



**WARNERS BAY BOWLING CLUB
CO-OPERATIVE LIMITED**
Trading as Warners Bay Sports Club

REGULATIONS

07/09/2023

REGULATIONS

The Board shall have the power to make and amend regulations, not inconsistent with the Act, the Regulations, the Rules and constitutions of the Newcastle District Bowling Association Zone 2, Lake Macquarie Women's Bowling Association and Bowls NSW relating to the operations of the co-operative.

A breach of the regulations shall be deemed to be an infringement of the rules for the purpose of Rule 15.

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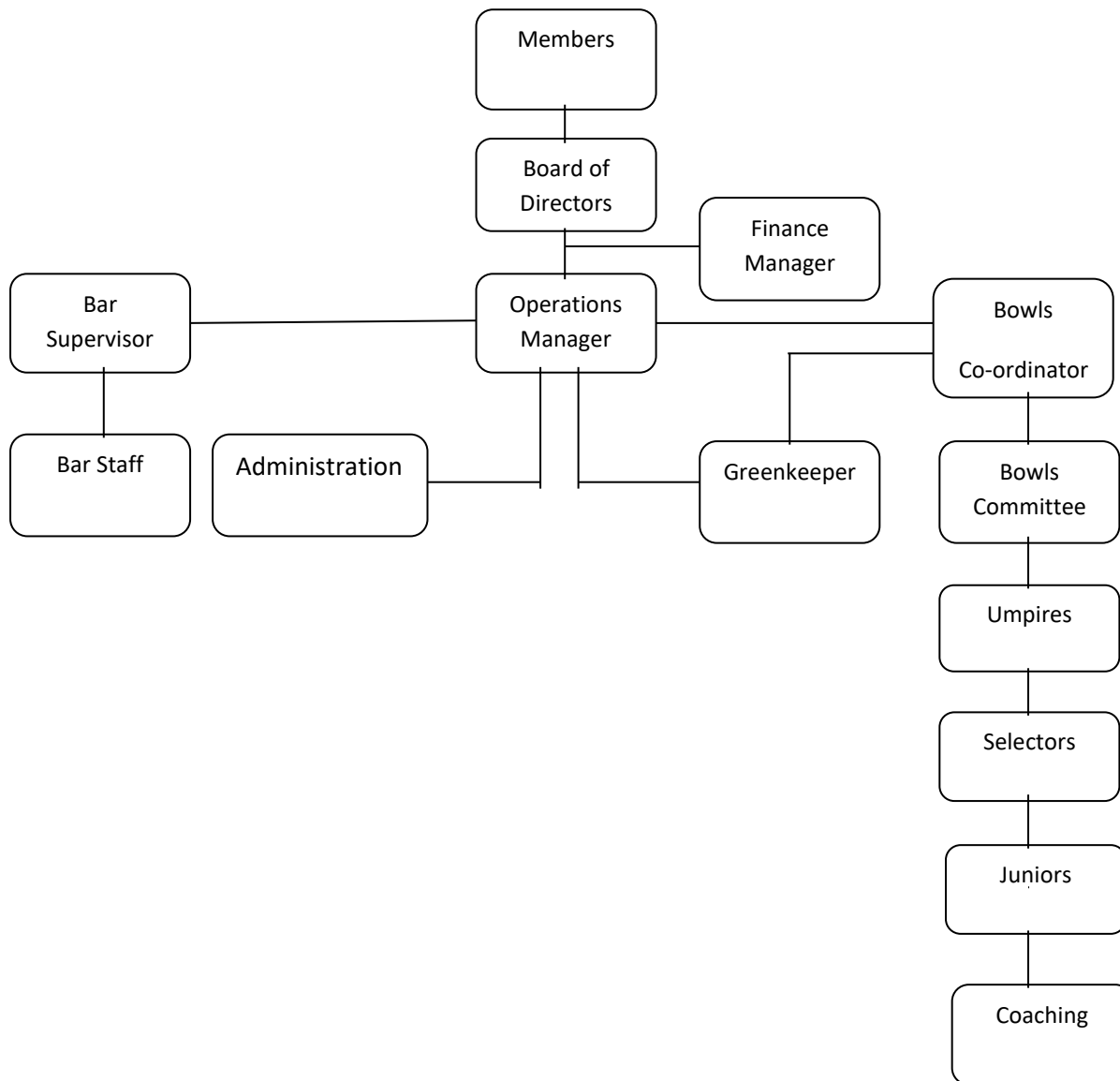
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G1

Organisation and Communication Chart

Administration and control of the club shall be organised in accordance with the Constitution. Approved authority and communication relationships are illustrated in the following chart.

The club will employ all staff under the Clubs NSW Modern Award.



