

TOUKLEY R.S.L. BOWLING CLUB
RULES & BY-LAWS



(18th January 2021)

THIS DOCUMENT TOTALLY SUPERCEDES ALL PREVIOUS VERSIONS OF
TOUKLEY R.S.L. BOWLING CLUB CONSTITUTION
AND
TOUKLEY R.S.L. BOWLING CLUB BY-LAWS

TOUKLEY R.S.L. BOWLING CLUB RULES & BY- LAWS

CONTENTS

1. OBJECTS	1
2. MEMBERSHIP	1
3. SOCIAL MEMBERSHIPS.....	1
4. RESIGNATIONS.....	2
5. OFFICE BEARERS	2
6. MANAGEMENT	2
7. MEETINGS.....	3
8. QUORUM	3
9. BUSINESS	3
10. NOTICES	3
11. CLUB COMPETITIONS	4
12. TIME OF PLAY	4
13. RULES OF PLAY.....	4
14. LOCAL EXEMPTIONS FROM PLAY	4
15. VISITORS	4
16. COMPLAINTS	4
17. ALTERATIONS.....	4
18. BOWLING DRESS.....	4
19. INDEMNITY INSURANCE	4
20. DISABLED BOWLERS	5
21. SMOKING	5
22. INCLEMENT WEATHER.....	5
23. PRESIDENT	5
24. VICE PRESIDENTS.....	5
25. THE SECRETARY SHALL:-	6
26. THE TREASURER SHALL:-.....	6
27. FINANCIAL CONTROLS:-.....	6
28. SUB-COMMITTEES	7
29. THE BOWLS CO-ORDINATOR SHALL:	7
30. ASSISTANT BOWLS CO-ORDINATOR SHALL.....	7
31. SELECTORS.....	7
32. GREENS LIASON OFFICER.....	8
33. THE FOLLOWING OFFICERS	8
34. SOCIAL COMMITTEE	8
35. BOWLS COACH (ES)	8
36. MATCH COMMITTEE	8
37. CLUB CHAMPIONSHIPS.....	9

All financial and social activities shall be in accordance with the Constitution of the Toukley RSL, Sub-Branch Club Limited & control of the Board of Directors.

Together with the Sub Club Committee Charter of Sub Clubs of Toukley RSL Sub Branch Club Limited as amended 31st October 2016.

1. OBJECTS

The objects of the Club shall be:

- a) To advance and promote the game of Lawn bowls.
- b) To select and control players, teams and sides to represent the Club in Inter-Club District and RNSWBA Association events.
- c) To engender by association a fraternal feeling amongst bowlers and to promote & preserve the best interest and traditions of the game.
- d) To affiliate with the Central Coast District Bowling Association and the Royal NSW Bowling Association.

2. MEMBERSHIP

- a) Membership will be open to Members of the Toukley R.S.L. Sub-Branch Club Limited on payment of an annual subscription as set down by the Management Committee.
- b) The application for membership shall be made on the prescribed form together with appropriate subscription. Names addresses and occupations of every applicant for membership shall be posted on the Notice Board by the Secretary and shall remain posted for at least fourteen days prior to the application being considered.
- c) The election of members shall be vested in the Toukley R.S.L. Bowling Club Management Committee. Applicants must be financial members of the Toukley R.S.L. Sub-Branch Club Limited.
- d) Any member of the Club failing to pay ~~his~~ their annual subscription as stated within one month after same becomes due shall cease to be a member.
- e) Any member may, on severing their connection with the Club, apply for a clearance. Such member must be financial and all liabilities due by them must be filled before a clearance is issued. Any person who has been a member of a bowling club shall not be admitted to membership of this Club unless they lodge with the Secretary seven days prior to their approval, their clearance certificate issued by the Club of which said person was last a member, and in the event of such certificate not being produced on request, consideration of this person's application for membership shall remain in abeyance until such time as the Management Committee has investigated the matter and given its decision.
- f) Any member, providing they have been
 - o A member of Toukley R.S.L. Bowling Club for ten (10) consecutive years, who has rendered meritorious service to the Club, may on account of such service, have Life Membership conferred on them.
 - o Nominations for Life Membership shall be made in writing by a proposer and seconder, who shall be financial members of the Club. Such nomination if approved by the Management Committee and by the Board of Directors shall be presented at the next Annual General Meeting of the Bowling Club for consideration by the members - 50% plus one, of the members at the AGM is required for approval.
- g) Past Presidents may only be presented with a badge if their term of office is twelve (12) months or greater.

