

MORLEY BOWLING CLUB RULES

Incorporating all amendments approved by members following the Annual General Meeting held on 28th May 2023

Preamble

These Rules and By-Laws have been approved and adopted following amalgamation of the Men's and Women's Bowling Sections of the Morley/Noranda Recreation Club (*MNRC*) in June 2008. They are to be read in conjunction with the Constitution and Rules of the *MNRC*.

Any reference in these Rules or By-Laws to a particular gender shall include the other gender except where relating to a specific gender such as match play.

It must also be recognised that the *Club* places great emphasis on the retention of its fine reputation and excellent standing within the WA lawn bowls fraternity. Accordingly, in conjunction with these Rules, a list of the recognised and accepted lawn bowls etiquette has been distributed separately to all *Members* and all *Members* are expected to abide by them at all times.

A copy of these Rules and By-Laws is to be made available to each and every *Member*.

Definitions

The following defined terms are to be applied throughout this document. Defined terms have been highlighted in the text by appearing in bold italics and commencing with an uppercase character. A reference to any committee (other than to specific officers of the Club) means that men's or women's committee as the case may be.

<i>AGM</i>	Annual General Meeting
<i>Bowls WA</i>	Royal Western Australia Bowling Association (trading as <i>Bowls WA</i>)
<i>Club</i>	The Morley Bowling Club – the Men's and Women's Bowling Sections of the <i>MNRC</i>
<i>MNRC</i>	The Morley/Noranda Recreation Club (the <i>Club's</i> parent body)
<i>Member</i>	A financial and capitated <i>Member</i> of the <i>Club</i>
<i>Pennant Season</i>	The time from the commencement of the <i>Bowls WA</i> pennant competition until the completion of that same competition
<i>SGM</i>	Special General Meeting

1. Objectives

The objectives of the *Club* are to:

- a. Foster and facilitate the playing of competition and social lawn bowls.
- b. Promote good fellowship and sportsmanship among *Members*

2. **Affiliation**

For the purpose of playing competition bowls, the **Club** is affiliated to the **Bowls WA** and recognises and plays under the **Bowls WA**'s Constitution and By-Laws and the Bowls Australia's Constitution and By-Laws and the Laws of the Game of Lawn Bowls, as amended from time to time.

3. **Club Income**

All income received by the **Club** shall be used solely for the purposes pursuing the objectives as specified at Rule 1 above in accordance with guidelines and directives from the **MNRC**.

4. **Club Year**

The **Club**'s financial year is from 1st May to 30th April.

5. **Membership**

Membership of the **Club** shall comprise:

- a. Persons who have been accepted for registration as **Members** by the **Club**'s General Management Committee and who have paid the membership fee set by the **MNRC** which includes the capitation fee levied by the **Bowls WA** at the time.
- b. Persons who have been accepted for life membership on the recommendation of the **Club**'s General Management Committee and endorsed by a majority of **Members** at a General Meeting of the **Club**. The **Club** shall pay the membership fee set by the **MNRC** on behalf of its life members.

6. **General Management Committee**

Management of the **Club** shall be vested in the General Management Committee, members of which shall be elected annually at each **AGM** of the **Club**. The Committee shall consist of the Officers, **Club** Captains and six members elected directly to the Committee. The Officers shall be: President, Vice President, Secretary and Treasurer.

The Officers of the **Club** shall form the Executive for the purposes of reaching and acting upon necessary decisions outside of the General Management Committee meetings. Such decisions and actions are to be ratified by the General Management Committee at its next meeting.

Committee members who fail to attend three (3) consecutive Committee meetings without good reason, such as illness or emergency, will no longer be eligible to serve on the Committee.

Effective from the **AGM of 2011**, six committee members will be elected, three of whom will be elected for a one year term and three for a two year term. In subsequent years three new committee members will be elected for a two-year term. In the event that a committee member is not able or decides not, to continue for a second year, a new committee member will be elected for a one-year term at the next **AGM**.

The General Management Committee shall recommend a green fee and match fee for all players playing competition bowls at the **Club**. The fee is to be set at the **Club's AGM** and may only be amended by a properly passed resolution put to a general meeting of the **Members**.

The General Management Committee shall have responsibility for the activities of any sub-committee which the General Management Committee itself may set up or which may be set up as a consequence of a motion passed at an **AGM**.

7. Duties of Officers

Duties of the Officers shall be as follows:

President

The President shall be elected at the **AGM** for a two-year period and shall:

- a. Be responsible for the overall wellbeing of the **Club** and continual achievement of its objectives.
- b. Preside as Chairperson at all General Meetings of the **Club** and ensure the business is conducted in a proper manner.
- c. Attend **MNRC** General Management Committee meetings and report on bowling matters.
- d. Prepare and present the Annual Report at the **Club's AGM**.
- e. Prepare and present report at the **MNRC's AGM** outlining the **Club's** status and immediate plans/intentions.

The President may attend any meeting of a sub-committee in an ex officio capacity.

Vice President

The Vice President shall be elected annually at the **AGM** and shall assist the President in the general administration of the **Club** and shall perform the duties of the President if the latter is absent or otherwise indisposed.

In the absence of the President at any General Meeting, the Vice President shall assume the responsibilities of Chairman.

