

Members Information Manual



Torquay Bowls Club Inc. Information Manual

December 2021

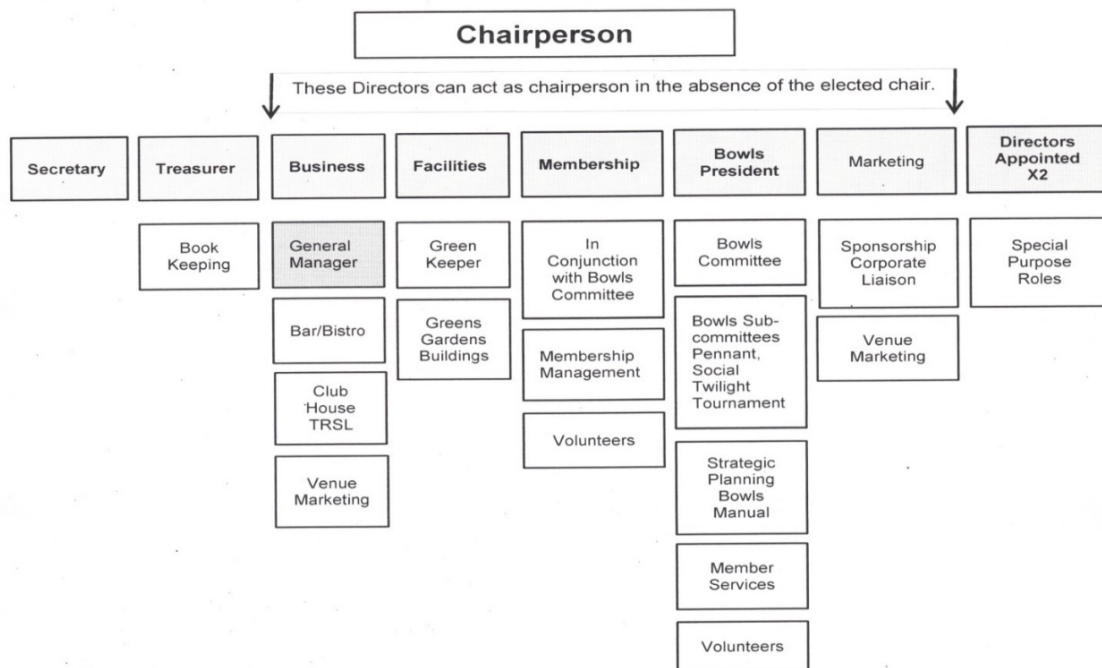
Members Information Manual

TABLE OF CONTENTS

<i>The Delegation</i>	3
<i>Board of Management and Bowls Committee relationship</i>	4
<i>Bowls Committee (BC)</i>	4
<i>Responsibilities of the Bowls Committee:</i>	6
<i>Appointment of Bowls Committee officers</i>	7
<i>Definition and responsibilities:</i>	8
<i>Nomenclature:</i>	8
<i>Communication with the Board of Management:</i>	8
<i>Participation of Coordinators and Directors:</i>	8
<i>Standing committees:</i>	8
<i>General Operation:</i>	9
<i>Responsibilities:</i>	9
<i>Record keeping:</i>	9
<i>POLICIES RELATING TO BOWLS AT TBC</i>	10
<i>Policies Determined by Government Authorities</i>	10
<i>Other policies affecting club members</i>	10
<i>LIST OF TBC POLICY DOCUMENTS</i>	10

Members Information Manual

Organisational Structure - Board of Management (BOM)



Board of Management - Documents of Governance

The Board of Management (BOM) will use four documents, combined, they form a plan and a set of rules that govern the day-to-day, consistent and efficient management of the Torquay Bowls Club (TBC):

- The Constitution - (Refer TBC Website - Under Membership/Club Notices)
- The Regulations - (Refer TBC Website - Under Membership/Club Notices)
- BOM Policies - Refer TBC Website
- The Business and Strategic Plan [Strategic Plan]
 - The Strategic Plan is a set of expectations applied annually to the governing of the next 5 years of progress and development of the club.(Refer TBC Website – Under Membership/Club Notices)

The Delegation of Authority from BOM to Bowls Committee

Over-involvement with the regular administration of bowls convinced consecutive Board of Management's this intruded on their ability to properly govern. The management of bowls was delegated to a Bowls Committee authorised by the Board of Management.