3. SOCIAL MEMBERSHIP

- 1) Social Members will be required to pay an Annual Fee to be one half of the fee levied for fully affiliated RNSWBA Bowlers.
- 2) Social Members will have the right to participate in all Bowling Club functions *and allowed Championships providing they are not affiliated player of another club. They may not compete in the following* Championships which are ones deemed to be affiliated events i.e.
 - a. Major Singles
 - b. Major Pairs
 - c. Pennants and Zone 15 Events.
- 4) Social Members may not play at other Bowling Clubs as Representatives of Toukley RSL Bowling Club.

- 5) Social Members may attend the Bowling Club Annual General Meeting and may vote for Office Bearers.
- 6) Social Members are not eligible to stand for office.

4. RESIGNATIONS

Any member wishing to resign from the Club shall pay all monies then due and owing by them to the Club. Said member shall notify the Secretary in writing of their intention.

5. OFFICE BEARERS

- (a) Officers of the Club shall consist of a President, up to two (2) Vice Presidents, Secretary, Treasurer, Bowls Co-ordinator and up to five (5) Committeemen, who will be elected at each Annual General Meeting. Nominations for the aforesaid shall be made in writing and signed by two financial members of Toukley R.S.L. Bowling Club & by the nominee.
- (b) Selectors (3) - Nominations for the aforesaid shall be made in writing and signed by two financial members of Toukley R.S.L. Bowling Club & by the nominee.
- (c) The following positions shall be appointed by the Management Committee:
 - o Greens Liaison Officer, Social Committee, Publicity Officer, Promotions Officer, Welfare Officer, Delegates to C.C.D.B.A. (2), Locker Officer, Assistant Bowls Co-ordinator, Match Committee and Social Committee.
- (d) Any member playing competition or Pennant Bowls for another Club will not be eligible to hold Office in the Toukley R.S.L. Bowling Club.
- (e) Election of Officers of the Club shall be elected by ballot. Nominations open twenty-one (21) days before the Annual General Meeting and displayed on the Notice Board closing date seven (7) days before the meeting.
- (f) Any Nominee who is unsuccessful in the ballot is expected to fill any general committee position if there are insufficient numbers nominated for same.
- (g) Any person currently under suspension by the Board of Directors in accordance with the Constitution shall not be eligible to nominate, stand for, or be elected to any position in the Toukley R.S.L. Bowling Club.
- (h) Casual Vacancy:- The Management Committee may fill any vacancy thereon by appointing a suitable person.

6. MANAGEMENT

- (a) A. The Management and control of the Club subject to Clause 1 shall be vested in a Management Committee comprising the President, Snr. and Jnr. Vice Presidents, Secretary, Treasurer, Bowls Co-ordinator and five (5) Committee Persons and will be known as the Bowling Club Management Committee.
- (b) All members both Affiliated and Social shall abide by the current Bowls Australia Laws of the Game of Bowls in Australia plus any additional Rules published by RNSWBA from time to time. The Controlling Body and /or the Umpire when present will administer the rules as laid down above. Any infractions of those rules will be subject to the penalties proscribed therein. Should a bowler refuse to abide by their decision or should the offence be deemed to be more serious than covered in the BA Rules then the Controlling Body will refer the matter to the Toukley RSL Sub Branch Club Ltd., via the current Duty Manager for consideration by the Club's Management.
- (c) The Management Committee of the Toukley R.S.L. Bowling Club shall have the right to declare vacant the position of any Committeeman who, without reasonable excuse, fails to attend three (3) consecutive Management Committee meetings.
- (d) Any alteration or amendment to these Rules & Bylaws shall be subject, at all times, to confirmation by the Board of the Toukley R.S.L. Sub-Branch Club Limited.
- (e) All books and accounts are subject to audit by the Mother Club's Accounting Officer monthly - The financial year shall be 1st July to 30th June.
- (f) The Management Committee shall appoint a Returning Officer and an Assistant for elections.
- (g) The President shall hold ex-officio membership of all Sub-Committees except the selectors.