Secretary

The Secretary shall be elected annually at the **AGM** and shall:

- a. Carry out relevant duties and instructions as directed by the President and General Management Committee.
- b. Convene and attend General Management Meetings, the **AGM** and any **SGM**. The Secretary shall take minutes of the business transacted there-at, maintain a central record of such minutes, provide a copy to each Committee **Member** and place a copy on the **Club** notice board(s).
- c. Conduct, keep and produce correspondence in connection with the **Club**.
- d. Liaise with the Registrar of the **MNRC** in maintaining a register of all **Members**. The register shall include name, address and contact telephone number of each **Member**.
- e. Keep and maintain a register of all **Club** umpires, both State and National certificate holders, and qualified coaches.
- f. Maintain a master copy of the **Club's** Rules and By-Laws to reflect any changes approved by the **Club** membership at a General Meeting.
- g. In consultation with the President of the **MNRC**, arrange for the Honour boards to be updated at the end of the formal summer season.

Treasurer

The Treasurer shall be elected annually at the **AGM** and shall:

- a. Receive (and issue receipts where appropriate) all monies payable in respect of green fees, competition fees, **Club** sales and fines (levied in accordance with the Rules and By-Laws of the **Bowls WA** and Bowls Australia). Unless otherwise agreed with or directed by the President, pay such monies directly into a bank account registered in the name of the **Club**.
- b. Maintain accurate and complete "books of account" showing the amounts of monies received and disbursed by the **Club**.
- c. Present at each General Management Committee meeting a statement of all monies received and disbursed on behalf of the **Club** during the relevant period.
- d. Prepare and present an Income and Expenditure Statement and Balance Sheet at the **AGM**, such documents to be reviewed by an independent person before being submitted to the **AGM**.

The Treasurer shall be permitted a petty cash draw up to a maximum of \$100 at any given time.

Any Committee member or other **Club Member** who incurs expenditure on behalf of the **Club** is entitled to be reimbursed for that expenditure by the Treasurer, providing it is pre-approved by the Executive Committee and is supported by appropriate documents or receipts.

The Treasurer shall also be responsible for collecting outstanding debts. Failure of a **Member** to repay a debt within 14 (fourteen) days of the debt arising shall render that **Member** liable to disciplinary consideration as provided for under Rule 15.

8. Sub-Committees

Sub-committees shall be elected annually at the **AGM** (except for the selection committees who serve for a two-year term) and are established to:

- a. Organise and supervise the running of **Club's** bowling competitions other than pennant matches. (Match Committee). A separate Match Committee shall be set up to arrange and manage each of the men's and women's competitions.
- b. Select sides and oversee arrangements for pennant matches. (Selection Committee). A separate Selection Committee shall be set up for each of the men's and women's pennant selections.
- c. Assist the Greenkeeper(s) to control the use of the greens and surrounding ground maintenance. (Greens Committee).
- d. Organise and manage social events. (Social Committee)

Match Committees

Each Match Committee, comprising the relevant men's or women's **Club** Captain as Chairperson and up to four members, shall be responsible for arranging **Club** competitions, social games, inter-club play (other than pennant matches) and such other events as may be determined from time to time by the General Management Committee. Members shall be elected at the **AGM**.

Selection Committees

The Men's Selection Committee shall consist of five elected members with two and three in number respectively being elected at the **AGM** for a two-year period in alternate years.

The Women's Selection Committee shall consist of five elected members with two and three in number respectively being elected at the **AGM** for a two-year period in alternate years.

The Chairpersons, who shall be appointed by the members of the Committees, shall report directly to the General Management Committee.

Candidates for each Selection Sub-committee must have been a financial **Member**, playing or non-playing, for one year (1) or, in the case of a new member, they must

have played continuously, or made themselves available for selection, throughout the previous **Pennant** season (excluding holidays, sickness or work commitments).

These Committees, subject to any conditions laid down by the General Management Committee, shall be responsible for the selection of teams for pennants play, the handicapping of players in bowling events and the selection of teams for such other events as determined by either of the two Match Committees.

In respect of pennant teams, each Selection Committee will also nominate Side Managers for each side and, in respect of “Home” matches, an Umpire of the Day. All other qualified umpires playing at home will be regarded as being on call for measuring, etc. decisions when an umpire is called.

Greens Committee

The Greens Committee shall consist of up to four members. Members shall be elected at the **AGM** and the Chairperson (who shall be appointed by the members of the Committee) shall report directly to the General Management Committee.

In liaison with the **Club's** Green Keeper(s), the Greens Committee shall:

- a. Be responsible for controlling the use of the greens and to advise the General Management Committee relating to the use of the greens.
- b. Determine the hours when the greens will be available for play and the Chairman shall have the power to close any green or portion of a green at any time in the event of inclement weather conditions or other reason which is acceptable at the time. (This authority to close the greens is shared with only three other persons, namely: the President, Umpire of the Day and the Green Keeper.)
- c. Be responsible for arranging the preparation and marking of greens and otherwise ensuring that arrangements for the play on **Club** greens are in order. This requirement will apply for pennant games, matches under the control of the **Bowls WA** and such other events as may be determined by the General Management Committee or the relevant Match Committee from time to time.

