

SOUTH PERTH BOWLING CLUB (Inc.)

BYLAWS

2026

South Perth Bowling Club

Bylaws 2026

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1 DUTIES AND RESPONSIBILITIES

1.1 Bar Manager

Shall be an employee of the Club and shall be appointed by and directly responsible to the Executive Committee.

The remuneration payable to the Bar Manager for services rendered and their conditions of employment shall be such as are required from time to time by the Executive.

The Bar Manager shall:

- (a) be responsible for the control, supplies and general management of the bar;
- (b) supervise and direct all bar staff for the efficient running of the bar and at all times ensure the economical use of the services of paid casual staff;
- (c) prepare the bar staff roster;
- (d) train bar staff as required
- (e) regularly report to the Bar Committee chair upon the attendance, diligence and efficiency or otherwise of all bar staff;
- (f) train approved managers in the bar opening and bar closing procedures;
- (g) regularly report to the Bar Committee upon the attendance, diligence and efficiency or otherwise of all paid staff;
- (h) attend to all matters as may be required to comply with "The Act";
- (i) liaise with the Bar Committee in relation to bar stock and prices and the running of the bar in general;
- (j) in the absence of the Secretary/Treasurer, be authorised to receive monies and issue receipts on behalf of the Club and shall hand such monies to the Treasurer to deposit the same to the Club's bank account without delay;
- (k) balance bar takings with register receipt rolls and make up banking for delivery to the Treasurer or Secretary for deposit to the Club's bank account; and
- (l) manage the logbook for all maintenance contractors entering the Club premises.

2 STANDING COMMITTEES

2.1 Bar Committee

The Bar Committee:

- (a) is to supplement the work of the bar staff to provide a satisfactory service and liaise with the Bar Manager as required;
- (b) is responsible for the presentation to the Executive for approval the recommended retail prices of all stock items;
- (c) shall ensure that the security of cash and stock in the bar is adequate;
- (d) shall ensure that the bar and related areas are always maintained in a clean and tidy condition; and
- (e) shall ensure that the Chair of the Bar Committee has Responsible Service of Alcohol (RSA) certification.

Should at any time there not be an appointed Bar Manager, the Chair of the Bar Committee shall carry out the duties of the Bar Manager.

2.2 Greens and Grounds Committee

- (a) The Greens and Grounds Committee shall have full control over the greens, verges, gardens, working plant and equipment and systems used in conjunction therewith.
- (b) The Greens and Grounds Committee shall be responsible for the day to day repairs as may be required on seats, shades and fencing.
- (c) The Greens and Grounds Committee shall have the power to close the greens or part or parts thereof at any time by posting a notice to that effect on the Club noticeboard.

- (d) The Chair, or nominated Deputy from the Greens and Grounds Committee, shall have the responsibility for the maintenance and standard of the greens.
- (e) Any major work on the greens for the ensuing year and a costing thereof must be submitted to the Executive in May each year for ratification.
- (f) The Greens and Grounds Committee shall in liaison with the Selection and Match Committees of the Women's and Men's Bowls Sections determine their requirements for greens.

2.3 Maintenance Committee

The Maintenance Committee shall be responsible for Club buildings and contents in accordance with the "Guide to Building Maintenance" issued by the City of South Perth. The Maintenance Committee shall also:

- (a) carry out the day-to-day repairs as may be required; and
- (b) obtain quotes and liaise with the Executive in respect to any major items of repair or maintenance.

2.4 Social Committee

The Social Committee shall promote, organise and conduct social functions and other functions, including raffles and fund-raising projects where legally permitted to do so, as deemed necessary in the interests of the members and the Club. They shall also liaise with the Bowls Sections for their requirements in conjunction with matches and competitions.

2.5 Functions Committee

The Functions Committee shall organise corporate events and the hire of the Club premises for functions and events and shall ensure that there is adequate and appropriate staffing.

3 BOWLS SECTIONS – STANDING COMMITTEES

3.1 Open Gender and Women's Selection Committees

The Open Gender and Women's Selection Committees shall:

- (a) select their respective teams for Bowls WA pennant competitions and other Bowls WA events.
- (b) have the responsibility to recommend to their respective Match Committees the number of teams considered appropriate for such competitions and events; and
- (c) assess players objectively according to ability and allocate them to the teams decided upon whilst endeavouring to achieve compatibility within teams.

3.2 Men's and Women's Match Committees

The Men's and Women's Match committees shall:

- (a) conduct and control their respective Club competitions, championships and social events; and
- (b) draw up and submit a competitive programme for the season to the Executive for confirmation.

4 CHAIRMAN, MEN'S BOWLS COMMITTEE

4.1 Men's Captain

The Men's Captain shall be responsible for the administration of Men's Bowls within the Club and maintain close liaison with the Women's Captain for mixed events, the Greens and

Grounds Committee for greens availability and the Social and Functions Committees for supporting social needs and/or functions.