7. MEETINGS

- (a) The Annual General Meeting of members shall be held in August or September of the year, or as directed by the Board of the Toukley R.S.L. Sub- Branch Club Limited provided however that not less than twenty-one (21) days' notice be given members of the date fixed.
- (b) The business of the Annual General Meeting shall be as follows:-
- To confirm the Minutes of the previous Annual General Meeting.
 - To receive Reports from the Committee.
 - To receive and consider the Statement of Income and Expenditure Account and Report of the Auditor.
 - To elect the Office-bearers for the ensuing year.
 - To appoint Patrons.
 - To consider out-of-pocket expenses.
 - To deal with any other business of which notice has been given in writing seven (7) days before the day of the meeting.
 - A General Meeting of members shall be called giving at least twenty one (21) days' notice, to be displayed on the Bowling Club's Notice Board by the President or Secretary on:
 - I. Resolution of the Management Committee.
 - II. Receipt of a written requisition signed by at least fifteen (15) financial members, provided that such requisition shall set out fully the matters proposed to be dealt with.
 - III. By the Board of Directors of the Toukley RSL, Sub-Branch Club Limited.
 - The Management Committee shall have the right to call Committee Meetings which shall be held monthly. Notice shall be given to Committee members of the date of such meetings.
 - A special Committee Meeting may be called at any time by the Executive Committee.
 - Should any business present itself which is considered urgent and requiring immediate attention, the Executive members of the Management Committee may act as an Emergency Committee with power to take action as it thinks advisable. The Chairperson of such Committee meeting must furnish a full report to the next meeting of the Management Committee for ratification by the Management Committee.
 - The Executive shall be the President, Secretary, Treasurer, Snr. Vice President and Bowls Coordinator.

8. QUORUM

- (a) A quorum of all meetings of members shall be a minimum 15% of currently financial members and at meetings of the Management Committee the quorum shall be half of the number of elected office bearers, If a quorum be not present within fifteen minutes of the time fixed for such meeting it shall be adjourned to the same day in the next week at the same time and place provided, however when such meetings has been convened on or by requisition of members it shall be dissolved. If at the adjourned meeting a quorum is not present within fifteen minutes from the time fixed the members present shall form a quorum.

9. BUSINESS

- (a) An Agenda embracing the matters to be dealt with at each meeting shall be presented, to the Chairperson by the Secretary at the commencement of meetings.
- (b) A Financial Statement shall be presented by the Treasurer at the monthly meeting of the Management Committee.

10. NOTICES

A Notice Board shall be placed in a prominent position in the Club and it shall be the duty of the Secretary to see that all requisite notices are displayed thereon, and that notices which have fulfilled their purposes are removed. Committees and members desiring to display notices on the Club Notice Board may do so, subject to approval by the Management Committee.

Notice of all meetings shall be given by the Secretary as follows:

- By posting on the Club Notice Board particulars regarding time, date and place and objects of the meetings.

- The posting of notices on the Notice Board is deemed to be the preferred method to advise members of any notice, however Electronic means are acceptable providing the notices reach all the addressed members.

11. CLUB COMPETITIONS

Club competitions shall be governed by the

Management Committee and carried out by the Match Committee. All trophies presented to or offered by the Club for competition shall be played for under such conditions as the Management Committee may from time to time determine, subject to such other conditions as the donor may request and subject to the approval of the Management Committee.

All games drawn for play to be posted on the Notice Board.

12. TIME OF PLAY

The time of commencement of play shall be determined by the Match Committee.

13. RULES OF PLAY

The rules of play shall be those of the Royal N.S.W. Bowling Association Conditions of Play.

14. LOCAL EXEMPTIONS FROM PLAY

Shall be as laid down in the R.N.S.W.B.A. "Conditions of Play" and shall also include Official R.S.L. games.

15. VISITORS

Visitors approved by the Committee may play bowls and otherwise enjoy the amenities of the Club so long as they do not infringe the Regulations and By-Laws of the Toukley R.S.L. Sub-Branch Club Limited. Visitors shall not be eligible to compete for Club Championship trophies. Visitors who regularly play in our Social Games should be encouraged to take up membership after an extended period of patronage.