Social Committee

The Social Committee shall consist of up to four members. Members shall be elected at the **AGM** and the Chairperson (who shall be appointed by the members of the Committee) shall report directly to the General Management Committee.

This Committee shall be responsible for promoting and arranging entertainment and social functions in the interests of the **Members**.

Club Captains

The duties and responsibilities of the respective ***Club*** Captains are to:

- a Preside as Chairperson at Match Committee meetings.
- b Represent the Match Committee at General Management Committee meetings or, in the event that he/she is unable to attend a particular meeting, arrange for another Match Committee member to attend in his/her place.
- c In consultation with the President, Secretary and Head Greenkeeper, prepare a fixture list for the forthcoming pennant season and have it agreed by the respective Match Committee. When approved, organise the printing of ***Club*** fixture cards and arrange distribution to bowling members as appropriate.

With respect to all formal ***Club*** events other than pennant matches and promotional events (e.g. Community/Corporate Bowls):

- d Arrange for nomination sheets in respect of forthcoming events to be displayed on the ***Club's*** notice board in good time to allow members to enter relevant events. The sheets to provide details of the event including play format, entry closing date and time, entry fee and appropriate attire.
- e Arrange for Match Committee members to be rostered to conduct each event and for an umpire/umpires and markers to be in attendance where necessary. The provision of umpires to be decided in consultation with the ***Club's*** Umpire Coordinators.
- f Prepare draw/results sheets (including use of the whiteboard where appropriate) for the benefit of participating players and prepare relevant scorecards.
- g Liaise with the ***Club's*** Chairperson of Greens and Green Keeper(s) regarding greens and rinks to be prepared for each event.
- h Prior to commencement of an event, announce conditions of play and at the end of the event announce results.
- i Arrange for mats and jacks to be positioned on the relevant greens in readiness for start of play each day and, where appropriate, for the flags to be hoisted. Ensure that all mats and jacks are properly stowed away at cessation of play and that the flags are taken down, neatly folded and returned to the Committee Room.
- j Arrange for collection of event fees and distribution of prize money either directly to winners etc. or, with respect to ***Club*** Championship events, to the Treasurer in accordance with normal ***Club*** convention.
- k Arrange for the President or self to present the relevant trophy/trophies immediately at the end of each event.

- l Ensure that a comprehensive record of each formal **Club** event (e.g. **Club** Championships) is maintained in the register provided for the purpose and that relevant trophies are updated and made ready for presentation during the **Club's** wind-up and presentation night.
- m Ensure that all formal **Club** Championship events are run in accordance with rules and guidelines laid down by the appropriate bowls executive authority (Bowls Australia or **Bowls WA**)
- n Arrange for a procedure file to be drawn up/updated as necessary in respect of all major **Club** events.

Respective **Club** Captains shall be elected at the **AGM** by the relevant gender representative

9. Umpire Coordinators

Men's and Women's Umpire Coordinators shall be appointed by the General Management Committee. If an Umpire Coordinator so appointed is not currently on the General Management Committee he/she will be co-opted in order to be able to report directly to the General Management Committee.

The responsibilities of the respective Umpire Coordinators are to:

- a. Encourage bowlers to become qualified umpires in sufficient numbers to meet the **Club's** obligations.
- b. Ensure qualified umpires are kept up-to-date with and understand relevant changes to the Laws of the Game of Bowls and any relevant By-Laws issued by **Bowls WA** – which shall take precedence.
- c. Arrange for qualified umpires to be in attendance at all formal bowling events held at the **Club**.
- d. Report directly to the General Management Committee.

10. Promotions Officer

A Promotions Officer shall be appointed by the General Management Committee. If the Promotions Officer so appointed is not currently on the General Management Committee he/she will be co-opted in order to be able to report directly to the General Management Committee.

The responsibilities of the Promotions Officer are to:

- a. Seek and establish sponsorships and arrange relevant advertising within the **Club's** premises and peripheral grounds.
- b. Plan and organise an annual Community Bowls competition.

- c. Plan and organise any other social or bowling event that might serve to promote the **Club's** facilities and activities.
- d. Arrange publicity appropriate for the support of any of the above at b. and c.

11. Side Managers

Side Managers are to be nominated by the relevant Selection Committee as part of the pennant team selection process. Responsibilities of Side Managers are:

- a. To complete the team cards in liaison with the Side Manager of the opposing team and distribute completed cards to the teams within the side.
- b. To complete the official team result sheets in liaison with the opposing Side Manager.
- c. (In respect of the senior Side Manager on the day.) To phone or fax through the match results.
- d. On behalf of the side, to refer to the Umpire of the Day any concerns regarding the state of the greens or conditions under which the match is expected to be played and matters regarding possible substitutions. All such matters to be taken up are to be checked for compliance with the relevant Law(s) before referral.

12. Meetings

All general and sub-committee meetings shall be held on **Club** premises.

Annual General Meeting

The **AGM** of the **Club** shall be held on the 4th Sunday in May each year. Notice of the **AGM** shall be posted in a prominent position on the **Club** notice board(s) at least four weeks prior to the meeting.

