Shepparton Park Bowls Club Inc

Roles and Responsibilities

Guidelines Paper

The Board of Management has endorsed this document as being a broad outline of the tasks to be undertaken in the various roles outlined. It acknowledges that it is not an exhaustive list and is subject to change.

May, 2016

Roles and Responsibilities

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Overview of Club Management Structure

The Board comprises of 8 Directors who are elected by affiliated members at the Club Annual General Meeting. Each Director has a designated committee to assist them in their role, to spread the workload and to ensure that more than one person knows what is happening in the event of the absence of the Director.

The Managers - Social Activities, Bar, Catering, Sponsorship - are also be elected by affiliated members at the AGM.

	Chairman (responsible for oversight of all club programs and forward planning)						
Role / Title	Deputy Chairman	Membership Director	Secretary	Treasurer	Greens Director	Bowls Directors x 2	Appointed Director
Responsible for	Management of all aspect of the clubhouse and indoor facilities, including maintenance and development	Management of all membership issues, including involvement, recruitment and development programs,	Minutes, agendas, club communication, liaison with outside bodies and co-ordination of portfolios, Club Communication Officer Public Officer	All club finances, including budgeting, reporting against budgets, receipt of income, banking, payment of accounts, GST, payroll, tax and superannuation	Management of all aspect of all outdoor facilities, including maintenance and development of the greens and surrounds	All bowls aspects of the club	As required
Chairperson of	House Committee	Membership Committee		Finance Committee	Greens Committee	Bowls Committee	Project Control Group
Co-ordinating	Cleaning, key register, opening hours, security	Welfare Officers, Member Protection Officers	Board activities, newsletters	Bar, Catering, Sponsorship and Social Activities Managers	Green Keeper	Various sub-committees, Booking Officer, Uniform purchasing officer	Special Project

Australian Business Register Nominee: Stan Hester

Board

Constitution	**15.1 Powers of Board** a) The affairs of the Club shall be managed by the Board constituted under rule 15.2. b) Subject to this Constitution and the Act, the Board: i. shall control and manage the business and affairs of the Club; ii. may exercise all such powers and functions as may be exercised by the Club other than those powers and functions that are required by this Constitution to be exercised by the Members in General Meeting; and iii. has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of the Club.
Regulations	40. The Board of Management shall form the following Committees to assist its operations; (a) Finance Committee (b) Bowls Committee (c) House Committee (d) Membership Committee (e) Greens Committee (f) Bar Committee (g) Catering Committee (h) Sponsorship Committee (i) Social Committee (g) Other committees as may be deemed necessary from time to time.
Operational Duties Include	• Set fees and charges, including membership fees for each category • Manage club assets • Arrange regular maintenance and repair of club assets • Provide for future development financially • Develop a master plan for the club and surrounds • Invest funds and take out loans as appropriate • Meet on a regular basis • Provide timely information to members via newsletters, notices and meetings • Receive feedback from members / committees to assist operations • Liaise with Greater Shepparton City Council and other Kialla Park user groups • Pursue grants to assist in club programs and developments • Actively recruit members and offer appropriate activities • Determine eligibility of candidates for Life Membership • Make decisions on membership applications • Arrange preparation of Club annual booklet • Develop long term plans for development and maintenance • Determine the composition of the major Events Committee • Appoint the Greens Keeper and determine appropriate remuneration • Prepare annual budgets for all aspects of the club's operations, including maintenance • Determine the amount of prize money to be paid to winners of club events organised by the Match Committee • Collate information from Match Committee, Sponsorship Manager, Tournament Committee and Membership Director to produce the club booklet •

Chairman

Constitution	**13.2 Chairman to Chair** The Chairman shall chair each General Meeting of the Club. If the Chairman is absent from a General Meeting or is unwilling to act, then the Directors present shall elect one of their number to preside as chairperson at the meeting.
Regulations	
Operational Duties Include	• Provide leadership to the club and its members • Preside at Board and General Meetings • Oversee operations and programs of the club • Lead discussion in forward planning and development • Be responsive to feedback from members • Ensure that all club positions are filled and operating in the best interests of the club • Be the contact point for external bodies, eg Council • Ensure meetings run in an orderly and purposeful manner with all contributors given appropriate consideration • Be a signatory to club bank accounts •