16. COMPLAINTS

All suggestions and complaints shall be made to the Secretary in writing and shall be submitted by the Secretary to the Management Committee to be dealt with.

17. ALTERATIONS

The Management Committee or an individual can apply for alteration of these Rules & By-Laws as follows: The applicant shall give the Secretary in writing their request for alteration and state ~~the~~ any clause concerned and shall state clearly their proposed alteration and reasons. The Secretary shall place this Notice of Motion on the Bowling Club's Notice Board for at least twenty-one (21) days prior to the date of any meeting at which such Notice of Motion will be dealt with.

A motion of rescission, addition or alteration of the Rules & Bylaws shall not be effective unless carried by a majority of the members present and qualified to vote.

Once approved by the members any intended alteration or alterations to the Rules & By-Laws must be sanctioned by the Board of Directors of the Toukley R.S.L. Sub-Branch Club Limited before they can be placed into effect and shall then be binding on all members from that date.

18. BOWLING DRESS

Bowling Dress shall be as approved by the Royal New South Wales Bowling Association by-Laws for use in all Association and Championship matches. Dress rules for social and other special events not listed as above shall be as determined by the Management Committee

19. INDEMNITY INSURANCE

The Management Committee shall be covered for indemnity by the Toukley RSI, Sub-Branch Club Limited's Insurance Policy.

20. TOUKLEY DISABLED BOWLING CLUB

- a) Encourage and support Disabled Bowlers in the game of bowls and facilitate the operation of this Toukley RSL Bowling Club Sub Club under the Rules outlined in this document.
- b) **Office Bearers** of the Toukley Disabled Bowlers Club shall consist of a President, three (3) Vice Presidents, Secretary and Treasurer.
- c) **Management** and control of Toukley Disabled Bowling Club shall be vested in the Management Committee comprising the President, three Vice Presidents, the Secretary and the Treasurer.
- d) **Meetings:** The annual General meeting of members and volunteers shall be held in January or February of the year.
- e) **Quorum** for all meetings shall be at least ten (10) including volunteers and at meetings of the Management Committee the quorum shall be (3) three.
- f) **Business:** The Bank currently utilised by Toukley Disabled Bowling Club shall remain in place and signatories shall remain within Toukley Disabled Bowling Club.
- g) **Reporting:**
 - i) A representative from the Toukley Disabled Bowling Club Management Committee must be available to attend a Management Committee Meeting of Toukley RSL Bowling Club if requested.
 - ii) The Treasurer of Toukley Disabled Bowling Club shall submit a copy of the financial position, submitted at each of their meetings, to the Treasurer of Toukley RSL Bowling Club for his perusal.

21. SMOKING

Smoking on the greens and surrounds is prohibited except for the areas designated by Toukley RSI, Sub-Branch Club Limited and is subject to their regulation in addition to the penalties laid down in Royal New South Wales Bowling Association's Conditions of Play.

22. INCLEMENT WEATHER

Toukley RSL Bowling Club has adopted the New South Wales Bowling Association's Heat Stress and Clean Air conditions which the Management Committee must ensure are enforced.

23. PRESIDENT

- a) Perform all the usual duties pertaining to the position of President of the Bowling Club.
- b) The President shall either personally or by representation attend visits by invitation extended to said officer by other district clubs. Providing always that there is no more important duties at our club which prevents said officer from so doing, the President maintains the right to select those members who should accompany the President or to represent the president in such visits. Should the President for any reason be unable to complete their term of office then a Vice President will assume that office. The President will be ex-officio member of all committees of the club except selectors, and will appoint the Chairperson and membership of each sub-committee of the club, from currently financial members.

24. VICE PRESIDENT(S)

In the event of two Vice Presidents nominating for election, the vice president who attains the highest number of votes at

the annual general meeting ballot shall be the senior vice president. Should two candidates obtain the same number of votes, the president shall determine by lot who is to occupy the senior position. The Vice President will be Chairperson of the committee to which they are allotted as designated by the President. They will make themselves available to fill in for the president at club events when the president is unavailable.