G2 – Membership

a) Membership classes

Members are described in the constitution and consist of the following classes:

- Life members
- Bowling members - Must be a Full Bowling member to play bowls at WBBC from 1st January 2020. Including club games and galas.
- Temporary members
- Junior members
- Social members

b) Membership year

Membership year is between 1st June and 31st May each year.

c) Membership fees

- All fees are to be determined and advertised prior to the end of the membership year.
- The club will collect and forward to the relevant bowling associations the registration fee.
- Life members will be exempt from fees.

G3 – Discipline

Discipline, complaints, disputes and the suspension of members is dealt with under the Constitution.

There are three (3) charges for which disciplinary proceedings may be instigated. These are shown in the Constitution and refer to a member:

- Infringing any rule or by-law of the co-operative;
- Failing to discharge obligations to co-operative; or
- Conducting themselves in a manner prejudicial or detrimental to the interests of the co-operative.

This last charge for the purposes of this regulation can be further broken down into a member:

- Engaging in conduct which is unbecoming of a member; or
- Engaging in conduct which may render a member unfit for membership of the club.

Upon determining and notifying a member of the charge a hearing may be arranged as provided in the Constitution

Penalties: In accordance with the Liquor Accord Guidelines for Disciplinary Action

Guidelines for Disciplinary Action

To ensure consistency and fairness it is essential to have a clear indication of the actual offence and the outcome.

Offences

- Verbal Abuse
- Refusal to leave when directed by staff – 3 strike rule
- Damage to club property
- Foul and abusive language
- Disturbing other patrons
- Fighting
- Glassing

3 Months	6 Months	12 Months	Life
Disturbing other patrons	Damage to Club property	Fighting	Glassing
Refusal to leave	Verbal abuse staff / patrons		

2nd offence – Double the term

3rd offence – 1 year or life

G4 – Director's and the Board

a) Function of the Board

In accordance with the WBBC Constitution "the business of the co-operative is to be managed by the board of directors". More specifically, the function of the board shall include:

- Providing strategic direction to the club by constructive engagement in the development and management of the club's strategies;
- Appointing the club's management staff;
- Monitoring the performance of the club's management staff and approving senior management remuneration policies and practices;
- Reporting to members and ensuring that all regulatory requirements are met;
- Providing advice and counsel to management to add strategic value;
- Ensuring appropriate compliance frameworks and controls are in place;
- Approving policies governing the operations of the club;
- Monitoring financial results on an ongoing basis;
- Ensuring the club's business is conducted ethically and transparently; and
- Overseeing strategic risk management.

b) Director's qualifications

- A person shall not be elected as director of the co-operative unless the person is a bowling member of the co-operative and has been an active bowling or life member of the co-operative for a minimum period of two (2) years or has been an active bowling member of WBBC for one (1) year and bowling member at an affiliated bowling club prior to WBBC bowling membership for the previous consecutive two (2) years.
- A member who is an employee of the co-operative is not eligible to hold office as a director.
- Each director shall complete the Directors training courses as defined by Clubs NSW from time to time.
- Each director shall complete the Responsible Service of Alcohol and Responsible Control of Gambling courses prescribed by the Clubs Act of NSW.
- The ballot to elect directors shall close at 12.00 (noon) on the Saturday preceding the annual general meeting on the following Sunday and the results shall be declared by the returning officer or, in his absence a scrutineer, at the annual general meeting.
- No absent member shall be considered for election to any position unless he or she has given their written consent and such consent is in the hands of the returning officer two (2) days prior to the ballot closing.

c) Director's expenses

Individual directors may necessarily incur expenses specifically associated with the carrying out of their duties. They may apply for reimbursement of these expenses with approval of the President.

The President may apply for reimbursement of like expenses with the approval of the Vice President.

d) Sub-Committees

Under the Constitution, the board may delegate the exercise of some of the board's functions to:

- A director; or
- A subcommittee of two (2) or more directors; or
- A subcommittee of members of the co-operative; or
- A subcommittee of members of the co-operative and other persons so long as members comprise the majority of persons on the committee.

In general, sub-committees are responsible for managing all aspects of their specific area of interest under policy set by the board of directors.

Sub-committees can neither incur debts nor make any agreements which bind the club without the express approval of the board or its delegate.

e) Board Meetings

The Constitution deals with board meetings, it states:

- a) A meeting of the board of directors may be called by a director giving notice individually to every other director.
- b) Except in special circumstances determined by the chairperson, at least forty eight (48) hours of notice shall be given to the directors of all meetings of the board.
- c) Meetings of the board must be held at least once every month and may be held as often as necessary for properly conducting the business and operations of the co-operative.

As a general rule, board meetings are held monthly on a date set and agreed at the first board meeting of each term.

Below are the standard issues for board meetings.