The business of the **AGM** shall be to:

- a. Receive the President's Report.
- b. Receive a Statement of Income and Expenditure.
- c. Conduct the election of officers.
- d. Debate and vote on any motion formally submitted for consideration at the **AGM**.
- e. Conduct any other business that may be properly raised at the meeting.

A quorum shall be 30 (thirty) **Members**. In the event of there not being a quorum within 15 minutes after the advertised starting time, the Chairperson or, if no Chairperson, the Secretary, shall adjourn the meeting to such a date and time as he/she may deem fit. The quorum of the adjourned meeting shall be the number of **Members** in attendance at the time fixed for such meeting.

Motions to be considered under the provisions of item d. above are to be submitted to the Secretary at least 14 (fourteen) days prior to the advertised date of the **AGM**, signed by the mover and a seconder who must both be **Members**. Such motions shall be publicised on the **Club's** notice board(s) at least seven days prior to the **AGM** and included in the agenda of the **AGM** to be distributed prior to the meeting.

A copy of the **Club's** current annual financial statement will be placed on the **Club's** notice board at least seven days prior to the date of the **AGM**.

Special General Meeting

An **SGM** of the **Club** may be called by the General Management Committee or on request from the membership in writing and signed by a proposer and a seconder, who must both be **Members**, and at least 20 (twenty) **Members**. The motion to be put before the meeting may be on any matter concerning the running of the **Club**, playing of the game of bowls or the administration thereof which is within the **Club's** power to consider and, if agreed, act upon. The notice of such **SGM** shall be placed on the notice board at least 21 (twenty-one) days prior to the meeting and shall state in detail the purpose of the meeting. Only business relating to such notice will be dealt with.

The motion to be put before the membership shall be publicised on the **Club's** notice board at least seven days prior to the date arranged for the **SGM** and shall be included in the agenda of the **SGM** to be distributed prior to the meeting.

A quorum shall be 20 (twenty) **Members**. Should a quorum not be present within 15 minutes of the advertised starting time, the meeting shall lapse.

General Management Committee

The General Management Committee shall meet monthly to review the general activities and financial status of the **Club** during the preceding month, its current general state of wellbeing and any specific planning or actions that need to be considered. The Committee shall make whatever decisions are necessary and will ratify any decisions taken during the preceding month by the Executive acting in the best interests of the **Club**.

A quorum shall be seven committee members.

Match Committee

During the Summer pennant and **Club** championship season, Match Committee meetings shall be held at least monthly to review events and competitions recently completed and to prepare for upcoming events. During the Winter season, each

Committee will meet as and when deemed necessary.

Selection Committee

During the Summer pennant season, Selection Committee meetings will be held weekly to select teams and nominate Side Managers and an Umpire of the Day (in respect of home matches) for the following week's pennant matches.

The Committee has a responsibility to advise any **Member**, whose pennant playing position has been significantly altered for the upcoming pennant match, of the change and reasons for the change. This advice will be conveyed without delay.

Any pennant player has the right to address a Selection Committee meeting regarding personal selection concerns.

In carrying out their duties the Selection Committee shall follow the separate selection policy guidelines, as adopted by the general Committee.

Greens Committee

The Greens Committee will meet as necessary to discuss, in consultation with the Green Keeper(s) availability of greens and maintenance of surrounding areas. The Committee will also consider and assess any resulting costs that may become the direct, or partial, liability of the **Club**.

Social Committee

The Social Committee shall meet as and when required for the purpose of reviewing and/or arranging social functions.

Chairmanship

Unless indisposed for an acceptable reason, each Chairperson shall attend all meetings of his/her particular sub-committee and shall ensure that the meeting is conducted in proper manner with formal minutes or notes taken where appropriate. Where necessary, the Chairperson shall have the right of a casting vote. Where this right is exercised, it will be used normally to retain the status quo.

13. Elections

Where necessary (i.e. nominations for a particular position exceeds vacancies), elections for the position of Officer, General Management Committee and sub-committee membership shall be conducted normally by ballot prior to the **AGM**. Invitations to nominate candidates for vacant positions shall be placed on the notice board by the Secretary at the same time as the notice of **AGM**. Nominations shall be in writing using the appropriate pro-forma provided for the purpose and shall be signed by the nominee (indicating willingness to be considered), nominator and seconder. Completed nomination forms are to be lodged with the Secretary at least four weeks prior to the **AGM**.

Nominations and elections relating to particular gender officials and sub-committees shall be restricted to the appropriate gender *Members*.

For the purpose of conducting the elections, the General Management Committee will appoint a Returning Officer who shall not be a candidate for any official or committee position.

At the close of nominations, the Returning Officer shall, where a ballot becomes necessary, prepare ballot papers for issue to all *Members* by collection at the *Club* or post at least seven days prior to the *AGM*. Completed ballot forms are to be placed in the ballot box provided on the *Club's* premises by 5.00pm on the Friday prior to the *AGM*. At that time the Secretary and Returning Officer will declare the ballot closed. Ballot papers received after this deadline will be declared invalid by the Returning Officer.

If insufficient nominations have been lodged to fill all vacancies, the President, with approval of the *AGM*, may accept nominations from the floor of the meeting provided that the *Member* nominated is present and confirms willingness to stand or has given prior written notice to this effect. In this instance, elections shall be by show of hands unless a ballot is called for by those in attendance.