25. THE SECRETARY SHALL:-

- a) Keep a record of the business transacted at all meetings and within seven (7) days post a copy of the Minutes and Financial Statements presented to that meeting on the Notice Board and forward a copy to the Board of Directors by no later than the 20th day of each month. If this is not possible then notification is to be given to the board at that time.
- b) Ensure the latest copy of all By-Laws is published on the Web Site and is available to any member who asks.
- c) Keep a list of names and addresses of all Club members and forward a complete membership list to the Board of Directors when annual renewals are completed.
- d) Perform all the usual duties pertaining to the position of Secretary of the Bowling Club.

26. The Treasurer shall:-

- (a) Keep a record of the receipts and expenditure of the Club and submit to audit in accordance with Clause 6 (e).
- (b) Ensure that all monies received are banked with the bank that is approved that is approved by the Board of Directors of the Mother Club and report the financial position of the Club at each meeting and seek approval for payment of accounts.
- (c) Perform all other duties pertaining to the position of Bowling Club Treasurer.
- (d) Submit a Financial Report to the Toukley R.S.L. Sub-Branch Club Limited Monthly and upon request.
- (e) As soon as the yearend Financial Reports are finalized, the Treasurer will prepare a budget for the coming year and In each monthly Financial Report, the Treasurer will provide an explanation where figures substantially differ from those budgeted.

27. FINANCIAL CONTROLS:-

- 1) All income received will be processed through the cash register. In the event of a malfunction, the income is to be recorded manually in a duplicate record book provide and dual signed.
- 2) All income is to be banked on the day it was received. NO MONEY IS TO BE KEPT IN THE OFFICE SAFE BELONGING TO TRSLBC. Only uncollected prizemoney and members valuables on request are permitted in the safe.
- 3) All prizemoney and float required is to be retrieved from TATCR by a duty manager, All unused prizemoney is to be returned the same way.
- 4) 2 committee persons must be present when reconciling the till or banking. 2 signatures would be required on the till reconciliation sheet.
- 5) All income and expenses are to be written in the duplicate record book provided and must match till reconciliation.
- 6) If Umpire was contracted, payment of fees must be taken out of TATCR by handing the duty manager a dual signed voucher.
- 7) All member re-imburements can be paid from TATCR upon presentation of approved receipts by 2 members of the executive. This will be entered in TATCR as petty cash.
- 8) The Daily Run Book will be completed by the Treasurer or Till operator. It will Show:
 - a. Day purpose, date, whether the game was played, washed out or abandoned and the names and number of bowlers who nominate to play (Nomination Sheet to be attached to Daily Run Sheet).
 - b. Income for the day, itemized by the relevant categories.
 - c. Expenses for the day, itemized by the relevant categories.
 - d. The net balance that will be banked by the Club Limited.
 - e. All prizes and recipients must be recorded on the Daily Winners Work Sheet and attached to the till reconciliation, along with the nomination sheets.
 - f. Membership Fees:- a duplicate receipt must be kept with the members name on it for record keeping purposes.
- 9) Variances will be thoroughly investigated and reported to the Club Limited CFO and CEO.
A Daily Run Scratch Sheet is available to help in determining what entries must be written into the Daily Runbook. If a Scratch sheet is used it should also be appended to the Daily Run Book page when given to the Treasurer.

28. SUB-COMMITTEES

When a Sub Committee of the Management Committee need to meet, they will report their meeting minutes at the next Management Committee Meeting for consideration.

29. THE BOWLS CO-ORDINATOR SHALL:

- 1) Arrange all games of bowls
- 2) Retrieve all prizemoney from duty manager, pre-arranged with the CFO no later than 4pm the previous day. All unused prizemoney to be banked at End of Day.
- 3) Collect all income given & and to duty manager for till reconciliation. In the absence of a full functioning cash register, monies will be collected and recorded in the Daily run book before monies is given to the duty manager to bank.
- 4) Make all arrangements for visitations, both internal and external which have been approved by the management committee.
- 5) Prepare the cards showing the fixtures.
- 6) Post-up the entry forms for the club and association events and to insert the closing dates as decided upon.
- 7) Post-up the draw for the various club competitions which shall show the closing date for each round. Fill in on the score cards the names of the players selected for any association or club event.
- 8) Forward the return showing the results of pennant matches or association fixtures to the district association secretary.
- 9) Keep up to date the bowling record of the club's players, teams and sides.
- 10) Ensure that all members selected to play in matches with other clubs are duly advised by the posting of names on club notices board, as well as that of the official umpire whom the bowls co-ordinator chooses from the panel for each days play together with nomination of the controlling body.
- 11) Inform management of the licensed club when visitations have been approved.
- 12) Place nomination forms on Notice Board for weekly events seven (7) days prior.
- 13) Bowls co-ordinator shall:
 1. Allot rinks for club competition matches after consultation with the greenkeeper and generally to attend to all other bowling matters.
 2. Submit a report to the management committee at each meeting.
 3. Furnish the publicity officer with such notices, reports on games and\or results as may be desirable.

