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## **Torquay Bowls Club Regulations**

Adopted by the Board of Management 30<sup>th</sup> January 2025

### **The Significance**

1. The wording of each regulation is the responsibility of the Board of Management and will enhance the constitution.
2. A member may suggest a new regulation which is believed to be beneficial to the governance of the Club.
3. Distinct from Club rules which may alter annually to meet varying needs, these regulations are a set of stable rules developed by the Board of Management that offer long term direction for the governance of the Torquay Bowls Club.
4. These regulations are binding upon the Board, the Committee, each Subcommittee and individual members, both Affiliated and Social, and visitors.
5. They apply to all club sponsored activities within or outside the bounds of the club.
6. In any club documents referring to the 'Rules Manual' will mean the 'Club Documents' that will have specific reference to the 'Club Documents' such as the Constitution, Regulations, Policies, Procedures and Role Descriptions etc. All club documents (See Club Documents List) are held by the secretary.

## **Torquay Bowls Club Regulations**

### **Regulation 1: Code of Conduct**

- I. The Board will prescribe and apply a code of conduct which will be included in the Documents of the club, and which governs all activities of the Board of Management, all Committees; all Subcommittees, Volunteer Groups, Working Parties, Employees and each individual member.
- II. This code will be consistent with all discrimination and disability legislation, require reasonable behaviour between members and visitors, require members to present the club in a positive manner and describe with the Constitution how the Board will manage breaches of the code.

## **Regulation 2: Members Discipline:**

Section 10 of the constitution has rules for members and the consequences of breaching those rules. The highest level of investigation and discipline actions are required to be followed upon a breach. Any issue of physical or sexual violence or abuse will automatically enact section 10 of the constitution.

The Board can resolve a breach of the club rules and de-escalate a breach by: -

1. Calling a de-escalation meeting with the member or members who have allegedly breached the rules in Section 10 of the Constitution.
2. This de-escalation meeting should be held at a time of convenience to all, but within 5 days of the breach.
3. Refusal to attend by the member/s will enact section 10 of the constitution.
4. The attendees will be the member/s concerned and with at least 2 members of the Board (preferred Chair and Secretary) for a general membership incident or if a bowls related matter the Bowls Committee (preferred President and Secretary)
5. If an agreement can be reached and a resolution agreed to then Section 10 of the Constitution may not need to be enacted.
6. A written report of the de-escalation meeting and resolutions will be lodged with the Board Secretary.
7. The Board at the next meeting will add the report to incoming correspondence and a motion will be moved to accept or reject its findings.
8. If accepted the issue will be considered closed or if rejected at the board meeting then the breach will be raised to the Section 10 of the Constitution for action.

## **Regulation 3: Gender Representation:**

I. It is understood that it will not always be possible to achieve equal gender representation on the Board of Management, the Committee or any Subcommittee, however each Board should strongly encourage the appropriate representation of each gender on the afore mentioned bodies.

## **Regulation 4: Administration**

I. The administrative positions in the club will be titled: Chair [Chairperson of the Board], Secretary [of the Board], Treasurer [of the Board], 4 Directors [of the Board], 2 Appointed Directors [of the board]

II. Will be two levels of administration:

- a. The Board and its subcommittees
- b. The Bowls Committee and its subcommittees

III. The Board will describe the function of and the relationships between each level of administration.

IV. To meet new demands each Board will annually review its structure according to its stated policy

V. The executive of the Board from the previous year will brief all newly appointed directors, committee members and volunteers of the club in the week following the

AGM in regard to the club's administrative structure, relationships between entities and officers and the current strategic plan.

VI. The Board will delegate its responsibility to the Bowls Committee to provide bowls information to its committee, affiliated members and the bowls subcommittees.

### **Regulation 5: Principles of Governance**

I. Each Board will prescribe in the Club Documents its perceived responsibilities and the principles it will use to govern and measure its performance and that of its Committee, Subcommittee and individual members.

### **Regulation 6: Strategic and Business Plan**

I. Each Board will adopt a 5-year strategic and business plan that will be used to establish financial and other directions of the club throughout the 5-year period.

### **Regulation 7: Delegation**

I. A delegation for a specific function within the club to a specific member must name the member and their title in the minutes and satisfy the requirements of Delegations [II and III]

II. A written delegation by the Board must satisfy the following criteria: a record in the minutes of the Board, a written delegation to each officer and a role description written into the Club Documents.

III. In the case of delegations to the Board, the Committee and each Subcommittee a delegation will be made through the Chair [ Board], President [Committee] and Manager [Subcommittee]

IV. Those to whom responsibility is delegated will conduct their delegations in conformity with the Club Documents.

### **Regulation 8: Meetings**

I. Each Board, Committee and Subcommittee meeting conducted within the club must conform to the rules prescribed by the Board in the Club Documents.