The Returning Officer may seek the assistance of one or two *Members* to help count the votes and to endorse the results, plus an independent scrutineer who is not a member of the *Club* to oversee the counting process. In carrying out this process the Returning Officer shall follow the guidelines for conducting the Returning Officer's duties as approved by the *MNRC* and as attached as a Protocol to these Rules. The Returning Officer shall announce the results at the *AGM*.

A *Member* may not hold more than one elected position on the General Management Committee.

Election results, all of which are to be declared at the *AGM*, shall be determined by the "first past the post" method.

The newly elected President shall take office at the *AGM* by assuming chairmanship of the meeting as soon as the election results have been declared and accepted by the Meeting. This timing will ensure that the newly elected President is in a position of authority to conduct any ensuing debate on proposed motions or general business that might be tabled and to accept, where appropriate, responsibility for any action on behalf of the incoming General Management Committee. All other elected personnel will assume office at the closure of the *AGM*.

Should the presidency become vacant during a term of office, the Vice President shall automatically assume the role of President for the remainder of the term and a new Vice President appointed from within and by the General Management Committee. Should any other position become vacant, a replacement shall be appointed by the General Management Committee to serve until the next *AGM*. All such replacements must be *Members*.

The Chairperson of the General Management Committee or of any Sub-Committee shall have the authority to co-opt additional **Members** who may be able to offer value and willing to assist in respect of any particular function of the committee for as long as may be required. Such co-opted **Members** will be entitled to contribute to decision-making debates or processes but not to vote.

14. Clubperson of the Year

A “Clubperson of the Year” will be selected by a panel consisting of the President, **Club** Captains, Chairpersons of the Selection Committees and Chairperson of the Greens Committee.

15. Disciplinary Measures

Should any player refuse to play in their selected position, team or division and/or withdraw from pennant play, without good reason, the selectors shall apply an automatic two week suspension from all **Club** pennant play, without exception. This suspension will apply after the player makes themselves available for pennant play again. The Match Committee shall also suspend the player from all and any **Club championship events** that may be held during the term of suspension.

In the event of minor alleged misconduct, the General Management Committee shall be empowered to take appropriate action by the issue of a warning or suspension from bowling events.

With regard to serious matters of alleged misconduct, the General Management Committee shall have the power to recommend to the **MNRC** Management Committee a fine, suspension or termination of membership of any **Member** who, in the opinion of the Committee, has breached the **Club** Rules (including outstanding debts as defined at Rule 7 (Treasurer)) or has been culpable of any act, practice, conduct or matter that could:

- a. Bring discredit to or adversely affect the reputation of the **Club**.
- b. Cause ill feeling or friction between or among **Members**.

The Committee may further recommend to the **MNRC** Management Committee the expulsion of any such **Member** from the **Club**. In the event of the General Management Committee acting in accordance with the terms of the immediately preceding provisions the process as outlined in the Disciplinary Hearings protocol attached to these Rules will apply.

16. Interpretation of the Rules

Interpretation of these Rules shall be at the determination of the General Management Committee in consultation, where appropriate, with the **MNRC**.

17. Amendments to the Rules

Members shall be empowered to alter, amend or otherwise vary these Rules by majority vote of those present at the *AGM* or an *SGM* convened for that specific purpose.

Motions intending alteration or amendment to the Rules are to be prepared in writing, signed by the proposer and a seconder and submitted to the Secretary for attention in accordance with Rule 14 (*AGM*).

Continues with By-Laws

MORLEY BOWLING CLUB BY-LAWS

1. Laws of the Game of Lawn Bowls

All organised competitions and matches shall be conducted in accordance with the Laws of the Game of Lawn Bowls under the Regulations and By-Laws laid down by Bowls Australia and adopted or as modified by the ***Bowls WA***.

2. Dress

The ***Club***'s colours shall be red and black on white. The design of shirts may be changed from time to time in consultation with the general membership.

Unless covered below, appropriate dress (official (as approved by the ***Bowls WA***) or mufti) for a particular competition or match will be determined by the Match Committee. The official and current ***Club*** uniform will be worn when participating in pennant matches and in formal ***Bowls WA*** organised events (eg State Championships) where entrants are still representing the ***Club***. In other events where official dress is required, a white shirt, or obsolete ***Club*** shirt, may be substituted for the current ***Club*** shirt.

3. Club Championships

Formal ***Club*** championships for men and women (and mixed where stated) shall be:

- a. Sets-Play Singles
- b. Open Singles
- c. Pairs (including Mixed Pairs)
- d. Triples
- e. Fours (including Mixed Fours).

Each Match Committee shall have the right to recommend to the General Committee variations to the Championship where good reason (eg insufficient numbers to hold separate singles events) obtains. The General Committee shall have the right of approval.

Sectional play or knockout will be at the discretion of the Match Committee but, where relevant, shall be based on a corresponding State event. A "plate" competition may be held at the discretion of the Match Committee for players losing in the section or first round of a knockout stage.

The number of days over which an event will be played will be determined by the relevant Match Committee and will depend on the number of entries and availability of greens. Normally, competitors will be expected to play up to three matches in an event in a single day.