30. ASSISTANT BOWLS CO-ORDINATOR SHALL

- a) Assist the bowls co-ordinator as required, to act in place of the bowls co-ordinator as required.
- b) In prolonged absence of the bowls co-ordinator and when instructed, assume the duties and powers of the bowls co-ordinator.

31. SELECTORS

- a. They shall, at all times, conscientiously strive to be free of bias and choose each player on their play and suitability for their position in the team, they shall always have regard to raise the standard of play as a whole within the club. They shall, where required, allot handicaps, select players to participate in matches, whether at home or away, and as soon as possible hand to the bowls co-ordinator their list of selected players.
- b. The Management Committee in consultation with the Selectors shall decide the Pennants grades and number of teams to be applied for each year.
- c. Selectors shall also choose Pennants Teams & Managers from the list of nominated Pennants Players submitted to the Bowls Central Coast Zone 15 by them at the start of the Pennants Season and post each of the teams and the names of the players on the Notice Board by the Tuesday before the game. The Selectors will finalise the teams and give the final lists to the Scroll Officer by no later than 5:00 pm on the Thursday Night before the

game. The Selectors must always be able to be contacted by the Scroll Officer on the day of the game prior to the games starting.

- d. It is the responsibility of the Selectors to ensure that the players' gradings are correct on the Zone 15's list or cause them to be corrected and that no player is nominated for a team when he is not graded at that level.
- e. Only one group of three selectors for all club events will be appointed at A.G.M. or general meeting and are required to elect a chairperson as a point of reference. Chairman of Selectors will be required to attend any Committee Meeting when requested.

32. GREENS LIASON OFFICER

The greens liaison officer shall be an elected committee person appointed for that purpose by the President and will be the only person to consult with the Greenkeeper. The greens liaison officer shall engage in consultation with the Greenkeeper concerning setup for play and inclement weather.

33. THE FOLLOWING OFFICERS

Shall on request, submit a report to the management committee.

- a) Promotions officer
Shall be appointed by the club president, giving due consideration to the best person to liaise with and raise sponsorships with various businesses.
- b) Publicity officer
Shall in conjunction with other office bearers collate and furnish results to the media and attend to all of this club publicity deemed necessary.
- c) Welfare officer
Shall organise efforts to assist the welfare of members suffering ill health and to organise attendance at funerals of deceased members. he shall announce all welfare matters to the members each bowls day prior to bowls.

34. SOCIAL COMMITTEE

This committee shall consist of three (3) elected members, the chairperson shall be appointed by the President. The chairperson has the power to co-opt the assistance of non-elected members to assist as required. They shall conduct all social functions and raffles, arrange for catering for the bowls club functions and report to each monthly management committee meeting.

35. BOWLS COACH (ES)

Shall give instructions on all points of the game to new players and give basic instructions on all points of the laws and etiquette to new players and assist members of the club needing instruction and the rules and conditions for club championships and any club competitions.

36. MATCH COMMITTEE

- a) the match committee shall consist of a minimum of two (2) and maximum of three (3) of the elected members, of which the bowls co-ordinator and a vice president will be members, the chairperson will be appointed by the president. the committee shall control all the club championships and competitions. b) The match committee shall promulgate the date and time for the playing of each competition and advise dates when determined, only the committee shall have the right to alter dates and times, should unforeseen circumstances arise.
- c) The Match Committee will draw up an annual calendar of forthcoming fixtures for the coming year which must be posted on the notice board.
- d) Protests arising in connection with a game must be lodged in writing with the Match Committee within 24 hours of the stated time for the commencement of that game. Any decision of the Match Committee shall be subject to appeal to the Management committee within seven (7) days after notice of such decision has been given to

member or members concerned. The decision of the management committee in respect of such appeal shall be final.