The Delegation

- The Board of Management delegates the responsibility to provide bowls to the members and visitors to the Bowls Committee under the rules described hereafter.
- This delegation excludes:
 - The power of delegation
 - Financial control
 - Liquor Control
 - Any other function imposed on the Board of Management or the executive officer by the Act, another law, the Constitution, or by resolution of the club in a General Meeting.

Members Information Manual

- c) When exercising its delegated powers, the Bowls Committee shall make decisions in accordance with the Board of Management's regulations and rules and shall promptly provide the Board of Management with details of such decisions.
- d) No subcommittee created to run aspects of bowls will operate independently of the Bowls Committee and is not a policy making body unless delegated to do so by the Committee.

Board of Management and Bowls Committee relationship

The Board may:

- a. Create or revoke authority to the Bowls Committee, or a subcommittee
- b. Combine, increase, or sub-divide sections
- c. Restructure the Bowls Committee
- d. Vary the number and role of Bowls Committee Managers/Coordinators
- e. Vary the rules and instructions to the Bowls Committee

The Bowls Committee may:

- a. Advise the Board of Management of any desirable alteration to the operation of itself or its subcommittees

Before making any of the above changes, the Board will give at least 20 days of notice in writing to the Bowls Committee to allow a written response prior to the Board making a decision about the necessary rules and regulations

Bowls Committee (BC)

Sections - Definition

- a) A 'Section' is a Board of Management approved group of member bowlers who wish to play bowls using a distinct and specific format which is offered, provided by a subcommittee responsible to the Bowls Committee. i.e. Pennant, Championship, Tournament, Social, Twilight & Barefoot Bowls Sections.
- b) **Operational Rules**
 - (i) No section has authority to make decisions beyond Board of Management and Bowls Committee rulings.
 - (ii) The Bowls Committee may call section meetings with the sole purpose of explaining and communicating to the section participants on a single issue.
 - (iii) Cannot determine eligibility to bowl
- c) A member may play all forms of bowls. The player thus becomes the member of a particular section whilst engaged in a sectional game.

Bowls Committee - Structure

Members Information Manual

This structure will present bowls to members subject to the Board of Management reviewing operations at an appropriate time. It is designed to streamline behind the scenes decision making and management of bowls.

Bowls President

- Responsible for the Operation of Bowls Committee covering all aspects of bowls
- Represents the Bowls Committee on the Board of Management

BC Vice-Bowls President

Elected from within and by the Bowls Committee

Pennant Bowls Manager

- Responsible for Coordinating all Pennant Bowls
- Liaise with Tuesday and Saturday Pennant Sub committees
- Coordinate Coaches; Umpires; Measurers
- May be GBR Delegate
- Develop protocols and policies for Pennant bowls

Bowls Secretary

- Responsible for coordinating the Committee with the Board of Management
- Strategic Documentation
- Liaise with Admin staff

Bowls Services Manager

- Responsible for coordinating all bowls services to members
- Liaise with Fixture Book Manager
- Bowls Vic Contact

Tournaments /Championships Manager

- Responsible for coordinating all Tournaments & Championships including Thursday Aggregate & Men's Nominated Triples,
- Surf Coast Classic,
- Ladies Open & Invitation days
- Liaise with Championship and Tournament subcommittees

Social Bowls Coordinator

- Responsible for coordinating all Social Bowls, excluding Twilight bowls
- Liaise with Social Bowls Subcommittee

Twilight Bowls Coordinator

- Responsible for coordinating Twilight Bowls
- Liaise with Twilight Bowls Subcommittee

Assistant Administration Manager

Fixture Book Coordinator

Greens Manager

Finance Coordinator

Barefoot Bowls Coordinator

IT Support Coordinator

Communications Coordinator

Bowls Catering Coordinator

BV Programs Coordinator

Schools / Roll Up Coordinator

- Any or all can be invited to the Bowls Committee

Members Information Manual

Responsibilities of the Bowls Committee:

