



President

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MANAGEMENT COMMITTEE MEETING

Business Papers

8th April 2013

Meeting Commences 6:00pm

Present: Peter Eagle, Warren Phillips, Kevin Tuckerman, David Wilson, Dallas Palm, Geoff McIntosh, Mal Horner

Apologies: Max Walters, Stephen Watson, Bob Cole, Michael Schwarcz,

Missing Mat Stubbs,

Start: 6:00pm

Minutes of previous: Moved/accepted by Warren/David

Previous -

1. Correspondence Inward

- 1.1 Active Bowls – re fundraising activity, in-house displays/demonstrations – next meeting
- 1.2 RNSWBA 18/3/13 - re Bowls NSW Club Challenge – wait til mixed pennants and tif decided
- 1.3 RNSWBA, 27/3/13 – re national Bowls census – Dp do
- 1.4 Zone 10, 29/3/13 – re Coach re-accreditation requirements
- 1.5 Zone 10, 29/3/13 – re Coaches requiring re-accreditation 2013 (D Palm, K Robinson)
- 1.6 RNSWBA, 3/4/13 – Membership Fees

2. Correspondence Outward

- 2.1 WPHSC, 28/3/13 – re final report on annual membership proposal – at Board waiting to hear response.
- 2.2 WPHSC, 3/4/13 – Request to prepare Members Directory -

3. Business and action from previous meetings/ Outstanding Issues

- 4.3 Section Constitution and Regulations – see Attachments 1 & 2
- 4.6 Orange Blossom Carnival – status of request for funding – see Bowls Coordinator's report
- 5.3 Extreme Weather Policy – see proposed Regulations
- 5.6 Mini Open Days – GB?

4. Reports

4.1 President

The year is moving along quite quickly. The final of the Minor Triples has been played. Congratulations to Paul van Tilburg, Leo Saly and Ross Iredale. It was a close match with the result not being decided until the last end. Currently, the Mixed triples is underway with the final to be played in April.

There have been some comments made recently about the selection process and the formation of teams. There are times when decisions need to be made which may affect some team members. I am also hearing suggestions that some teams are being chosen to suit other players. This is far from the

truth. At times changes need to be made due to players being away or it may be necessary to qualify players in grades should WPH find itself in a position that a grade has qualified for the finals. This is what we are striving for when playing pennants. If we were not to do this, then the selectors would be left open to criticism for not taking the action required. There is only a short time frame for qualification to take place. I have indicated to the selectors that I am happy to stand down if it is of benefit to the grade and club and I am sure there are others who feel the same way. I appreciate there may be some disappointments but this happens in all walks of life not just bowls. Prior to the AGM all players have the opportunity to nominate for positions, selectors being one, therefore if a player believes the selectors are not fulfilling their duties adequately, then the path is open!

Plans for the Challenge Cup and the Koala are well underway. Hopefully both events will be successful. On 2 May, WPH is hosting a round of the Inter Zone Metropolitan Seniors. There are 32 bowlers involved plus their managers. The game will be commencing at approximately 10am. Having managed two of the Inter Zone matches last year for Zone 10, I can vouch that the standard will be very high. If any bowlers at WPH have the opportunity to see the game, I suggest you attend. During April, we are also hosting a round of the Probus carnival so April and early May is going to be a busy period.

A special mention needs to go to Max Walters who has run Twilight Bowls for 2012/2013. Due to the support supplied by the Sports Club it has been a successful venture. More people have attended this year than in previous years. At times, we have had in excess of 22 people attending on Thursday nights. At the conclusion of bowls, the majority plus others who have not played stay for dinner and drinks, therefore the Men's bowling section as well as the Sports Club has benefited. On the upside, three new bowlers have joined the club, one man and two women. On the downside, Max runs two Keno tickets for those who wish to participate. Unfortunately, the results have not been good. This is an area that may need to be addressed. I would like to thank Max for the effort. He is a club man and takes pride in a job well done not only for Twilight Bowls but also in the other duties he performs as a Committee member. To the management and staff of the Sports Club, thank you for your support. It has been very much appreciated.

Peter Eagle

4.2 Senior Vice President

Nothing to report this month.

Warren Phillips

4.3 Vice President

Constitutional Reform

Please find attached with my report what I consider to be the final draft of the Men's Section Constitution (Attachment 1) and new Regulations (Attachment 2) documents. Both incorporate all suggestions made in our committee meetings.

I have not included any new sections with regard to any new fee structure as the constitution already states that the Management Committee will have discretion as to the level of fees and how they are levied. To enshrine this in our Constitution and Regulations seems counter-productive as we are still unsure of how to proceed at this stage.

I feel that we should submit this to the Board of the Sports Club for immediate deliberation and discussion.

David Wilson

4.4 Secretary

The Sports Club have been asked to prepare draft members Directory. I would expect to have this available to members within 2 weeks.

Dallas Palm

4.5 Treasurer

February was a good month with actual exceeding the budgeted amount (except \$7 for Sports Fees).

- The MBS is -\$1,998, as the club see's our position! This will be in line to finish the financial year on budget or under as our YTD position is -\$4,859.
- Raffles are continuing to provide a profit based on 4 x trays on Saturday only.
- YTD actual for Sponsorship is slightly below budget but still shows us in a in a much better position than in previous years.