- e) Where the Match committee decides to advise the Management committee of an offence by a bowler that may require disciplinary action, the Management Committee is obliged to refer the matter to the General Manager and Board of Directors for any disciplinary action.

37. CLUB CHAMPIONSHIPS

1. Only affiliated members of the RNSWBA may enter the club championships.
2. In the event that a member is registered with two or more clubs, they shall be deemed to be a member for championship purposes of the club in which they first played in any association competition, pennants or championships during the 12 months period prior to the 31st December of each year.
3. In club championships events, the play or forfeit rule shall apply. Fourteen (14) days' notice of play to be given by
4. the bowls co-ordinator to the captain of each team in teams events and to the individual in the case of singles, prior to the first round seven (7) days prior to subsequent rounds. The placing of the rounds on the notice board shall be read as notice given. A close family bereavement shall be the only acceptable reason for the deferment of matches for a maximum period of seven (7) days.
5. Club championships events take precedence over all other bowling events. Except those organised by the royal new south wales and central coast district bowling associations zone 15
6. Opposing team captains or players in singles events may, by mutual agreement arrange to play on an earlier date than that set down by the match committee such mutual agreement shall not be changed. In the event of a changed time, the bowls office must be informed 48 hours prior regarding allocation of rink space.
7. Thirty (30) minutes grace shall be allowed after the advertised starting time. If a team is incomplete or a singles player has not arrived within that time, the match must be forfeited to the opponent's. Players arriving after the advertised starting time shall not be allowed a roll up.
8. Score cards to be obtained from the bowls co-ordinator or a representative appointed by said officer.
9. such cards at completion of the match shall be signed by both team captains or both players and marker in singles and returned to the bowls co-ordinator's office.
10. in the case of an unfinished match the cards shall be returned to the bowls co-ordinator.
11. All club championships will be played in accordance with the RNSWBA conditions of play current at the time of close of nominations for the particular event.
12. Prize money can be awarded at either the Championship Final or Presentation Day depending upon the decision made by the Management Committee for that year.
13. Mixed championships to be restricted to members of this club, who have not played, mixed championships at any other club during the current year.
14. A match which is unplayed or unfinished due to inclement weather shall be played or resumed as directed by the match committee.
17. Substitutes and replacement players:
All substitutes and replacement players must be approved by the umpire who shall enter the name of the person on the card and initial ie. Substitutes shall play in any position except as skip.
18. Markers:
Volunteers will be called to mark the first round of singles. If insufficient volunteers are available players are requested to obtain their own markers. Defeated players in singles shall be obliged to mark in a succeeding match when required. Any player, who is nominated to mark and finds that they are unable to do so. Must obtain a replacement to act in their stead.
19. Minor Championships competition:
Any player who wins any state affiliated major championships (Pairs or Singles) in NSW, prior to winning a minor championship, may, in that year, and that year only, participate in the minor championships."
20. A copy of these conditions shall be displayed on the club notice board for all club championships. All players entering for these events shall be deemed to have agreed to these conditions.
21. Rules of Play
 - a. Play shall be in the order and at the time set by the bowls coordinator. Special starting times may be made by the two skips and that prior arrangement is made with the bowls Co-ordinator in all

circumstances.

- b. Play shall be governed by the rules and conditions of play adopted by the RNSWBA and any other local competition rules which may apply.
- c. Players must, all times, observe the Etiquette of bowl's - (correct dress and conduct)
- d. Players be they Social or Affiliated are responsible for the placement of their names on a games list and no person shall alter a nominated name or team on a games list without the approval of the Bowls Co-ordinator, Match Committee or Selector. Once the game list is taken down and attending players are ticked off it shall be preserved in its original condition as part of the Daily Running Documentation.
- e. Score cards must be returned immediately after the game, to the bowls co-ordinator.
- f. No learner shall play in a game, or roll up on the club bowling greens unless they are under the care and supervision of a coach,
 - or -
 - Rolling up with experienced player
 - or-
 - has been passed out by the coach
- g. Players in a team's game playing lead, shall be responsible (at the completion of the days play) to return the mats and jack to their storage place.
- h. The use of a radio and/or mobile phone that is audible to players on the green is prohibited and must be turned off.