The Bowls Committee will:

a) Delegate

Delegate specific responsibilities for the conduct of bowls in writing to each Section Coordinator. There must be a resolution to this effect recorded in the minutes.

b) Develop Bowls Programs

- i. Decide the presentation and rules of each form of bowls played at the club. The rules must conform to those of the governing bodies. Regularly review its options to provide a wider range of bowls offerings in order to cater for the interests and abilities of all affiliated and intending bowler members: so, enabling each affiliated participating member to play the appropriate amount and range of bowls events as defined by the entitlement listed for each membership category.
- ii. A program may (at the discretion of the Bowls Committee), include tournaments, social activities, sponsors days, inter club exchanges; try bowls days, school visits and competitions, community days, charity days, pennant, championships and any other bowls focused event deemed worthwhile for members and the wider community.
- iii. Advise the Board of Management about bowls matters that impinge upon the responsibilities of the
- iv. Board. e.g. finance, non-compliance to club expectations and towards existing bowls legislation.
- v. Ensure its subcommittees are functional and operating harmoniously in accordance with club rules and regulations.
- vi. Organise, within the control of the relevant Director, ancillary support for bowls activity like catering, sponsorship and publicity.
- vii. Encourage, increase and enhance the playing of all forms of bowls at the club by the wider community of Torquay.
- viii. This delegation does not include responsibility for:
 - a. Financial administration and activity outside the control of the Treasurer.
 - b. Sale of and procurement of alcohol outside the responsibility of the General Manager.
 - c. Establishing administrative processes outside the control of the Board of Management Secretary.
- viii. Attract new demographic groups to bowl.
- ix. Plan a seasonal bowls program with the intent of offering each member an opportunity to bowl that is commensurate with the entitlements offered to affiliated members; and publish this program in a fixture book distributed to affiliated members. Ensure the activities designed specifically for member participation will meet member wishes and conform to relevant existing Board of Management rulings.
- x. Map the next year's program before the commencement of each Annual General Meeting, excluding pennant schedules.
- xi. Appoint a Member Services Coordinator who will provide bowls related services to all affiliated members.
- xii. Provide a sectional contact member who will be responsible for compiling the section's activities and submitting these activities to the Member Services Coordinator.
- xiii. Not permit the cancellation of events without due attention to the Board of Management's commitment to member entitlements.
- xiv. Ensure a seamless transition from Twilight bowls to all types of day bowls, particularly pennant play.
- xv. Arrange for the supervision and coaching of non-member bowlers who hire the green bowls, by paying the appropriate fee to reserve time with the Club Barefoot

Members Information Manual

Bowls Coordinator.

- xvi. Improve the standard of bowls within the club by means of a specific and far-reaching player development plan, by the establishment of programs and policies designed to improve the standard of pennant play in the club.
- xvii. Adjust the playing rules and conditions to meet the needs of both interested and participating groups.
- xviii. Respond aggressively to external threats to the popularity of bowls.
- xix. Nominate two affiliated members to form a Sponsorship subcommittee in March of each season to assist the Board of Management's Marketing Director.

c) **Respond to Budget demands by:**

- I. Striving to meet the budget projections for the bowls cost centres of the budget (both discretionary & non-discretionary line items).
- II. Making purchases of bowls equipment, excluding machinery, sheds and containers, from club funds in accordance with the regulations and rules of the Board of Management.
- III. Refraining from altering fees structures without the express approval of the Board of Management.
- IV. Increasing Affiliated Membership.
- V. Identifying two members from each of the Twilight and Day section bowlers to assist with management of new and current members.

d) **Fill Vacancies**

- I. No later than each February meeting of the Board of Management, advise the Chair about the positions [title and role] the Bowls Committee requires advertising [elected and self-nominated] for the new season.
- II. Make or revoke rules relevant to playing bowls.
- III. Publish the policies of the Bowls Committee and its subcommittees in written and electronic form.

e) **Publish a bowls plan:**

- i. Create and publish a bowls plan that is supportive of the Board of Management's strategic plan.
- ii. Describe the Bowls Committee's objectives and strategies to promote the playing of bowls to players.
- iii. Select and develop players, improve their performance levels, and manage their participation in pennant and other external competitions.
- iv. Provide championship events for section members.
- v. Ensure that men's and women's singles and pairs championships are played annually as well as other forms of championship supported by member participation.