- Apologies
- Minutes – previous meeting
- Board of directors meeting last held
- Any interim meetings held during last month.
- Financial reports up to end of the last accounting period.
- Profit and loss comparing actual to forecast and same period last year.
- Financial ratios report.
- Balance Sheet
- Capital expenditure report.
- Cash Payments report
- Outstanding accounts report.
- Directors Benefits report
- Compliance Report
- ATO Activity Statement has been paid
- Payroll Tax has been paid
- Superannuation contribution has been paid
- Details of Insurance and Workers Compensation policies and payments (yearly)
- Details of contracts for Essential Services
- OH&S Committee report
- Correspondence (including all Clubs NSW Circulars)
- Manager's reports
 - Bar
 - Operations - Marketing and Promotions
 - Greens
 - Bowls
- Gaming Report
- Detailed listing to ensure compliant with legislation
- New Members – Approval
- Functions Authority – Approval
- Chairperson's Report
- Citations
- Other Reports
- General Business
- Next Meeting / Close

Board papers are prepared by the Office Manager and must be distributed to board members at least seven (7) clear days prior to the scheduled date and time of each meeting. In the case of special meeting papers, they should be distributed at least three (3) clear days before the meeting.

G5 – Business Framework

The business framework adopted by Warners Bay Bowling Club consists of:

- Strategic Planning
- Operational Planning
- Budgeting
- Forecasting
- Reporting

a) Strategic Planning

The Strategic Plan is a board responsibility following contribution and advice from senior management. It is an exercise that is carried out at least once each year. Strategic planning should take place very early in the life of each board.

b) Operational Planning

Operational Planning develops the strategies included in the Strategic Plan. In this process individual board members and senior staff take responsibility for implementing a strategy that is within their area of interest or expertise. They then develop detailed activities to implement that strategy. Included in this development would be projected staffing, revenue, expense and proposed measures of efficiency. Plans for the new financial year are formulated in the final quarter of the preceding year.

c) Budgeting

The annual budget is a financial reflection of these operating plans and consists of an Operational Budget, a Capital Budget and a Cash Flow Projection.

d) Forecasting

A forecast is a quarterly review of the annual budget and reflects actual occurrences and any changed conditions or aspirations during the budget period.

e) Reporting

Reporting can be financial or operational. Senior management is expected to give reports monthly on operations under their control. Financial reports should be compared against the latest forecast and previous year period reports since this has been agreed by the board as representing expectations for the period. Operational Plans, Budgets and Forecasts are co-ordinated by the Operations Manager but need board approval prior to implementation.

S1 – Subsidiary Clubs

Members wishing to form sporting sections within the co-operative to cater for other sports, games, amusements etc. (e.g. darts club, fishing club, golf club, travelling bowlers club) shall conform to by-laws drawn up by the board before each section can become operative.

Listed below are the by-laws specifically relating to the operation of the subsidiary club;

- Each club shall have Warners Bay as part of its name.
- Each club shall operate only with the approval of the board of Warners Bay Bowling Club Co-operative Ltd. Such approval may be withdrawn at any time upon which the relevant club will dissolve and will dissociate itself from the co-operative.
- Each club shall elect or appoint a representative committee to lead its activities. This committee shall consist of a President or Chairperson, Secretary and Treasurer as a minimum.
- A pre-requisite of being a member of a subsidiary club is being a member of Warners Bay Bowling Club Co-operative Ltd. Members of subsidiary clubs are therefore subject to the same rules as set out in the Warners Bay Bowling Club Co-operative Ltd constitution.
- A subsidiary club may set its own internal fee structure and will arrange and pay for any additional registration necessary for members to be able to participate in events relevant to the operation of that club.
- Subsidiary clubs may keep an account (or accounts) with a recognised financial institution in its own name.
- Surplus funds of subsidiary clubs will be used to advance the objects of each particular club. In general, each club should hold no more than \$15,000 in surplus funds at any one time. However,

should a subsidiary club have a specific purpose for which funds are being raised then this may be in addition to its general funds but must be quarantined in a separate account which shall be named for that specific purpose.

- Each club shall keep appropriate records including the minutes of meetings and income and expenditure to be kept. They shall provide the Operations Manager or its nominee with a brief outline of activities and/or achievements as well as a statement of Income and Expenditure and a Balance Sheet for each quarter and financial year to date. This is to be provided within seven (7) days of the end of each period.
- The financial year of each club shall be 1st June to 31st May or as agreed by the board.
- Club activities, meetings, fund raising promotions and the like shall be arranged via the Operations Manager of Warners Bay Bowling Club Co-operative Ltd.
- All social functions arranged by subsidiary clubs will, where possible, be held on the premises of Warners Bay Sports Club.
- Should any subsidiary club be liquidated, dissolved or wound up then any surplus funds will revert to Warners Bay Bowling Club Co-operative Ltd.
- Warners Bay Bowling Club Co-operative Ltd does not guarantee any debts incurred by subsidiary clubs unless by separate signed specific agreement with the Operations Manager after permission from the board.