Generally, he shall fulfil the Bowls Social requirement's role for trophy presentation, guest introductions and the like.

Specific responsibilities shall be to:

- (a) hold meetings of the Men's Bowls Committee and Men's Bowls Section as necessary and chair all such meetings. In his absence, the Chair of the Men's Match Committee shall deputise;
- (b) ensure the early formulation of a bowls programme for the year, liaising with the Greens and Grounds Committee on greens availability for the programme and the Women's Captain for inclusion of mixed bowls events, then submitting the programme to the Executive for endorsement;
- (c) liaise with Women's Captain to recommend all game entry fees for ratification by the Executive;
- (d) oversee the roles of match organisation and conduct in conformity with the general policy and practice of the Club;
- (e) oversee the collection and dispersion of match fees ensuring that all monies collected are promptly distributed by way of prizes, expenses or to Club revenue from time to time as determined by the Executive;
- (f) on abandoned games, adjudicate on prize and fees distribution or return to players;
- (g) have umpires appointed for all pennants, open events and Club Championships and encourage bowlers to become accredited Umpires;
- (h) encourage bowlers to undertake accredited Club Coach Courses;
- (i) encourage recruitment of new members and foster their introduction to the Club and competitions; and
- (j) receive and deal with complaints from male members relating to bowls and selection disputes. Complaints relating to misconduct may be lodged with the Executive if necessary.

5 CHAIR, WOMEN'S BOWLS COMMITTEE

5.1 Women's Captain

The Women's Captain shall be responsible for the administration of Women's Bowls events within the Club and maintain close liaison with the Men's Captain for mixed events, the Greens and Grounds Committee for greens availability and the Social and Functions Committees for supporting social needs and/or functions.

Generally, she shall fulfil the Bowls Social requirement role for trophy presentation, guest introductions and the like.

Specific responsibilities shall be to:

- (a) hold meetings of the Women's Bowls Committee and Women's Bowls' Section as necessary and chair all such meetings. In her absence, the Chair of the Match Committee shall deputise;
- (b) ensure the early formulation of a bowls programme for the year, liaising with the Greens and Grounds Committee on greens availability for the programme;
- (c) liaise with the Men's Captain for inclusion of mixed bowls events, submitting the programme to the Executive for endorsement;
- (d) oversee the roles of match organisation and conduct in conformity with the general policy and practice of the Club;
- (e) oversee the collection and dispersion of match fees ensuring that all monies collected are promptly distributed by way of prizes, expenses or to Club revenue from time to time as determined by the Executive;
- (f) liaise with Men's Captain to recommend all game entry fees for ratification by the Executive;
- (g) on abandoned games, adjudicate on prize and fees distribution or return to players;

- (h) have umpires appointed for all pennants, open events and Club Championships and encourage bowlers to become accredited Umpires;
- (i) encourage bowlers to undertake accredited Club Coach Courses;
- (j) encourage recruitment of new members and foster their introduction to the Club and competitions; and
- (k) receive and deal with complaints from female members relating to bowls and selection disputes. Complaints relating to misconduct may be lodged with the Executive if necessary.

6 OPEN GENDER BOWLS

6.1 Management

The management of Open Gender Bowls shall be vested in the Open Gender Bowls Committee which shall comprise:

Men's and Women's Captains
 Chair of its Selection Committee
 Chair of its Match Committee

The Open Gender Bowls Committee shall:

- (a) meet as required with three (3) members to form a quorum.
- (b) appoint sub-committees as it may from time to time deem necessary for operation of Open Gender Bowls;
- (c) call general meetings of Open Gender Bowls as required; and
- (d) recommend for Executive approval new By-Laws or amendments to existing By-Laws as deemed necessary to facilitate the functioning of Open Gender Bowls.

6.2 Committees

Open Gender Bowls Committees shall be elected annually by financial Full and Honorary Life Members and shall elect a Chair from their own number and meet as required. Any member may serve on more than (1) Bowls Committee.

- (a) Open Gender Selection Committee (Minimum of 3, maximum of 5 members)
- (b) Men's Match Committee (3 members)

7 WOMEN'S BOWLS

7.1 Management

The management and administration of Women's Bowls shall be vested in the Women's Bowls Committee which shall comprise:

Women's Captain
 Chair of its Selection Committee
 Chair of its Match Committee

The Women's Bowls Committee shall:

- (a) meet as required with three (3) members to form a quorum;
- (b) appoint sub-committees as it may from time to time deem necessary for operation of Women's Bowls;
- (c) call general meetings of Women's Bowls as required; and
- (d) recommend for Executive approval new By-Laws or amendments to existing By-Laws as deemed necessary to facilitate the functioning of Women's Bowls.

7.2 Committees

Women's Bowls Committees shall be elected annually by financial female Full and Honorary Life Members and shall elect a Chair from their own number and meet as required. Any woman member may serve on more than one (1) Women's Bowls Committee.