West Pennant Hills Sports Club Limited

Sports - Men's Bowls 28 February 2013

	February Actual	February Budget	Variance	%	YTD Actual	YTD Budget	Variance	%
MBC Green Fees	3,867	3,833	34	100.89	30,339	34,272	(3,933)	88.52
MBC Raffle Takings	631	495	136	127.47	4,369	5,220	(851)	83.70
MBC Sports Fees	73	80	(7)	91.25	8,219	10,560	(2,341)	77.83
MBC Other Income	55	10	45	550.00	4,296	80	4,216	5,370.00
MBC Club Uniform Sales	114	40	74	285.00	624	320	304	195.00
MBC Sponsorship Income	0	0	0		2,616	3,000	(384)	87.20
MBC Catering Income	0	0	0		0	2,400	(2,400)	
Total MBC Income	4,740	4,458	282	106.33	50,463	55,852	(5,389)	90.35
MBC Affiliation Fees	0	443	(443)		6,124	7,656	(1,532)	79.99
MBC Raffle Costs	336	450	(114)	74.67	2,638	3,600	(962)	73.28
MBC Greens' Maintenance	4,784	4,000	784	119.60	31,951	32,000	(49)	99.85
MBC Sports Promotions	1,436	462	974	310.82	10,558	10,492	66	100.63
MBC Club Uniform Purchases	0	0	0		1,573	200	1,373	786.50
MBC Catering Expenses	182	350	(168)	52.00	2,438	5,350	(2,912)	45.57
MBC Multi/T'around Triples	0	0	0		40	0	40	
Total MBC Expenses	6,738	5,705	1,033	118.11	55,322	59,298	(3,976)	93.29
Men's Bowls Profit (Loss)	(1,998)	(1,247)	(751)	160.22	(4,859)	(3,446)	(1,413)	141.00

Steve Watson

4.6 Bowls Coordinator & Match Committee

Orange Blossom Festival - have not as yet received a letter from Hills Council re their decision to grant funds to our Orange Blossom Festival. DW to contact council to speed up response

Challenge Cup is on Friday 12th April - some organising is still required for this, including having the CUP available.

Access organised, snack arranged,

Championships by the time of this meeting, three of our Championships are completed with the 1st round of the Mixed Triples on Tues 2nd April. The Major Singles Championship will Open for entries on Sat 6th April with the 1st round Sunday 19th May (depending on whether the Pennant season does not move to the Lay Days allocated, which in that case will mean changes to our Major Singles dates).

Twilight Bowls finishes 4/4/13. With 2 weeks to go, it has to date generated \$4,560 in turnover, with hopefully we bowlers acknowledged with \$1,520 of that.

We generated an income of \$4,780 over the Daylight season period, for which we should be credited with \$347. *Should this be \$1520?*

It was our most successful year with numbers and would have surpassed that by a large turn out on our last game apart from the washout.

I really appreciate the Ladies being available to attend on the last evening with their assistance from their President, which unfortunately did not occur because of cancellation.

Many thanks must go to Peter/Kaye Eagle who were most supportive, and also the kind assistance of the Club.

Next year should be even better, but assistance is required to make this happen.

TWILIGHT BOWLS

Date	Member	Non Member	A	B	C	D	TOTAL \$ A,B,C and D (\$ or Vouchers)	Total vouchers distributed (2 or 3)
			BOWLS ONLY		PACKAGE			
			Child \$2.50 (Number)	Adult \$5 (Number)	Child \$7.50 (Number)	Adult \$15 (Number)		
19/10/12	5	1				6	\$90.00	18
25/10/12	13	3		1		15	\$225.00	45
1/11/12	14	5				19	\$285.00	57
8/11/12	11	2				13	\$195.00	39
15/11/12	15	7	2	1		19	\$295.00	59
22/11/12	13	3				16	\$240.00	48
29/11/12	8	6			2	12	\$195.00	40
6/12/12	13	4				17	\$255.00	51
13/12/12	13	5				18	\$270.00	54
20/12/12	13	11			2	22	\$345.00	66
27/12/12			NOT ON					
3/1/13			NOT ON					
10/1/13	17	5				22	\$330.00	66
17/1/13	15	6		2		19	\$295.00	57
24/1/13	8	3				11	\$165.00	33
31/1/13	10	7				17	\$255.00	51
7/2/13	11	9		1		19	\$290.00	54
14/2/13	16	3				19	\$285.00	57
21/2/13	14					14	\$195.00	39
28/2/13			WASHOUT					
7/3/13	9	3				12	\$180.00	36
14/3/13	6	3				9	\$135.00	27
21/3/13	4	1				5	\$75.00	15
26/3/13	10	2				12	\$180.00	36
4/4/13			WASH OUT					
Daylight Saving Finishes 7/4/13	238	89	2	5	4	316	\$4,780.00	948

**The Mens Bowling Section is credited with (\$5) one third of total vouchers
PLUS the Bowls Only Total**

The **Koala Carnival** arrangements (although entries are slow) are moving along well with Bill Austin being a great supporter again. The food has been arranged at \$14.50 per head, and help will be required to direct players through the front of the Club (which management has approved). This will be our last meeting before our Carnival and we should be close to finalising and allocating duties for the event as below:-

- * set up coffee/tea/sugar/milk/biscuits - *PE*
- * putting up the flags. *WP*
- * setting up computer/board etc - *DP*
- * Doormen
- * check water cups/barrels
- * Sell raffle tickets and make sure raffle prizes and TV are on display or available *TV due ~14th April. Need ticket sellers Thurs, Sat, Sunday night. Office preparing tickets.*
- * Registration - mark off registered players -
- * Prize money-make sure office has prize money in envelopes available -
- * Umpire - *DC*
- * Inform Restaurant when players available for lunch.
- * Reserve player/players in case of absence?