B – Bowling Activities

B1 – Bowling Members – affiliation

Members admitted as bowling members of the co-operative shall be deemed members of:

- Warners Bay Bowling Club (WBBC) for male and female members, and

They shall be registered and affiliated with:

- Newcastle District Bowling Association (NDBA) and Bowls New South Wales for full bowling members of Warners Bay Bowling Club; or additionally
- Lake Macquarie Women's Bowling Association (LMWBA) and Women's Bowls NSW for women members of Warners Bay Bowling Club.

With relation to participation in the game of bowls, **bowling members will conform to the requirements of their respective Associations.**

Should there be certain administrative requirements necessary to achieve and/or maintain affiliation with the various Associations, then this will be facilitated.

WBBC will establish a Bowls Committee to organise all bowls related aspects and activities.

B2 – Officials and Sub-committees

a) The Bowls Co-ordinator

- Shall be a member of all bowls related committees and sub-committees.
- In particular, the Bowls Coordinator is Chairman of the WBBC Bowls Committee.
- In co-operation with the greenkeeper, allocates green space for various bowling activities.
- Has responsibility for the coordination of all bowling activities (competition or social) in the club be they open, women's, junior's or mixed.
- Is responsible for the establishment of and acts as liaison between the various bowls related sub-committees.
- Represents bowling interests to the Operations Manager and the board.
- Reports to the board on all bowls related matters.

b) Bowls Organisation/Coordination

- Warners Bay Bowling Club bowling members will elect a nominated bowls coordinator and selectors at the special meeting in May each calendar year.

The annual remuneration for the bowls coordinator position is \$1200 in club dollars paid in two payments, six monthly. The other members of the selectors and bowls committee will be paid \$150 annually as club dollars.

- Bowls committee responsibilities
 - a. Organise and coordinate all Warners Bay Bowling Club games – men and women
 - b. Coordinate all social bowls at WBBC
 - c. Organise and coordinate tournaments at WBBC
 - d. Confirm all conditions of play for club and social bowls games.
 - e. Recommend to the board any bowling activities, procedures or materials / equipment for the improvement of bowls at the WBBC.
- Selection committee responsibility
 - a. Organise and coordinate all pennant and district responsibilities at WBBC
 - b. Liaise with district and state bodies to maintain requirements for bowls at WBBC as per state bowls conditions / regulations.

In addition, it is intended to remunerate the person who coordinates the Wednesday, Thursday, Friday and Saturday Galas in club dollars \$150 per year per event. Note: If two persons share the responsibilities, then the amount is shared.

c) The Publicity Officer/s

- Is/are appointed by the bowls committee
- Organises bowls related publicity and results in appropriate media forums.
- Provides bowls copy for the club web site.

d) Sub-committees

- In general, sub-committees are responsible for managing all aspects of their specific area of interest under policy set by the board.
- Sub-committees can only be established at the direction of and with the support of the board.
- Sub-committees can neither incur debts nor make any agreements which bind the club without the express approval of the board or its delegates.

e) Controlling Body

The controlling body is appointed by the Bowls Committee as required. Duties of the controlling body are outlined in section 14 of the Conditions of Play as issued by Bowls NSW and WBNSW.

The Bowls NSW version is set out in Appendix A of these by-laws.

f) Umpires

Umpires who are qualified and active members of Warners Bay Bowling Club. Umpires panel can expect to be appointed as umpire of the day in accordance with arrangements agreed and approved by the Umpires Committee. This appointment will be made by the chairperson of the Umpires Committee in conjunction with the Bowls Co-ordinator.

Duties of the umpire of the day are set out in Bowls NSW Advisory 011 and repeated in Appendix B of these by-laws.

B3 – Policies Relating to Bowling Activities

a) Hot Weather Policy

In the interests of the health and safety of members and visitors it is the policy of this club that once the outside ambient air temperature reaches 36 degrees Celsius then the bowling greens under the control of WBBC shall be closed.

The ruling temperature will be that shown by a thermometer placed in a suitable position near the green. Should the temperature be 36 degrees ambient or above at 11.00am on any day then greens will be closed for the rest of that day unless the Bureau of Meteorology has issued a weather forecast indicating a predicted reduction in temperature early that afternoon allowing sufficient time to complete the bowling activity. Should there be a game in progress at the time of closing the greens then the relevant games controller will request all players to leave the greens for such time as the temperature has been below 36 degrees. Should this not appear to be likely in the opinion of the games controller then the game shall be cancelled or postponed depending on the prevailing circumstances.

b) Tournaments

Tournaments shall be held under the relevant Bowls Committees rules and conditions as it sees fit, provided that such rules and conditions are not in conflict with conditions set down as acceptable by the NDBA or LMWBA.