- (a) Women's Selection Committee (3 members)
- (b) Women's Match Committee (3 members)

8 ATTIRE

Members and their guests shall be neatly attired at all times even when wearing casual or seasonal clothing and must adhere to the standard laid down by the Executive.

- (a) Shorts if worn shall be neat and tidy.
- (b) Singlets, tank tops and bare feet are unacceptable at all times.
- (c) Members shall conform to Bowls WA attire rules for pennants and Bowls WA events.
- (d) Attire for Club competitions, championships, carnivals and social events shall be as directed by the respective Match Committees.
- (e) Members in casual attire may play on any green not occupied by any of the above events.
- (f) Scroungers may wear casual attire.
- (g) No hats or caps may be worn in the Clubhouse after 6pm
- (h) The Executive may amend these requirements for corporate bowlers and corporate functions.

9 GREENS

Members shall at all times observe the instructions of the Greens and Grounds Committee.

The respective Bowls Sections shall have exclusive use of sufficient greens to conduct pennants, Bowls WA events, Club competitions and official practice.

10 CLUB COMPETITIONS

The Laws of the Game of Bowls as adopted by Bowls WA shall govern Club competitions unless otherwise directed by the respective Match Committees.

All members competing in any Club competition shall be eligible financial members, as defined in Rule 10.

Entrance fees shall be paid prior to commencement of the competition.

Where possible, notices inviting entries for competitions shall be posted fourteen (14) days prior to the event and shall show the Entry Fee, the day(s)/date(s) and anticipated times when the competition will be played. The times shall be adhered to and shall not be altered except for reason beyond control of the Match Committee. Irrespective of weather, a game will only be deferred or cancelled when greens are closed.

Nomination for a Club Championship or event obligates the member to complete the competition in either the major or plate unless due to unforeseen circumstances, a member is forced to withdraw, in which case the Match Committee's permission must be obtained. Any member withdrawing from a competition after the draw has been made shall remain liable for the Entry Fee.

Subject to Bowls WA General Regulation 3(vi), any member failing to play at the appointed time shall forfeit the match to their opponent provided that the competitors may, subject to availability of a green, by mutual agreement play the match before the appointed time.

In a singles competition a defeated player must, if requested by the Match Committee, mark in the following round.

Members shall be required to play three games each day when necessary. However if, by mutual consent, the third game – if a preliminary round – is not played, such game must be completed prior to the next appointed playing date.

All substitutes shall be qualified by the appointed umpire or the Match Committee.
In all matters concerning a competition the Match Committee's decision shall be final.

11 CLUB CHAMPIONSHIPS

Only eligible financial members as qualified in Rule 10 shall play in Club Championships.

12 PRIZES AND TROPHIES

Unless otherwise directed by the Committee or prescribed by the donor of a trophy or a nominated or sponsored event, prizes and trophies shall be competed for under such terms and conditions as the respective Match Committees may determine.

13 VETERAN

For Club purposes the Club defines a Veteran as a Full or Life Member who, being of the age of 70 years or more on the date on which a competition is to be played, may enter Club Veteran Competitions.

14 NOVICE

The Club defines a Novice as a Full or Junior Member who has been a member of one or more bowling clubs for an aggregate period of less than two years on the date on which a competition is to commence and who has not won a Club Singles Championship event or a Novice Championship. Such member may enter Club Novice events.

Novice Championships shall be deemed to be a Club Championship.

15 CONDUCT

When at the Club, either on or off the greens or when visiting another club, members shall conduct themselves in a manner that is not prejudicial to the image or the good standing of the Club.

At 'home', a member of the Executive, Match Committee, the Team Manager or Bar Manager shall have the power to approach a member whose conduct, language or behaviour is unsatisfactory and to remind them of their obligations to the Club and if necessary, take whatever action may be appropriate in the circumstances.

When visiting another club, a person holding a position of Office at this Club or the Team Manager shall have the same powers as aforesaid.

As soon as practicable a written report of the incident shall be submitted to the Club President or the Club Secretary who will act in terms of Rule 25

16 DISCIPLINARY MATTERS

Due consideration must be given to the need for natural justice when dealing with disciplinary matters within the Club.

17 HONORARY LIFE MEMBERSHIP

Submissions for consideration to award Honorary Life Member can be made by any full Financial Member or existing Honorary Life Member.

Such submission must be in writing and include a full citation detailing the service and qualities of the Member to be considered for Honorary Life Membership and should carry the name and signature of at least one supporting Full Member.

Those services shall involve not less than ten (10) years continuous and outstanding Honorary service to the Club.

The Member being so proposed shall be recognized as having exhibited and continue to exhibit, the highest standards of conduct and integrity both on and off the bowling green.

The Executive shall consider the written submissions and seek further information as they may desire to properly adjudicate on the submission before them.

After such consideration, a positive recommendation of the Executive must be unanimous for the question of approving the Honorary Life Member nomination to appear on the AGM Notice of Meeting Agenda for approval there by Members.