(Hopefully some of the above duties can be allocated to non-committee members)

General Business would like to suggest that when we have a commitment to play in our other Club's TAT' Carnivals, that instead of us recruiting another Committee member to make up a team, it would be desirable if they would each try to form a team from general members. Why? - Because we all know that our Committee is accountable for this obligation to supply teams and we have more chance of forming more teams by spreading the players. To date this year, we are asking other Club's to support our Koala Carnival which at 21/3/13 only 12 teams are entered (including 5 other Club teams). Additionally, because I have asked their support, I am now receiving emails requesting support for their carnivals! It may be ideal if one of our general committee members be allocated the specific duty of organising teams for these events.

Max Walters

4.7 Selectors

Rounds 1 and 2 which were washed out, will be played 6th&7th April. At this stage, only Grade 6 has a realistic chance of making the playoffs. Grade 3 would need to win every game and unfortunately Grade 5 are yet to win a game.

Regrettably, Team selections have not pleased everybody. This year, we agreed we would select the 'best' players in the highest Grades. In Grade 3 we elevated Matt Stubbs and David Wilson to cover those players who were unavailable in the early rounds. This team has remained unchanged. The Round 1 'catch-up' game resulted in 14 players being available for selection. Neville Roach and Keith Robinson were selected to ensure we had all players qualified should we make the playoffs. Those players who missed out on the Saturday game, were selected to play on the Sunday.

Earlier this year, I attended a 'Selectors' workshop run by Michael Baumont. While it was very enlightening, some of the suggestions relating to Team selections had a different meaning for big clubs with an abundance of players to choose from, to a small club like WPH who have a limited number of players. Small clubs struggle with player availability (not to mention the quality of players), and when ALL players are available, someone has to miss out. Usually this is the lowest Grade.

Pennants is a Team game and all players represent their Club. Selectors endeavour to make choices based on player availability, player compatibility and most of all, the desire to represent their Club and not themselves. As Chairman of Selectors, I represent the other 4 Selectors and I am willing to discuss Team Selections with any player. Obviously we will not please everybody all of the time, but I can assure all players that all decisions on Team selections are rigorously discussed with final decisions agreed by all Selectors.

Kevin Tuckerman

4.8 Schools Committee

No report.

4.9 Zone 10

The next Zone meeting is being held on Wednesday 10 April 2013. The Zone Business Papers have been received and from the details supplied there is little to report at this stage. As PH will be represented at the meeting should matters arise that are of interest or concern they will be presented.

It seems at this stage WPH is complying with the new requirements reporting pennant details. It is important that we maintain this level as it is disconcerting for those who receive the information too have to chase information or try to understand what has been supplied.

There are 42 coaches due for re-accreditation by 30 June 2013. I am uncertain if there are any WPH coaches that fall into this category. If there are, we need to contact those coaches to see what their intentions are on the matter. This may have already been completed?

A re-accreditation course for 10 umpires was completed in March 2013. One WPH umpire was involved. Also, new umpire shirts are now available. Don Couch is aware of the details and is in the process of collecting information of who requires new shirts.

A forum was held in March re the Zone 10 new constitution. Unfortunately only 11 out of 24 clubs attended. WPH was represented. Unfortunately, the meeting at Dundas was held at the back of the restaurant, which was not conducive in obtaining a full understanding of what was being discussed, especially when meat raffles and members draws were being announced over the PA system at the same time. Suffice to say, more details re the constitution will be received in due course. I did not have any tickets in the meat raffles.

Peter Eagle

4.10 Greens

Since my last report, progress has been made in relation to the greens. Hornsby Council has attended to the trees. Two trees were removed, although one stump has been left for environmental purposes. Foliage has been removed from the other trees or trimmed. Hopefully the work undertaken will help in maintaining the top green. Letters of appreciation have been sent to Hornsby Council as well as Paul van Tilburg who also provided assistance.

The shades on the Eastern side of the bottom green have been replaced. The cost to replace was approximately \$4,300. I understand if the shades are looked after they should last 14 years. The cost is a capital expense as confirmed by the Sports Club, therefore will not be allocated against the bowling sections. The balance of the shades will be replaced in due course.

Discussions concerning the Tifdwarf green are still taking place. Quotes both written and verbal have been obtained. The matter has been discussed by the Board of the Sports Club. We believe that it is being looked at favourably, though at this stage a firm answer has not been received. It needs to be remembered that if we do receive a positive reply, work on the bottom green will not commence

until the Sports Club renovations commence. I would like to thank Geoff McIntosh and Steve Brady for their ongoing assistance on the matter.