Cancellation

Should it be decided by the relevant committee to abandon a tournament prior to its natural conclusion, all prizes earned up to the time of abandonment shall be paid.

Postponement

Should it be decided by the relevant committee to postpone a tournament because of interruption prior to its natural conclusion then all entrants shall be advised of the date selected to complete the tournament.

All prize money earned to the time of the postponement shall be paid.

Should entrants be unable to attend on the new date then substitutes will be allowed. Should no substitute be able to be arranged then scheduled matches will be forfeited with no further penalty.

c) Selection Policy

- Registered players are expected to be available to represent the club in various fixtures. Requests for entrants in various fixtures will be advised by way of a notice placed on the notice board.
- Players offering themselves for selection will write their names on the lists included as part of each notice.
- Various teams will be selected to represent the club in fixtures by the selection committee.
- Selection will be made from the players who have indicated their availability on the lists provided. Players are encouraged to be available for the entire tournament. Unavailability for inadequate reasons or when success further in the competition appears unlikely is not acceptable. Should insufficient numbers of players indicate their availability then the appointment of other suitably qualified players may occur or team numbers selected reduced.
- In selecting teams, it is acknowledged that in some cases, compatibility of team members may be of greater benefit to the team than the playing ability of individual members. It is also acknowledged that players with promising potential/ability may benefit from playing in higher grades as a development opportunity. Selectors will therefore take bowling ability, compatibility and potential for development of players into consideration when making selections.
- Selectors will use their best efforts in selecting suitable teams to represent the club. Appeals by individual players regarding their personal selection may be made in writing to the selection committee at any time. Appeals by individual players concerning the suitability of other team members will not be entertained
- The players can be assessed based on the criteria set out below
- Players performance in the previous Pennant season
- Players performance in the Club Championships
- Players performance in District Championships
- Players attending training sessions
- Players attending team meetings.
- Subjective criteria
- Based on the collective opinion of all selectors
- Based on the compatibility of the players in any grade or rink
- Team balance
- Player fitness and health
- Player availability

d) Clothing and Apparel

- i. Men
- ii. Women

Men

Dress rules vary in different circumstances.

For galas or rollups

- Current WBBC club colours may be worn.
- Hats – WBBC bowls hat or cap preferred. Suitable hats and caps may be worn
- Shoes – Approved bowls shoes only, including association approved thongs.
- Clean, neat, tidy respectable clothing is required.
- Shorts may be worn
- Collared shirts to be worn.
- Track suits are acceptable if they are in respectable, reasonable condition.
- Non-current club shirts and jackets may be worn.

For Club games:

- Current Registered Club Colours:
- Will be worn in all tournaments.
- Will be worn in all district events and higher.
- Will be worn when representing WBBC at official events or outings.
- Will be worn for club games as outlined above.

Women

Dress rules vary in different circumstances.

For galas or rollups:

- Current WBBC club colours may be worn.
- Hats – WBBC hats or caps preferred
- Shoes – Approved bowls shoes
- Clean, neat, tidy respectable clothing is required.
- Shorts (knee length), culottes and pedal pushers may be worn
- Sleeves may be long, short, three-quarter or sleeveless
- Track suits are acceptable if they are in respectable, reasonable condition.
- Non-current club shirts and jackets may be worn.

For Club games:

- Current Registered Club Colours:
- Will be worn in all tournaments.
- Will be worn in all district events and higher.
- Will be worn when representing WBBC at official events or outings.
- Will be worn for club games as outlined above.

e) Incentive Scheme

Players are encouraged to participate in National, State and District Championships as well as representing the club in Pennants or other association sanctioned competitions.

Participation in club championships as well as other club organised tournaments is also encouraged.

As an incentive for members to participate in these matches the following awards are offered for the current season.

The Club will pay to any bowler selected in an association representative fixture, \$30.00 per bowling day for games outside the NDBA (Zone 2) region and \$15.00 within.

Assistance for success in Pennant, District and State Championships is also available as approved by the board.

Prize money is also awarded for success in Warners Bay Cub Championships. Levels of awards for this season are set out in Appendix D.

Travel Expenses

In general, members travelling to NDBA and LMWBA matches within the local (Newcastle, Lake Macquarie, Port Stephens, Maitland, Cessnock etc) areas are expected to make their own travel arrangements at their own cost.

Members who are transported to association fixture should pay the driver / owner of the transport vehicle \$5.00 return each day.

f) Club Championships

Eligible club members may participate in Club Championship games provided they are financial and qualify under Declaration of Club rules set out in Appendix C.