Conditions of play will be advised on the entry sheets for each event.

Individuals/teams drawn first are to play in alignment rounds.

Result charts will be made available to the event organiser of the day by the Match Committee for the purpose of recording the results of the event.

Winner(s) will be determined by the Match Committee in accordance with the provisions covered by By-Law 1 above.

Defeated players in a singles competition are expected to mark a match in the next round. Anyone who refuses to mark on request or fails to notify of withdrawing from an event will be referred to the General Management Committee and, as a consequence, may have his nomination refused in the following year.

4. Eligibility – Club Championships

Eligibility to participate in **Club** championships, as listed in By-Law 3 above, shall be restricted to **Members**.

5. Bowler of the Year

A “Bowler of the Year” (male and female) award shall be presented to the bowler gaining the highest aggregate of points awarded for each official **Club** championship event. The Club championship events that qualify for points for the Bowler of the Year awards are defined as the men’s and women’s fours, triples, pairs and singles competitions only and do not include any mixed gender events. Points to be awarded for each individual event are to be determined by the General Management Committee and recorded in the front of the register of championship winners.

The selection will be made by a panel consisting of the President and Vice President and the relevant **Club** Captains and Chairperson of the relevant Selection Committee.

Substitute players are not to receive “Bowler of the Year” points.

6. Eligibility – Use of Club Bowling Facilities

Members shall be entitled to use the bowling facilities of the Club.

Any intended player who is not financial at 31st July shall not be eligible to play in pennants or in **Club** events nor to use the **Club’s** bowling facilities until such time as he becomes financial and thereby a **Member**.

Eligibility to participate in formally organised bowling events at the **Club** other than the **Club** championships (as defined at By-Law 4 above) whether “closed” or “open”, such as winter pairs, shall be restricted to those players capitated with **Bowls WA**. Persons registered with the **MNRC** as Social Bowls Members will be entitled to play in social events organised at the **Club** and to use the greens for practice other than where this might be to the detriment of **Members** having use of the bowling facilities.

7. Reserved Rinks

A green, or such rinks of it as may be required, for a competition or match shall be reserved by the Match Committee or the General Management Committee if deemed necessary. No **Member** shall have the right to play on any green or rink so reserved unless he is taking part in the competition or match for which the reservation has been made.

8. Entry Fees.

Entry fees for all **Club** events are to be set by the General Management Committee at the start of each financial year. They are to be paid in advance of the event. For **Bowls WA** sponsored events entry fees are to be paid to the Secretary prior to the entries having to be submitted to the Association. Where a player is officially representing the **Club** in a **Bowls WA** sponsored event, e.g. Champion of Champions, the entry fee is to be handled by entrants with subsequent re-imburement by the **Club**.

9. Lockers

The Club may provide lockers for members. The number of lockers is limited and will be available on application. The application process and an annual fee for the use of such lockers will be determined by the Committee.

10. Smoking

Smoking will not be allowed on the greens during any Pennant games or Club Championship events, including lead up games and finals. A first offence during play in an event will result in a warning from the Umpire or a member of the Match Committee. A second offence will result in the offending player being forced to withdraw from the competition.

Continues with Disciplinary Hearings Protocol.

MORLEY BOWLING CLUB

Protocol for Disciplinary Hearings under Clause 15 of the Club's Rules.

1. General

- a. Any matter that may arise not specifically dealt with in this Protocol will be determined by the Committee in its absolute discretion
- b. Whilst proceedings will not be formal as in a Court of Law, both the **Complainant** and the **Accused** will be given their rights to natural justice; i.e. a right to a fair and just hearing free of bias
- c. An **Accused** person will be given the opportunity to:
 - i. Be heard in his/her defence
 - ii. Call witnesses
 - iii. Question the **Complainant** and any witnesses in person
- d. The Committee and all parties to the hearing are not bound by any formal rule of evidence.

2. Procedure on lodgement of complaint

- a. Within 72 hours (3 days) of the alleged event/s the **Complainant** must lodge with the Committee a written complaint (delivered either personally or by registered post or by email) detailing:
 - i. The allegations against the **Accused**
 - ii. All of the circumstances of the alleged event/s
 - iii. A list of witnesses whom the **Complainant** will call to support the complaint as well as any witness statements in the Complainant's possession
- b. Upon receipt of the complaint, the Committee shall:
 - i. Set a time and date for the hearing suitable to all parties
 - ii. Send a copy of the complaint, and any witness statements provided, to the **Accused** either by hand delivery or by registered post or by email
 - iii. Confirm in writing to the **Complainant** and the **Accused** the date and time of hearing and require all interested parties to be present at the hearing
 - iv. Provide a copy of this Protocol to the **Complainant** and the **Accused**
- c. The Committee may, in its discretion, attempt to settle the issues by mediation.
- d. The Committee may decide to take no action if it considers any complaint to be frivolous and may impose such a penalty as it considers appropriate against the **Complainant**.

