secretary - <b>Not yet fully updated</b>
12	Liquor Licence	Our licence to serve alcohol at the club with legislated rules that must be complied to.	Club Manager and Secretary
13	Strategic Plan	Our 5-year plan for our future direction.	Web Site, Chair and Secretary
14	Club Insurance	Greens, Building, Contents and Public liability Insurance.	Club Manager, Chair & Secretary

15	Organisational Structure	How our club is structured and the lines of reporting made clear.	Secretary <b>To Be Updated</b>
16	Volunteers List	All volunteer positions and who holds those positions.	Secretary and displayed on the Board noticeboard

#### Documents for general management of the Club

1	Secretary's Timeline and meeting Dates	Monthly actions due and the annual meetings dates.	Secretary
2	Membership applications forms	Application forms for Full Affiliated, Junior Affiliated and Social members.	WEB Site and Secretary
3	Agendas and Minutes of the board meetings	Monthly board meeting records.	Secretary
4	Agendas and Minutes of the Bowls Committee meetings	Monthly Bowls Committee records.	Bowls Committee Secretary
5	AGM documents	There are a number of documents to manage the AGM.	Secretary
6	Key register	All key holders are registered and have their own specific entry security code to control security of the clubhouse.	Secretary
7	Membership Data Base	Record of all Affiliated, Life, Sponsor, Social members and TRSL members.	Club Manager, Membership Manager and Secretary

#### Archived Documents – Retained by Secretary for Info if required

1	Rules Manual - 2015	Document with many other club documents copied into this document (205 pages).	Held by Secretary
2	Club Officers Manual - 2014	Repeat of club documents (18 Pages).	Held by Secretary
3	Members Information Manual - 2021	Repeat of club documents info (10 Pages).	Held by Secretary