All club championship events require six (6) players in singles or six (6) teams in other competitions for the event to proceed for that year.

Open Major club championships are played by any Pennant graded players.

Open Minor club championships are played by Pennant graded players from 4, 5, 6, and 7 grades for men and 2,3 and 4 grades for women.

In the case of the Minor Singles / Open Minor Singles there are some special conditions concerning eligibility.

- A previous winner of a Club Minor Singles / Open Minor Singles is ineligible to enter again.

Other Minor Championships:

- Any player who was graded No.3 grade Pennants or higher in the previous two (2) years is ineligible to enter.
- Club Selectors will decide if a player who does not play Pennants is eligible to enter any of the competitions.
- Grading for the competition will be set after the completion of sectional play in the current pennant season.
- A female player who is eligible can play in both the Women's Minor Singles and the Open Minor Singles in any year but can only win either competition once.

Club Championship Awards – as at January 2023.

	OPEN		WOMEN	
	Winner	Runners Up	Winner	Runners Up
Major Singles (per player)	\$300	\$150	\$300	\$150
Open Minor Singles (per player)	\$50	\$25	\$50	\$25
Women's Minor Singles			\$50	\$25
Major Pairs (per player)	\$100	\$50	\$100	\$50
Minor Pairs (per player)	\$50	\$25		
Mixed Pairs (per player)	\$50	\$25	\$50	\$25
Triples (per player)	\$100	\$50	\$100	\$50
Major Fours (per player)	\$100	\$50	\$100	\$50
Open Handicap Consistency	\$50	\$25	\$50	\$25
Ladies Consistency			\$50	\$25
Open Graded Pairs	\$50	\$25		

(g) Care of bowling greens

The controlling body and umpire have the authority to notify players during play that their actions are causing damage to the green, which may result in a warning or disqualification.

In addition, the bowling committees, bowls coordinator and greenkeeper can advise the board of the situation so that an official notification can be issued to the individual bowler indicating the need for adjustment to their bowling deliveries during competition and social bowls events.

To facilitate the individuals' requirements, WBSC will assist each player with coaching or the trial of bowling assistance equipment such as support sticks and bowling arms.

New bowling members are allowed three (3) games to verify that they wish to continue playing lawn bowls, at this time the player will be required to wear approved bowling footwear and pay the allocated bowling member fee. Rule to be enforced from the 1st December 2019.

NOTE: Wheel chairs are allowed on the bowling greens if they are fitted with the approved wheels / rollers. Refer to Bowls NSW guideline from (Sporting Wheelies and Disabled Association).

APPENDIX A

Duties of the Controlling Body as included in the Bowls NSW and WBNSW Conditions of Play

Duties of the Controlling Body

This is intended as a guideline for those that perform the duties of the Controlling Body; other functions may be required of the Controlling Body for certain events or under certain circumstances.

This guideline has been divided into three (3) sections; Pre-Game, During Game and After Game.

Pre-Game

- Before the commencement of play on any day the name(s) of the person(s) representing the Controlling Body and the Umpire(s) of the day should be announced.
- Being present at all times during the match, plus for a reasonable time before the start of play and after play finishes.
- They ensure that Association events are played in accordance with the Bowls NSW Conditions of Play.
- They should ensure that the players, umpires and markers are aware of any non-standard playing conditions.
- They ensure that an umpire has been appointed to officiate for the matches being played.
- They should ensure that there are markers in attendance for singles games.
- Advising players of their eligibility for pre-match practice and the availability of rink space for that practice.
- They ensure that the rinks on which players are drawn to play are announced not less than twenty (20) minutes prior to the scheduled starting time (Noting that for Pennants the rinks allocated for the Pennant Match should be known not less than one (1) hour before the start of play, as per COP 4.7B).
- They declare the position of a constituted member in a team to be vacant under condition listed in DR4, they can then authorise an eligible member to join that team as a replacement player.
- They can authorise one team in a side to play one (1) player short if there is no eligible player or substitute available. PENNANTS ONLY
- They are responsible for ensuring that the player's attire is in accordance with the Bowls NSW Regulations and Conditions of Play (or in line with requirements for that event if not an Association Event).
- They decide when to start play if the weather is doubtful.
- They may, if circumstances warrant it, extend the time allowed for late arrivals.
- They can award the match to the opponent if a player, team or side fails to show or otherwise forfeits its match.

During Game

- They can warn the player involved if he or she is causing damage to the green, they can ask the player to retire from the green and take no further part in the match. (The Umpire may also do this).
- They can replace the marker whose performance or behaviour is less than acceptable standard.
- They can take action to have spectators refrain from disturbing, advising or interfering with players.
- They may allow variation in the position of players at both head and mat ends to facilitate viewing by spectators, or to assist television coverage.
- They can award the match to the opponent if advised by the umpire that there has been an infringement of a law that requires a penalty.
- They decide when to abandon play for the day because of darkness, the conditions of the weather or any other valid reason.