3. The Hearing

- a. The President shall preside and there will be a quorum of five present.
- b. Adequate notes or a recording of the hearing shall be made and minuted
- c. The **Complainant** and the **Accused** must be present for the entire hearing
 - i. If the **Complainant** fails without good reason to appear at the hearing the complaint shall be dismissed
 - ii. If the **Accused** fails without good reason to appear at the hearing the Committee may deal with the complaint in his/her absence
- d. The parties will be advised of the proceedings for the hearing
- e. The complaint will be read
- f. The **Accused** will then be asked to plead Guilty or Not Guilty
- g. If the **Accused** pleads Guilty (or if, after the hearing, is found to be guilty) the procedure outlined in 5, f. below will apply.

4. Procedure on plea of Not Guilty

- a. The **Complainant** will give oral evidence
- b. The **Accused** may then question the **Complainant**
- c. The Committee may then ask the **Complainant** questions, and if it does, the **Accused** may ask further questions on any issues arising
- d. The **Complainant** may then call witnesses (who must be excluded from the hearing except when giving evidence)
- e. The **Accused** and the Committee's right to question the witness/es called by the **Complainant** shall be as in sub paragraphs b. and c. above
- f. The **Accused** may then give oral evidence
- g. The **Complainant** and the Committee's rights to question the **Accused** shall be as in sub paragraphs b. and c. above
- h. The **Accused** may then call witnesses (who must be excluded from the hearing except when giving evidence)
- i. The **Complainant** and the Committee's rights to question the witness/es called by the **Accused** shall be as in sub paragraphs b. and c. above.

5. After conclusion of all evidence

- a. The **Complainant** and then the **Accused** shall have the right to address the Committee
- b. The Committee shall then exclude all parties from the meeting and will then deliberate on its decision. If the Committee deems it necessary, the matter may be adjourned to be concluded on another date/s
- c. Proof - before finding any complaint proved, the Committee must be convinced that the alleged misconduct has occurred. If there is not a unanimous decision there must be at least a 2/3 majority decision.
- d. When a decision is reached the parties will be brought back into the meeting and the Committee (through the President) shall advise them of the Committee's decision
- e. The decision will be entered in the Minutes

- f. If the decision is Guilty, the Committee shall then take into account:
 - i. All of the circumstances of the case
 - ii. The degree of seriousness of the offence
 - iii. The personal circumstances of the Accused
 - iv. Remorse or lack of remorse on the part of the Accused
 - v. The previous record of the Accused
 - vi. Any other matters that the Committee may decide to be appropriate to deliver a just penalty.
- g. The Committee will then give its decision on the penalty.

6. After Committee's decision has been given

The President shall ensure that written notice of the decision, and if appropriate the reasons for that decision, are given to both the **Complainant** and the **Accused**.

7. Interim action by the President

In the event of a complaint being made that the President considers serious, the President may, after consultation with the Executive Committee, summarily suspend a member from all bowling activities and from access to the precincts of the bowling greens and club until such time as a hearing as outlined previously can be held.

8. Right of Appeal

If found guilty the *member* will have the right to appeal the decision.

9. Appeal Procedure

- a. The *member* appealing will be referred to as the "appellant".
- b. The **Appellant** must give 3 business days written notice of intention to appeal.
- c. The notice must be hand delivered or emailed to the President.
- d. The notice must give the detailed grounds and reasons for the appeal AND must state whether the appeal is in respect of the finding of guilty or the penalty or both and further, what facts the **Appellant** disputes and what facts the Appellant accepts.
- e. The appeal will be heard and decided by an Appeal Tribunal (the Tribunal) consisting of
 - i. The men's club captain
 - ii. The women's club captain
 - iii. A senior member of the Bowls Club nominated by the President.
- f. If any of the above are unavailable for a particular hearing, or have a conflict of interests the President will nominate a senior bowls club member to take his/her place.
- g. No person sitting on the Tribunal will have been involved in any capacity in the original complaint or hearing.

- h. Within 2 business days of receipt of the Notice and Grounds of Appeal the President or his/her delegate will arrange for copies of the Notice and Grounds of Appeal to be given to members of the Tribunal.
- i. Upon receipt of the aforementioned documents by members of the Tribunal the Tribunal will fix a date for the hearing of the appeal which will be no later than 7 business days after receipt of those documents by the Tribunal. The President or his/her delegate is to give the **Appellant** and all witnesses who appeared at the original hearing written notice (hand delivered or by email) of the hearing inviting them to attend. The **Appellant** may also request such witnesses or other witnesses to appear. Non-appearance at the hearing by the **Appellant** shall, save in exceptional circumstances; result in the appeal being dismissed. The hearing will proceed notwithstanding the non-appearance of any witnesses. The Tribunal has the right to adjourn the hearing if considered necessary.
- j. The fact that the **Appellant** has appealed will not operate as a stay of the penalty: i.e. the penalty continues until the conclusion of the appeal.
- k. The Tribunal will have the right to summarily dismiss any appeal it considers frivolous.

10. The Hearing

- a. The men's club captain, or in his absence the women's club captain will preside.
- b. The **Appellant** shall in person present his/her case and may be questioned by the Tribunal members, as may any witnesses who may also be questioned by the Appellant.
- c. After all the evidence the **Appellant** will be given the opportunity to verbally sum up his/her case.
- d. The tribunal will then retire to consider its decision and must take into account all the evidence, documents and submissions. The decision may be unanimous or by majority and will be notified verbally and later in writing to the **Appellant** and the President.
- e. Minutes of the Appeal hearing will be taken by a senior member of the bowls club appointed by the President.