Steve (green keeper) is working on both greens to make sure they are in the best condition prior to the start of winter. It has meant that the greens have been taken out of play so he may spray and fertilise as well as rotate. This has caused a few comments to be made. Unfortunately, we cannot please everybody.

The new Koala flag has been received. The flag is slightly larger than the old one and the material is of higher quality. The "G" clips on the halyard closest to the Northern bank have been adjusted to take the new flag. I would like to thank Jason Read for his assistance in obtaining the new flag as well as Kaye for patching, cutting and stitching the old flag when necessary. It can still be used.

Peter Eagle

1.1 Coaches

All videos and reviews have now been completed.

We currently have 3 ladies being coached and will complete their coaching by 4/4/2013.

PM Schwarcz

1.2 Umpires

No report.

Don Couch

1.3 Welfare

No report.

David Roles

1.4 Mixed Bowls

No report this month.

Warren Phillips

1.5 Communications

All championship draws and Pennant draws are being kept up to date.

The facebook page is getting a boost with Kaye Eagle making contributions on behalf of the Women's section.

Don Carpenter is leaving the club shortly leaving us without an editor for the newsletter. Nominations for this role are welcome. John Skidmore will take on role.

Dallas Palm

1.6 Corporate

We have a group of people (16 approx.) from Cherrybrook PS for a game on Thursday 4/4/2013.

Unfortunately the day was washed out.

Warren Phillips

2. General Business

2.1 Active Bowls Offer. – *next month*

2.2 Club Challenge - *wait for details,*

2.3 National Bowls Census – *DP to address*

2.4 *Start Times – Agreed to start social games in line with daylight savings. Give notice to bowlers this week that games the following week will start at 12.30pm. To be included in Regulations.*

DW

2.5 Koala Carnival gradings – agreed that ‘...beginning of 2013 Pennant Grades...’. Warren identified definition used by Zone, and suggests clarification of Conditions of Play. Change to ‘... current Pennant Grade 2-7 at time of carnival...’ MH/MW

3. Next Meeting

The next meeting is scheduled for May 6th, commencing at 6:00pm

Meeting closed: 7:20pm



**WEST PENNANT HILLS MEN'S BOWLING SECTION CONSTITUTION 2002
(Amended 2013)**

Definitions

- 1 Men's Section –means West Pennant Hills Men's Bowling Section
- 2 Sports Club – means West Pennant Hills Sports Club Ltd
- 3 The Association – means Royal NSW Bowling Association Incorporated
- 4 Zone 10 – means Sydney North West Zone 10 Bowling Association Incorporated

1. OBJECTS:

- a) To play and promote the games of bowls.
- b) To engender by association a fraternal feeling amongst bowlers and to preserve and promote the best traditions of the game.
- c) To conform at all times with the requirements of the laws of the game as adopted from time to time by the - “The Association”, “Zone 10” and the “Sports Club”).

2. MEMBERSHIPS:

a) **Members**

Any male who is a financial member of the Sports Club shall, on payment of the required sports fee be eligible for membership.

b) **Classes of Members**

Membership will comprise:-

i. Members

Shall mean any member who pays the annual subscription and sports fee to the Sports Club.

ii. Junior Members

Shall mean any member under the age of eighteen years who pays the annual subscription and sports fee to the Sports Club.

iii. Life Members

Shall mean any member who may, in consideration of long and meritorious service or for any other sufficient reason, be granted life membership of the Men's Section. No member shall be elected to life membership except by resolution of an Annual General Meeting or General Meeting or an appropriate recommendation from the Management Committee. Life members shall continue to enjoy the rights and privileges they enjoyed before election to life membership but shall not be liable for any sports fees to the Men's Section.

3. FEES:

The Management Committee shall after consultation with the Sports Club agree on green fees, annual Sports fees and other levies or fees as required.

4. FINANCIAL YEAR:

The Men's Section financial year shall coincide with the financial year of the Sports Club.

5. MANAGEMENT COMMITTEE/OFFICE BEARERS/EXECUTIVE:

- a) The Management Committee shall consist of the Office Bearers as set out below:-
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Bowls Co-ordinator
 - vi. Chairman of Selectors
 - vii. Three Committeemen
- b) Individual responsibilities of each member of the Management Committee shall be defined in the Regulations.
- c) The “Executive” of the Men’s Section shall be defined at the President, Vice President, Secretary, Treasurer and Bowls Co-ordinator
- d) The powers exercisable by the Management Committee of the Men's Section shall include:-
 - i. Authorise payments, make regulations for the conduct of the affairs of the Men's Section; receive green fees and other moneys; appoint members to serve on sub-committees of the Management Committee; appoint a delegate or delegates to Zone 10 or any other bodies or for any other purpose and in all things control, conduct and regulate the affairs of the Men's Club, with the proviso that it will ensure that all social functions arranged in the name of the Men's Section are coordinated with those of the Sports Club.
 - ii. Adjudicate on any disagreement that may take place between members in regard to any matter affecting the affairs of the Men's Section and in all cases the decision of the Management Committee shall be final.
 - iii. Recommend to the Board of Directors of the Sports Club to proceed against a member of the Men's Bowling Section who, in the opinion of the committee, is guilty of any conduct prejudicial to the interests of the Club as specified in Rule 45 of the Constitution of the Sports Club.