f) **Convene Joint Meetings:**

- i. Convene meetings of each section and, if necessary, between sections about matters that directly concern the playing of bowls.
- ii. Conduct itself and its subcommittees in accordance with the Constitution, Regulations and Rules.
- iii. Conduct all bowls activity to conform to the requirements of the liquor license, equal opportunity regulations, the financial policies of the Board of Management, all relevant legislation and the rules of the Constitution, Regulations and Rules.
- iv. Ensure that all risk management processes are applied to the playing of bowls
- v. Conform to the club's reservations system when planning the scheduling and rescheduling of bowls events.

Appointment of Bowls Committee officers

a) General

Members Information Manual

- i. The Board of Management will determine the time, place and method of appointment of Bowls Committee and section officers.
- ii. Between the date of their election and the conclusion of the following AGM, each Bowls Committee officer elected/appointed will be an active contributor to creating the fixture for the next season.
- iii. Each Coordinator will thoroughly brief their successor.
- iv. Each section (Social, Pennant and Twilight) will use a Board of Management appointed finance manager [self-nomination] for a term of 2 years.
Note: Recommendations from the Bowls Review may change the role of this position
- v. Each elected officer shall take office at the conclusion of the Annual General Meeting at which he/she is confirmed and will remain in office for two years until the conclusion of the second Annual General Meeting following their confirmation.
- vi. Each officer who self nominates to the Bowls Committee subcommittees will remain until resignation, or for a maximum period of 8 years.

b) Bowls President

- I. The affiliated members will elect a Bowls President.
- II. The term of the Bowls President will commence in an even numbered year.

Bowls subcommittees

Definition and responsibilities:

- i. A subcommittee may be composed of any number of officers. If run by a single officer, by default the officer is both a manager and the subcommittee.
- ii. Managers of each bowls subcommittee will report directly to the Bowls Committee via the respective Coordinators.
- iii. The operation of each subcommittee must conform to all of the Board of Management's Regulations and Rules.
- iv. Each subcommittee must conform to the policies devised by the Bowls Committee to govern the presentation of bowls, which must be in accord with those of the Board of Management, contained in the Rules Manual.

Nomenclature:

- i. Bowls Secretary is responsible to the Bowls Committee President
- ii. Tuesday Pennant subcommittee responsible to the Pennant Coordinator
- iii. Saturday Pennant subcommittee responsible to the Pennant Coordinator
- iv. Tournament/Championships subcommittee responsible to the Tournament/Championships Coordinator
- v. Twilight subcommittee responsible to the Twilight Coordinator
- vi. Social Bowls subcommittee responsible to the Social Bowls Coordinator.
- vii. Member Services subcommittee responsible to the Member Services Coordinator.

Communication with the Board of Management:

The Bowls President will deliver a monthly report to the Board of Management that summarises the Bowls Committee's deliberations and, when appropriate, carry any recommendations of the Bowls Committee to the Board of Management for a decision.

Participation of Coordinators and Directors:

Directors, Greens Manager, Bowls Finance Manager, Catering Manager and Managers of other Board of Management subcommittees involved with the presentation of bowls activity, will attend meetings of the Bowls Committee by invitation from the Bowls President for the purpose of exchanging information, planning with, and/or advising the Bowls Committee.

Standing committees:

The Bowls Committee may recommend to the Board of Management any addition to, reduction of, or combination of its standing subcommittees at least 90 days before an AGM.

Members Information Manual

Delegates of the club

- i. The Board of Management delegates its responsibility to the Bowls Committee only to appoint delegates to the Geelong Bowls Region (GBR). The Board of Management will ratify these delegations by the Bowls Committee.
- ii. On behalf of the Bowls Committee, these delegates will attend meetings and events associated with the administration of the GBR.
- iii. The nominated delegate/s will report to the Board of Management and Bowls Committee.
- iv. The Bowls Committee shall advise Bowls Victoria prior to a relevant meeting or event of its delegates. If the club does not provide notification to Bowls Victoria, the Chair and Secretary of the Bowls Committee shall be deemed to be the delegates.