### **Regulation 9: Vacancies**

I. When vacancies occur on the Board, the Committee or a Subcommittee they will be filled according to the rules prescribed by the Board in the Club Documents.

II. Excluding all those positions prescribed in the Constitution, two types of vacancies will be advertised within the administrative structure of the club:

a. Positions which require an election if contested.

b. Positions which require nomination or self-nomination

III. If either form of vacancy remains unfilled it shall be filled by secondment by those officers named in the Club Documents.

### **Regulation 10: Succession**

I. The Board, the Committee and each Subcommittee will plan for the effective succession of its exiting officers by its current members and newcomers to take responsibility for the operation of the entity.

## **Regulation 11: Sponsorship**

- I. Each Board member will seek sponsors for the new season.
- II. Sponsor agreements will be made with each sponsor based upon one of the following categories [levels] of sponsorship: Platinum, Gold, Silver and Bronze and Minor Sponsor

## **Regulation 12: Voting Rights and the Right to stand for Election**

- I. A seconded or deputising officer may register a vote on any motion at a Board, Committee or a Subcommittee meeting except on a matter of self- interest.
- II. To vote in elections or on motions tabled at the Annual General Meeting, a Special General Meeting, and ordinary bowls meetings, or stand for election, the voter must be an affiliated member of the club who has at the appointed time paid their subscriptions for that season.

## **Regulation 13: Membership**

- I. The Board will prescribe in the Club Documents the conditions under which persons may make application for a renewal of their membership or apply for and gain and retain membership.
- II. A member must carry their allocated membership card whenever on club property.
- III. The Board will prescribe the entitlements that may be accessed by each class of member in the Club Documents.
- IV. The Board has determined the following membership categories.
- V. The Board has increased the number of Life Members at the 28<sup>th</sup> of March 2024 Board meeting to 12. This will represent approximately 3% of the Affiliated membership numbers. The intent is to use the 3% as a guide into the future.

- **Determined by the Constitution and Regulations.**

- a. Life Members Maximum 12
- b. Affiliated Full Members Unlimited
- c. Junior Affiliated Members Unlimited

- **Determined by the Board of Management**

- a. Employee (Paid employees at TBC)
- b. Sponsor (A gift of Social or Affiliated membership to those sponsoring)
- c. Social (Torquay Bowls Club)
- d. Social TRSL (RSL Members having reciprocal Social Membership rights)

## **Regulation 14: Distinguished Services Award**

The Distinguished Services Award (DSA) has been added to the Torquay Bowls Club recognition and accolade for a member or other person who has performed to a high standard or brought about significant benefits to the club, particularly over a long period of time.

1. When a member is nominated for a DSA, a panel will be formed by the board to decide if that person is worthy of a DSA.
2. The Life Member/DSA Nomination form will be used by the nominee to guide the panel to award a DSA. The panel's recommendations are to be approved/disapproved by the board.
3. A framed certificate will be presented to the recipient usually at the AGM.
4. A DSA recipient will not have complimentary membership.
5. Their name will be on the WEB site on the list of Life Members and DSA members.
6. The DSA accolade is below a Life Member

## **Regulation 15: TBC Financial Year and Club Members Year**

This regulation confirms the Torquay Bowls Club ends the financial year last day of February each year as per the constitution. This allows the reports to be completed by the AGM usually held on the first Monday of May each year.

Also confirms that the affiliated membership year ends on the last day of June each year. All affiliated members need to renew and pay their membership fees prior to this date for the following year. Unfinancial affiliated members after the first day of July will no longer have the privilege of: -

- 10% Bar - 5% Bistro discounts.
- Involvement in pennant, social bowling, Twilight competitions and other inter club affiliated privileges requiring Bowlslink registration.
- Eligibility of members and all members draw prizes.
- Participation in practice rolls.

The social members year ends on the last day of June each year. Unfinancial social members will no longer have the privilege of: -

- 5% Bar/Bistro discounts
- Eligibility in the all members draw

Affiliated and Social Members renewing with the annual payment after the first day in July will then have all their privileges reinstated.

New persons joining affiliated and social memberships will pay the full membership fee from the first day of July then there will be a pro rata adjusted quarterly. (see membership director for info)

The reason why this has been added to the Regulations, is for members to understand the importance to enable smooth club operation, so our club can plan financially and remain a strong and viable club into the future. We want to provide a great bowling and socially connected experience for all affiliated members. We also want to provide an enjoyable and socially connected experience for our social members.

### **Conclusion of Regulations**