6. SELECTORS:

- a) The selectors shall consist of five (5) persons or as the Management committee decides from time to time, all of whom shall be members of the Men’s Section (excluding Junior Members).

7. ELECTIONS:

- a) The nomination, election and holding of office of members of the Management Committee and selectors shall be in accordance with the Constitution of the Sports Club or as directed by Sports Club
- b) A Patron or Patrons may be nominated and elected at an Annual General Meeting. Members of the Committee are eligible for this position.
- c) All financial members of the Men’s Section (excluding junior members) shall be entitled to stand for office and to vote at any meetings of the Men's Section.
- d) No member of the Men's Section shall hold more than one executive position.
- e) No person shall hold office of President for more than three (3) consecutive years but after expiry of twelve (12) months immediately following the last such three years shall be eligible to hold office for a further three years.
- f) At the first meeting after the Annual General Meeting, the selectors, Coaches and Umpires shall elect one of their members as Chairman.

8. ANNUAL GENERAL MEETINGS, OTHER GENERAL MEETINGS AND MANAGEMENT COMMITTEE MEETINGS:

- a) The Annual General Meeting of the Men's Section shall be held not later than 3 months after the conclusion of the financial year each year on a date to be determined by the Management Committee.
- b) The Annual General Meeting, or any other general meeting and meetings of the Management Committee shall be convened and held in accordance as directed by Sports Club relating to Annual General Meetings / Special General Meeting or meetings of the Management Committee respectively subject however to clause 8 (b) hereof and except that:
 - i. the quorum of the Management Committee shall be five.
 - ii. the quorum for an Annual General Meeting or General Meeting shall be at least 25 members eligible to vote personally present. [DW to rewrite for clarity]

9. CASUAL VACANCY:

- a) The Management Committee may at any time appoint a member to fill a casual vacancy in respect of the Management Committee or the selectors and the members so appointed shall hold office until the next Annual General Meeting.
- b) Should any of the Management Committee or Selectors be absent or ill or refuse or neglect to do anything required by the regulations, the Management Committee may appoint a member or an ordinary member of the Men's Section, to act in his place until the next Annual General Meeting.

10. FUNDS:

Any funds of the Men's Section are at all times regarded as the property of the Sports Club.

11. REGULATIONS

The Management Committee shall have the power to make, alter or repeal any such regulations as are necessary to manage the affairs of the Men's Section.

12. ALTERATIONS:

No alteration shall be made to this constitution except:

- a) With the prior approval of the Sports Club.
- b) By resolution passed with a majority which comprises of not less than three quarters of such members of the Men's Section being entitled to vote as may be present at the Annual General Meeting or Special General Meeting of the Men's Section provided notice of such resolution has been given to members of the Men's Section at least 21 days before such meeting.



WEST PENNANT HILLS MEN'S BOWLING SECTION REGULATIONS 2013

1) INDIVIDUAL RESPONSIBILITIES OF EACH MEMBER OF THE MANAGEMENT COMMITTEE

a) *Duties of the President:*

- i) The President shall preside at all meetings (except sub-committee meetings). He is, ex officio, a member of all sub-committees. He shall nominate candidates for all sub-committee positions, which shall be appointed by the Management Committee.

b) *Duties of the Vice-President*

- i) Shall assist the President in the performance of his duties whenever called upon to do so, and preside over the committee meetings in the absence of the President.

c) *Duties of the Secretary:*

- i) The Secretary shall carry out all duties and instructions which the Management Committee shall direct.
- ii) He shall convene and attend all meetings of the Management Committee and of members; taking minutes of the business transacted and shall record and distribute copies of the minutes accordingly.
- iii) He shall conduct, keep and produce the correspondence in connection with the Men's Section.
- iv) He shall post on the notice board all notices required to be posted either by this constitution, the Regulations or as directed by the Management Committee.
- v) He shall generally perform and carry out all duties pertaining to the office of Secretary for the benefit of the Men's Section and well-being of its members.

d) *Duties of the Treasurer:*

- i) The Treasurer shall collect all green fees and levies, and other moneys on account of the Men's Section and his receipt shall be sufficient discharge to the person paying the same, and shall carry out such other duties, as the Management Committee shall direct.
- ii) All moneys shall be received and delivered to the Sports Club Administration office for banking as soon as practicable.
- iii) He shall, in consultation with the Sports Club Administration assist in the provision of correct accounts and records showing the financial affairs of the Men's Section.
- iv) He shall submit to each monthly meeting of the Management Committee a full and complete statement of all moneys received and disbursed on behalf of the Men's Section.
- v) He shall control and disburse minor expenses from monies collected on bowls days.
- vi) All other disbursements attributable to the Men's Section, after approval by appropriate office bearers, shall be referred to the Sports Club Administration office for payment by the Sports Club.

e) *Duties of the Bowls Co-ordinator*

- i) In association with the Match Committee, set out the program of club competitions for the year. This includes mixed championships in consultation with the Women's Section.
- ii) Assist in the arrangement of competitions and Pennant matches.
- iii) Ensure individuals and/or team captains confirm availability of selected players in team events.
- iv) Notify players in internal & external competitions of changes of times or dates.
- v) Post on notice board all forms and notices, apart from those under the responsibility of the Secretary.
- vi) Furnish match results to media and/or recorders.
- vii) Keep Pennant and club competition sheets on notice board up to date.
- viii) Each playing day call the games cards prior to play.