Specific functions and roles of subcommittees

General Operation:

- i. The Bowls Committee will formally establish the duties of the section subcommittees and each of its managers according to the framework established within the regulations and the rules.
- ii. The purpose of each bowls subcommittee is to manage, on behalf of the Bowls Committee, the relevant day-to-day bowls activity within the club for which it is responsible. [e.g. Pennant]
- iii. A Director/Coordinator may request a subcommittee manager to hold a meeting.
- iv. Subcommittees may recommend to the Board of Management/Bowls Committee.
- v. The Board of Management may appoint its representative to any subcommittee. In the case of a Pennant subcommittee, the Board of Management appointed representative will not be present during team or representative selection.
- vi. The Board of Management may require a subcommittee to deliver services to any section exclusive of the membership of the subcommittee.
- vii. The section may establish, by written delegation, an ad hoc single purpose subcommittee for a period of no more than 12 months, provided the Board of Management has approved this by resolution.

Responsibilities:

- i. Develop and record policies which must be enabled by resolution of the Bowls Committee. The Bowls Committee may direct a subcommittee to develop policy for Bowls Committee approval.
- ii. Apply Bowls Committee policy to the conduct of the relevant bowls activity, allocate its members to the administrative tasks and then manage the tasks as determine by Bowls Committee policy.
- iii. Report monthly to each Bowls Committee through the Coordinator using reports in point form
- iv. Meet regularly to self-organise and to ensure common purpose within the subcommittee. Once organisation is complete, under normal circumstances the subcommittee will then only meet at the manager's request.

Record keeping:

Subcommittees must, for the purpose of historical accuracy and for the legal requirements of the Board of Management, keep a written record of:

- i. Policy decisions
- ii. Communications to participating members.
- iii. Records of player participation, summaries of which must reach the Secretary by 30th April of each year. [This information is required for the annual statistical return of the club to Bowls Australia]
- iv. Individual player participation and success must reach the Club Archive/Historian at the conclusion of each season for recording in the player's record.
- v. Team selections must be retained for 3 years and filed in the historical database, via the Club Archive/Historian.

Members Information Manual

Policies Relating to Bowls at TBC

Policies Determined by Government Authorities

- a) Equal Opportunity Act. Refer to humanrightscommission.vic.gov.au
- b) Privacy Act. Refer to humanrightscommission.vic.gov.au
- c) Child Protection Act. Refer to services.dhhs.vic.gov.au
- d) OH&S. Refer to worksafe.vic.gov.au

Other policies affecting club members

- a) Sun Smart Policy
<https://www.bowlsvic.org.au/wp-content/uploads/2020/02/Sunsmart-Policy-v1.1.pdf>
- b) Bar Service Policy
http://www.torquaybowlsclub.com/uploads/2/3/7/5/23752359/bar_service_to_members.pdf
- c) Adverse Weather Policy
http://www.torquaybowlsclub.com/uploads/2/3/7/5/23752359/gbr_rules_for_competition_2019-2020.pdf

List of TBC Policy Documents

No.	Name of Policy/Procedure
	Board of Management Policies/Procedures
	Code of Conduct and Standards of Behaviours
	OH&S Policy
	Strategic Plan
	Privacy Policy
	Child Safe Policy
	Sun Smart Policy
	Alcohol Management Policy
	Safe Transport Policy
	Hire Policy
	Functions and Entertainment Policy
	Club House Opening and Closing Procedure
	Club Charity Activity Policy (Draft)
	Personnel Recruitment Policy
	Discrimination and Equal Opportunity Policy
	Recognition of Member Policy
	Complaint Management Policy
	Club Regulations and Constitution
	Bowls Committee Procedures
	TBC Members Information Manual
	Safe Bowls Procedure
	Pennant Participation & Selection Procedure
	Championship & Tournaments Procedure
	Greens Access & Protection Procedure
	Social Bowls Procedure
	Twilight Bowls Procedure
	Fixture Book Procedure
	Bowls Membership Categories
	Bowls Committee Meeting Procedure
	Uniform/Footwear Procedure