After Game

- They are the ones to whom the umpire hands the set of bowls and the \$150 deposit if there has been a challenge to a set of bowls. They arrange to have the confiscated bowls tested. They are the official to whom the appellant gives their written appeal and to whom the umpire hands the \$50 deposit and his written report if there has been an appeal against the umpire's application of the Laws.
- They ensure that any necessary closing announcements are made.

APPENDIX B

Duties of the Umpire of the Day as set out in Bowls NSW Advisory No.011 and WBNSW conditions.

The umpire of the day is expected to start their duties at least thirty (30) minutes prior to game starting time:

- They shall check all rinks for play – correct width for play.
- Check all boundary pegs for correct alignment.
- Authorise (approve or disapprove) substitutes, depending on circumstances.
- Check all bowls for the correct stamp, clarity of engravings on all bowls, all bowls of sets and team have discs or rings fitted and they are legal. This duty can be delegated to the opposing skips.
- The umpire must know before play commences, who is the controlling body.

During Play

- Measure all shots in dispute. Measure for the correct distance from the mat's front centreline to either jack or bowl, determine if either jack or bowl is "IN" or "OUT" along the rink's boundary line – even rebounding or possible short bowls or jacks.
- The umpire must enforce the rules of the game, either on request or by personal observations.
- Consider all appeals for stoppages and the resumptions due to inclement weather.
- Rule on matters relating to the laws of the game and the conditions of play if and when found necessary, when skips and directors tend to disagree.
- Observe the players and general play for breaches of the laws; for
- Foot faulting
- Players who damage the greens.
- Players who delay play, in mid-rink chats, following their opponents' bowls or for rink infringement – distracting their opponents.
- The position of the players, possession of the rink breaches.
- Incorrect use of the laws of the game by skips and directors by either ignorance or intent.

After the match

The umpire should be available for a period of not less than ten (10) minutes after the last bowl has been delivered in the match for any challenges to bowls or law infringements during the game, incorrect scores in the game, in case of a drawn game. As the umpire you may be required to write a report on matters arising from the game and quote laws relevant to the problems.

With these multitudinous duties it is most desirable that the umpire not be a player in the game(s) or be the controlling body. It should be noted that any appeals arising out of the applications of the current conditions of play, shall be answered by the controlling body and not the umpire of the day, but, on request by the controlling body to the umpire they may assist on matters of law meanings etc.

APPENDIX C

Extract from NDBA Rules and Regulations concerning Declaration of Club

Declaration of Club for Season

The playing season shall be from 1st July to 31st June.

There is no such member classification as a multi-member. (Registered Bowling member of more than one (1) affiliated club).

The member shall be deemed to have declared to play for the club with which they shall have first played or been constituted in any association competition during the season.

If a player wishes to transfer to another club, then the appropriate transfer documentation and fee needs to be lodged with the state association notification to the district association and records kept within the club.

A person who is a member of more than one (1) club in any one (1) playing season, irrespective of any overlap from one season to the another (Refer State Conditions of Play 1.5 and 2.6) are not permitted to play Club or Association singles, pairs, triples or fours championships with one club and District Pennants with another club, in the same season. The only exception to this rule will be in the case of members from another district joining a club in the Newcastle/Lake Macquarie districts, but permission to play must first be obtained from the State Match Committee – Refer State Conditions of Play 2.6, Change of Declared Club during the season.

Any club infringing this rule shall incur the same penalties as laid down in Rule 5 – “Play Unregistered Member”. Penalty: Player, team or side disqualified from the competition.

A player changing their declared club from one season to the next requires NSW Club Players Clearance form to be lodged (with the appropriate fee) to the Bowls NSW or WBNSW, as required in Bowls NSW by-law 15.

Note: Premier League Conditions of Play provide “marquee” players, who shall be considered for this purpose to have received written permission to play Premier League (only) with a club other than their declared club for the season.

APPENDIX D

Conditions of Play for Club Championships

All Club Championship games will be played under the current laws of the Sport of Bowls and the current Bowls NSW State Conditions of Play – Bowls NSW.