f) *Duties of the Chairman of Selectors and the Selection Panel:*

- i) Select teams for Royal New South Wales Bowling Association/Zone 10 fixtures (e.g. Pennants) and any other competitive fixtures where the Men's Section is to be represented.
- ii) Select social bowls teams and games.
- iii) Maintain selection records.
- iv) Maintain a record of members playing Pennants.

g) *Duties of the Chairman of Umpires*

- i) Ensure that umpires are made available to officiate during club championships, Royal New South Wales Bowling Association/Zone 10 fixtures (e.g. Pennants) and any other competitive fixtures held at West Pennant Hills Sports Club in consultation with the Bowls Co-ordinator.

2) SUBCOMMITTEES

At its first meeting after election the Management Committee shall appoint from the President's nominees sub-committee chairmen and assistants for the following:

a) *Greens Committee*

- i) will liaise with the Greens Director of the Sports Club or his/her deputy, concerning requirements in respect of the greens and surrounds and report on all discussions to the Management Committee.
- ii) will, in consultation the Greenkeeper, have the power to prevent play on any green, at any time, prior to commencement of play.

b) *Match Committee (also referred to as the controlling body, see section 5a 'Conditions of Play')*

- i) will consist of;
 - (a) The Bowls Coordinator who will be the Chairman.
 - (b) Two members of the Management Committee
 - (c) The Chairman of the Selectors
 - (d) The Chairman of the Umpires or an appointed delegate umpire.
- ii) who will control all Club competitions, entries, handicaps, draws and playing dates, also if not otherwise provided for, all competitions and events played on the Club's Greens.
- iii) Will present annually to the Management Committee for approval, a Program, and Conditions of Play for the following year.
- iv) Will have the power to prevent play on any green, at any time, prior to commencement of play, after which time, control passes to the umpire and the Controlling Body of the day.

c) *Mixed Bowls Committee*

- i) Will comprise of two representatives of the Men's Section and two representatives of the Women's Section who will co-ordinate special mixed events held on public holidays and any other mixed events as they present themselves. This does not include the administration of mixed championships.

d) *General Duties Committee*

- i) Will comprise of individual areas of importance to the successful administration of the Men's Section. The following areas of importance are recommended;
 - (a) Welfare Officer
 - (b) Corporate
 - (c) Communications
 - (d) Membership
 - (e) Sponsorship and Fundraising

- e) Other subcommittees/panels may be nominated as required.

3) DELEGATES:

- a) The Management Committee shall appoint delegates to Zone 10 Bowling Association Inc., and other bodies to which the Men's Section is entitled representation. Delegates shall present a concise report of meetings attended to each Management Committee meeting.

4) DRESS:

- a) The manner of dress for play shall comply strictly with the requirements of the Royal New South Wales Bowling Association
- b) Players participating in club events are required to wear the authorised bowls footwear and clothing (current Club shirt and cream or white trousers or shorts).
- c) "Mufti" may be worn when stated, however only bowling shoes will be permitted to be worn on the greens. Shoes with heels and ribbed or chunky soles, i.e., joggers, thongs, sandals etc, are unacceptable and, unless approved by the Match Committee, must not be worn.
- d) Players representing the Men's Section in Pennants, state or zone events must wear the red, white and blue shirt, and white or cream trousers or shorts, and if the weather requires it the club's spray jacket or suitable white spray jacket.

5) CONDITIONS OF PLAY

Formed in accordance with the Laws of the Sport of Bowls (Current editioncurrent edition), RNSWBA Conditions of Play and Zone 10 Conditions of Play. Where there is apparent conflict between the local conditions of play and any superior conditions of play (Bowls Australia, RNSWBA or Zone 10) the latter will prevail.