Continues with Protocol for appointment and duties of Returning Officer

Morley Bowling Club – Protocol for appointment of Returning Officer and definition of the Returning Officer’s duties under Clause 13 of the Morley Bowling Club Rules.

Appointment of Returning Officer

Each year at the Monthly Management Committee meeting held at least three months before the **AGM** the Management Committee shall appoint a Returning Officer to conduct the election of Office bearers at the forthcoming Annual General Meeting.

The Secretary or General Management committee will subsequently advise the Returning Officer of the positions to be filled in the forthcoming elections.

The Returning Officer must have been an Ordinary member of the **Club** for at least two clear years.

Current members of the General Management Committee are not eligible for the position nor are members intending to nominate for a committee position.

The Management Committee may also appoint one or two Members to help the Returning Officer count the votes plus an independent Scrutineer for overseeing the counting the ballot papers.

Duties of Returning Officer

Sixty days or more before the **AGM** the Secretary (in conjunction with the returning officer) will prepare and display public notices advising of

- a) the time and date of the forthcoming **AGM**
- b) vacant committee positions to be filled and the term of office
- c) the availability of nomination forms
- d) the closing date for nominations (30 days before the **AGM**)

The Secretary and Returning Officer shall also prepare nomination forms and make them readily available in the clubhouse.

Following the closure of nominations if there are more nominations than that required to fill a vacancy for a position(s) then a ballot will be held. (Rule 13)

The Returning Officer will assess the eligibility of candidates including eligibility of nominator and seconder and if unsure of a candidate’s status will refer the matter to the executive committee for advice.

In the event of no nomination for a position(s) then the situation is to be dealt with at the **AGM** in accordance with Rule 13

Ballots

In the event that a ballot is required for a position(s) then the Secretary and Returning Officer will prepare ballot papers as described in Rule 13 of the Club's Rules. The ballots will be distributed to eligible voting members as prescribed in Rule 13.

Note that Rule 13 provides that nominations and elections relating to particular gender officials and sub-committees shall be restricted to the appropriate gender Members. Specifically, this relates to the men's and women's club captains, match committees and selectors.

At the same time the Returning Officer will also prepare a suitable and secured ballot box for the lodgement of ballot papers that is readily visible within the clubhouse.

The ballot papers will also detail the location of ballot box where the completed ballot papers are to be lodged and also the time and date of closure of the period for lodgement.

The order of candidates on the ballot will be determined by a lot conducted by the Returning Officer and the Secretary.

The ballot paper will contain the names of the candidates and with a box beside each name. The order of names on the Ballot Paper will be determined by lot by the Returning Officer. The voters will be required to tick the boxes for only the number of candidates required for a particular position.

Counting of Ballots

Upon closure of the time for the lodgement of ballot papers and at least one day prior to the **AGM** the Returning Officer, helpers and the Scrutineer shall check the voting member's name on the counterfoil envelope against a current Club membership register for eligibility of voting. They will then remove the ballot papers, count them and record the results.

Ineligible ballots

The Returning Officer and Scrutineer alone shall determine if a ballot paper is ineligible to be included in the count. A ballot will be ineligible if one of the following occurs

- (a) the ballot paper is not received in time
- (b) the ballot paper foil is not signed as required
- (c) the ballot paper is not marked in a clear and legible manner
- (d) if there are other issues that may render a ballot ineligible. In these cases the decision as to why a ballot paper has been considered ineligible will be recorded on the report.

The results of the counting of the ballots will be recorded on a pre-prepared form that will include the number of votes cast for each candidate. The Returning Officer will submit this report for tabling at the **AGM** including the results of the ballot.

Announcement of the results of the election at the Annual General Meeting

At the allotted time on the agenda the Returning Officer will announce the names of successful candidates for all vacant positions whether or not a ballot was held for those positions. The number of votes for each candidate where a ballot was held **will not** be announced (as tradition dictates).

In the event that there is no nomination for a particular position(s) the President will call nominations from the floor. In the event that there are no nominations from the floor the Management Committee has the power to fill the position from eligible members at any time in the future ((Rule 13).

Example of Returning Officer's report to the AGM

Morley Bowling Club

ELECTION RESULTS FOR YEAR

I hereby submit the results of the election of officers

POSITION	NAME	PERIOD OF TERM
President	B Driscoll	Second year of term
Vice President	P Aungier	One year
Secretary	K Hughes	One year
Treasurer	M Reynish	One year
Men's Club Captain	K Nazareth	One year
Women's Club Captain	K Godden	One year
Committee members (list)	K Engelen	Second year of term
	J Criddle	Two years
Sub-committee members (list)	C Hamilton	One year
	M Coghill	One year
	W Mitchell	One year

Notes: The total votes cast in the ballot was Two ballots were returned after closing time and were not considered in count

One ballot was mark incorrectly and was declared invalid.

Signed

G Slee

RETURNING OFFICER

Date.....

Morley Bowling Club Rules, By-laws and protocols ends