1. Notice of Competition commencement
A minimum of two (2) weeks' notice will be given to all players prior to the commencement of the specific competition.
2. Play, Substitute or Forfeit Rule for Club Championships
At least six (6) days' notice of play will be given to all players prior to each game. Once a game is boarded it is to be played on or before the scheduled date. In a boarded game of singles, the play or forfeit rule will not apply if the death of a direct family member occurs, when a further period not exceeding seven (7) days will be given to play the match. However in all other events the play, substitute or forfeit rule will apply.
3. Two games per day
Two games per day may be played where necessary. If so, thirty (30) minutes for lunch will be allowed. Players may be required to play Club Championship games on Saturday - am, Saturday - pm, Sunday - am and Sunday - pm.
4. Trial Ends
Two (2) trial ends will be allowed no earlier to twenty (20) minutes prior to the scheduled starting time.
5. Late Appearances
If, thirty (30) minutes after the scheduled starting time for a game, one or more of the players are absent the defaulting team will forfeit the game to their opponents.
6. Club Mixed Pairs and Mixed Triples
If the team captain is unable to play, then the substitute will not be entitled to play in the captain's position.
All players in each team shall be Full Bowling Members of WBBC.
7. Constituted Team
If a player is a member of a team that has received a forfeit, even though they have not played a game, that player is a constituted player and cannot play in any other team in the same competition.
8. Practice Ends / Roll Ups
No practice ends / roll ups are allowed on the match green later than half hour prior to the commencement of Trial Ends. In Pennants roll ups are permitted but not on the rinks of play.
9. All players in Club Championships at WBBC shall be Full Bowling Members of WBBC in open and women's competitions.
10. Six entrants or teams or more constitutes a competition. If not obtained – no prizemoney will be paid.

APPENDIX E

Players in State Association events are required to comply with the National Logo Policy, as in force in New South Wales.

New Designs must be submitted to the Association through districts/zones and will be assessed before formal approval. Designs must incorporate the Bowls Australia logo on shirts, jackets and vests.

8.1 Playing Attire, Association Events

All players competing in Association events are required to comply with this section as included in the Association Event Attire Policy – Bowls NSW.

Shirt

Approved design colour co-ordinated, with attached collar.

The Bowls Australia logo is to be shown on shirt, in accordance with National Dress Guidelines.

Sponsor's logos, club logos and names, and player names may be displayed on shirts.

Note: Shirts shall not be see-through.

Jacket

Approved design colour co-ordinated.

The Bowls Australia logo is to be shown on jacket, in accordance with National Dress Guidelines.

Sponsor's logos, club logos and name, and player names may be displayed on jackets.

Vest

Colour co-ordinated.

The Bowls Australia logo is to be shown on vest, in accordance with National Dress Guidelines.

Sponsors logos, club logos and names, and player names may be displayed on vests.

Trousers / Shorts

Colour co-ordinated.

Sponsor's logos and club logos may be displayed on trousers / shorts.

If required, belts and braces shall be white, cream or colour co-ordinated.

Footwear

Predominately white, brown or colour co-ordinated, flat soled heel-less footwear. Bowls Australia approved.

The minimum width of the sole beneath the heel shall be 52mm.

(Note – Flat soled does not preclude the sole having a texture on the sole, allowing for some 'grip'. Such texture or ripple should not cause damage to the green's surface).

Headwear

Club, district, zone or Association name and/or logo may be incorporated into headwear design. Sponsor's logos may appear on headwear.

The Bowls Australia logo is optional.

Hat

White or colour co-ordinated with optional hatband attached.

Cap

Colour co-ordinated

Eye shade

White or colour co-ordinated.

Beanie

White or colour co-ordinated.

Socks

White or colour co-ordinated.

The Bowls Australia logo is optional.

Knitwear

White or colour co-ordinated.

The Bowls Australia logo is optional.

Rainwear White or colour co-ordinated.

The Bowls Australia logo is optional.

Underwear

Should not be visible through garments.

Bowls Cloth

White or colour co-ordinated is permitted. Club, district, zone, association name and logo may be incorporated. Sponsors logos are permitted. The Bowls Australia logo is optional.

Gloves / Mittens

Gloves / mittens may be worn.

Teams and Sides

In a team game, all members of the team must be similarly attired.

In a side game, all members of the side must be similarly attired.

Note: Players are not required to be identically dressed, however all items from within a category must be of similar design and colour scheme.

Members of a team / side may wear shorts or trousers; however, shorts and trousers must be of the same colour scheme and design.

Members of a team / side may wear different items of headwear

Name Bar

It must display the player's name. In addition to the player's name, may include an association or club badge, and the title of an Association or club of which they are a member.

Penalty

Penalty for non-compliance is disqualification.

SHIRT / PANTS APPROVAL:

- Club shirt / pants for approval to be submitted together with photo and details of colour, design and name of manufacturer to Bowls NSW (through the district)

CLUBS MAY HAVE ONE (1) REGISTERED SHIRT FOR PENNANTS AND DISTRICT CHAMPIONSHIPS, AND ANOTHER SHIRT TO BE USED FOR SOCIAL PLAYING DAYS.