- a) *Controlling Body*
- i) The Match Committee may delegate the role of controlling body to an independent person, who should not be an Umpire or a player in the event.
 - ii) When competition game(s) are to be played, the Controlling Body in consultation with the Chairman of Umpires will appoint an accredited Umpire. In the event that an accredited Umpire is not available then a suitable person will be appointed.
- b) *Dates and Order of Play*
- i) Entries for all events will open for a minimum of four weeks and will close at 12:30pm on closing day.
 - ii) Dates for play and order of play of Club championships will be determined by the Match Committee. Two weeks' notice will be given for the first round, with subsequent matches normally scheduled at weekly intervals.
 - iii) Games in all Club championships may be required to be played on Saturday mornings/afternoons or Sunday mornings. Also Wednesday mornings/afternoons if players are available so as to keep up with the program.
 - iv) Any match may be played prior to the date set down, by mutual agreement between the players concerned, providing they notify the Bowls Co-ordinator, or a Match Committee member if the Bowls Co-ordinator is unavailable.
 - v) The Match Committee may determine the number of ends to be played in team games, the number of shots to be scored in a singles game, or the time allotted to play a game for matches under its control. If, at a time limit, the jack has been rolled, the end will be completed.
- c) *Times of Play*
- i) Morning games:
Roll up 8:40am Commencement of play 9:00 am
 - ii) Afternoon games:
Roll up 12.40pm. Commencement of play 1:00pm.
 - iii) Or as required by the Match Committee.
- d) *Events*
- i) Duration and format of Association Championship matches are:
 - (a) Singles: 31 Shots up
 - (b) Pairs: 21 ends
 - (c) Triples: 21 ends (3 bowls)
 - (d) Fours: 21 ends
 - ii) The recommended minimum number of nominations required to conduct a club competition event is eight (8), however the Match Committee will make a decision whether to proceed with the event based on the actual number of entries received.
 - iii) *Competition players/teams on arrival on game day are as per Zone 10 Conditions of Play [DW rewrite for clarity].*
 - iv) Roll-ups on a non-event day or prior to events should be conducted using the boundary markers as the centre line.
- e) *Trial Ends*
- i) A singles player, team or side will be allowed a maximum of two trial ends prior to the start of a match, as directed by the Controlling Body.
- f) *Player Eligibility*
- i) Major Championships
All members are eligible to play in all major club championships (Singles, Pairs, Triples and Fours)
 - ii) Minor Championships
All members are eligible to play in minor club championships (Single/Pairs/Triples) with the following exceptions;
 - (a) If a player has won a Minor or Major Singles Championship at this club or any other club, they are ineligible to play in the Minor Club Singles championship.
 - (b) If a player has won a Minor or Major Pairs Championship at this club or any other club, they are ineligible to play in the Minor Club Pairs Championship
 - (c) If a player has won a Minor or Major Triples Championship at this club or any other club, they are ineligible to play in the Minor Club Triples Championship
 - iii) Club Championships
To be eligible to play in club championships, members must meet the following criteria;
 - (a) Ken Wighton (Novice) Singles Championship
A participant must have been playing no longer than 5 years and not have won any club championship at this club or any other club.
 - (b) Barry Walker Classic (Major/Minor) Pairs Championship

A participant must be classed as either a 'Major' having won a major championship (Singles, Pairs, Triples or Fours) or a 'Minor' having won or been runner-up in a minor championship (Singles, Pairs or Triples).

g) *Restrictions on the Green.*

- i) Bowls practice is not permitted while uniform games are being played.
- ii) The following shall not be taken on the greens:
 - (a) Electronic devices such as mobile phones, pagers, radios, etc., in an active mode during the playing of any Association, club competition or special event game, unless permission is given by the controlling body
 - (b) Food or drinks of any kind.

h) *Markers*

- i) A condition of entering a singles championship is the obligation to mark at least one singles round. If matches are played outside normal playing times for these championships, as agreed by the Match Committee, each player will provide his own marker.

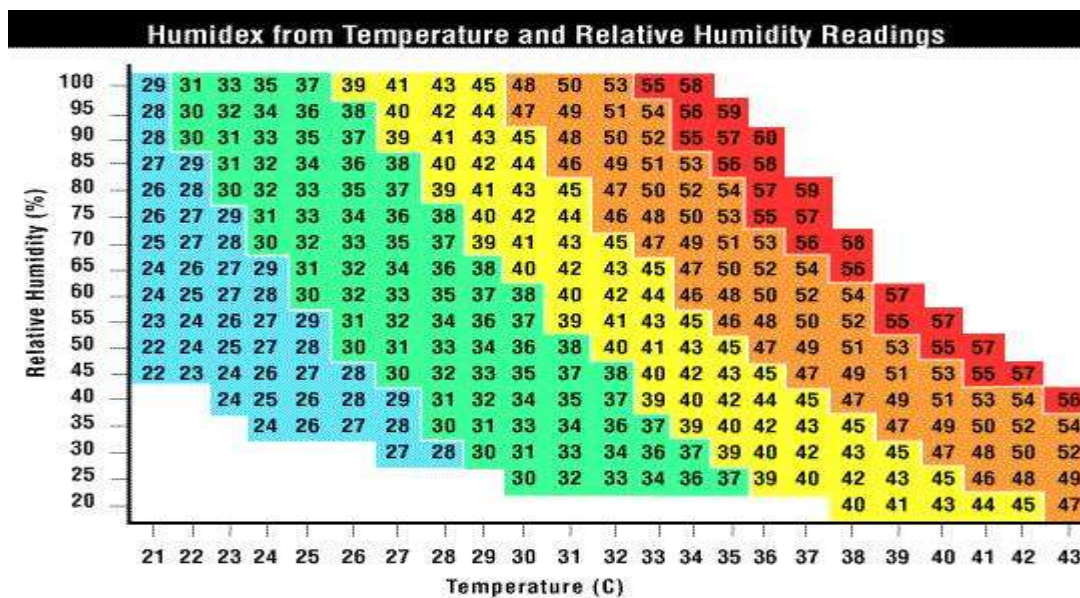
i) *Play or Forfeit Rule*

- i) The play or forfeit rule will apply at all times with the following exceptions:
 - (1) Inclement weather (see section 5j 'Inclement Weather and Safety')
 - (2) Any player participating in a State or Zone game or representing the Club (see section 5k 'Replacement Players/Substitutes')
 - (3) Long weekend or public holiday (UNLESS by mutual consent of ALL PLAYERS of both teams, the BOWLS CO-ORDINATOR and the availability of an UMPIRE)

j) *Inclement Weather and Safety*

Inclement weather is where any weather conditions or safety aspects are such that no one should be expected to be playing the game of bowls. In the event of inclement weather occurring before or during the game, the Controlling Body will make the final decision as to the suspension or continuation of play. An indication of circumstances that may be deemed inclement and the resulting course of action are outlined as follows;

- i) If there is a likelihood of play on a game day being cancelled by inclement weather, the decision to temporarily suspend or cancel play will be made by the Controlling Body. A decision as to play shall not be made before 8:00am for AM games or 11:00am for PM games. *[amend to cater for DST – DW]* AM games are normally scheduled to commence at 9:00am and PM games at 1:00pm, however, all of the above times may vary by up to an hour due to weather conditions. Such delays will be decided by the Controlling Body. Should the decision require input from other committees or panels (e.g. greens, umpires etc.) the Controlling Body will consult with them, however the final decision shall rest with the Controlling Body. (refer 5a)
- ii) On days with high temperatures, the Controlling Body will employ the use of a temperature & humidity gauge, to be placed under the shade-cloth covers at either end of the green, to decide whether to commence or indeed continue playing in such conditions. The Management Committee has resolved to use the Humidex Index (Temperature vs. Relative Humidity) to determine safe conditions for play in instances of extreme heat. In regard to all matches, if the Humidex score at the commencement of play is greater than 40 but during play doesn't exceed 45, then one mandatory drink breaks of 10 minutes will be taken at the conclusion of the 11th end. If the temperature exceeds a Humidex score of 45 for 5 minutes, the Controlling Body will halt all matches for a period of up to one (1) hour in the hope that the Humidex score will fall below that point. In the event that the Humidex score does not fall below 45, play for the remainder of the day will be abandoned (refer 5j(x)).



LEGEND	HUMIDEX RANGE	DEGREE OF COMFORT
	Less than 29	No discomfort
	30 - 39	Some discomfort
	40 - 45	Great discomfort; avoid exertion
	Above 45	Dangerous
	Above 54	Heat Stroke imminent

- iii) Should either of the mentioned situations occur, players will be instructed by the Controlling Body to leave the green and adjourn to the shaded area adjoining the clubhouse or the clubhouse itself and take fluids to prevent dehydration.
 - iv) In the event of particularly heavy or extreme rain before the commencement of play, the Controlling Body will consult with the greens committee chairman before deciding whether play should commence. As per section 5j(x), the Controlling Body can wait for a period of up to one (1) hour before making a decision on the conditions and the playability of the green.
 - v) If the Controlling Body believes that lightning poses a threat to the safety of participants, then matches will be suspended and players directed to take shelter until the threat has abated. The general rule to make such a decision will be based upon the sight of lightning followed within thirty (30) seconds by thunder.
 - vi) In the event of strong winds causing the Jack to become unstable by moving on the green, matches will be temporarily suspended until such winds abate sufficiently enough to allow a restart of matches. If the winds continue making a restart impossible, then matches will be abandoned (refer 5j(x)).
 - vii) If inclement weather delays or interrupts a game, failure of a Singles player or team to be present if the game is to proceed will result in the match being awarded to the non-offending team.
 - viii) The Controlling Body on the day may remove the players from the rink if they consider continuation would affect the health of the bowlers, or cause damage to the rinks. There need not be an appeal from the players or umpire.
 - ix) If play has been suspended and the weather improves, the players' skip may appeal to the Controlling Body to resume play. Only if the weather has improved, would the Controlling Body give permission.
 - x) In the event that the Controlling Body has suspended play and there has been no noticeable improvement in the weather conditions for one (1) hour, then play will be abandoned.
 - xi) Players may appeal to the Controlling Body to come off in extreme weather conditions or darkness, or if no umpire or controlling body present, then by mutual agreement.
- k) *Replacement Players/Substitutes*
- i) As defined by Law 51.1/2/3 and Domestic Regulations 4 in the "Laws of the Sport of Bowls (Current edition/current edition)"
 - ii) Permission for a substitute can only be granted by the controlling body and signed by the umpire of the day before commencement of play.
 - iii) Substitutes must be financial members of the Men's Section. Affiliated players are not eligible to act as substitutes in the club competitions.
- l) *Eligible Players*
- i) No members of the Men's Section, being also a member of another bowling club, who has entered in a championship or played pennants for that other club in the same season or year where appropriate, will be eligible to compete in the championships or pennant teams of the Men's Section without clearance from the Zone 10 Match Committee.

m) Finals

- i) All finals if possible will be played within two weeks of the completion of the semi-finals. If not, the Match Committee will decide the date to play and this date will come under the play or forfeit rule.

n) Representing the Club

- i) Any member who refuses to play in the position allotted to him must withdraw from the team.
- ii) Members receiving notice of selection to play matches, but who are unable to play, will advise a Selector immediately, in order that another player may be selected and notified.
- iii) Players will be in attendance, ready for play in matches at the specified time for start of play. Any player not at the green at the specified time (30 minutes from schedule commencement) may be omitted from the day's play in accordance with the Laws of the Sport of Bowls (Current edition).