Deputy Chairman

Constitution	
Regulations	**HOUSE COMMITTEE** 60. The House Committee will function under the leadership of the Deputy Chairman. 61. The House Committee shall consist of the Chairperson plus volunteer Financial Members. 62. Breakdown of equipment in the kitchen, bar or toilets is to be reported to the Chairman of the House Committee as soon as possible, 63. Seasonal duties of the Club House Committee shall be to: (a) Maintain all equipment necessary for the Club House to function in compliance with the Health Regulations and Occupational Health and Safety Standards. (b) Ensure there is ample supply of cleaning and toiletry products at all times. (c) Ensure that toilets, male and female, and immediate areas are clean at all times. (d) Clean tables and chairs, vacuum and sweep all floor areas as required. 64. The Club House shall be open to all members and visitors during the following times; (a) Events organised by the Match Committee (b) Social Committee events (c) Tournaments conducted by the Club. (d) At any such time as the Board may determine 65. A "Key Register" shall be maintained by the House Committee for all keys distributed to members clearly indicating the key number, lock code, date of issue and recipients signature. 66. Keys to the Club House shall be distributed to each member of the Board. 67. The Deputy Chairman may, at his discretion or direction of the Board, distribute additional keys to members provided that the "Key Register" is signed. 68. The House Committee shall be responsible for all areas inside the clubhouse and the plaza area.
Operational Duties Include	• Assume the duties of the Chairman as required • Provide support and assistance to the Chairman as required • Be Chairman of the House Committee • Manage all indoor facilities, including the Plaza area • Manage security issues • Maintain the key register • Manage cleaning arrangements • Manage bookings of the clubhouse by outside bodies for non-bowls related events • Allocate locker keys to members who hire lockers after paying the appropriate fee • Ensure the honour boards are accurate and up to date • Manage maintenance of all clubhouse equipment • Be a signatory to club bank accounts • Ensure first aid supplies are adequate • Liaise with CoGS re matters relating to the building and surrounds as warranted, eg floor •

Secretary

Constitution	**31 Custody of Books and Other Documents** a) Except as otherwise provided in this Constitution, the Chief Executive shall keep in his or her custody or control all books, documents and securities of the Club. b) The Chief Executive shall keep minutes of the resolutions and proceedings of each General Meeting and Board meeting in books provided for that purpose, together with a record of the names of persons present at all meetings. c) Subject to the Act, no Member is entitled to inspect the accounts, books, securities and other Relevant Documents of the Club, unless authorised in writing by the Board.
Regulations	
Operational Duties Include	• Undertake the tasks of the "Chief Executive" as outlined in the Constitution • Be the club CCO (Club Communications Officer) • Take minutes of Board and General Meetings • Maintain a book of the minutes of such meetings, including the names of those in attendance and those who forwarded apologies • Inform members of appropriate Board deliberations and decisions via regular newsletters and notices • Collect mail and distribute it as appropriate • Issue agendas and minutes to Board members in a timely manner • Ensure membership applications are processed promptly by the Board • Correspond to successful membership applicants with details of fees payable, contact information, etc • Post notices of meetings in prominent positions in the Clubhouse • Ensure notices of General Meetings are issued within the timeframe stipulated in the Constitution • Ensure calls for nominations for Board and Manager positions are made within the timeframe stipulated in the Constitution • Undertake all correspondence as directed by the Board • Be a signatory to club bank accounts • Ensure notices re GV and State events and local tournaments are passed to Bowls Committee Secretary in a timely manner • Be aware of, and preparation of, grant applications that can assist the club • Ensure adequate supplies of paper, toner, etc • Collate the Club Booklet and arrange printing •

Treasurer

Constitution	
Regulations	**FINANCE COMMITTEE** 41. The Finance Committee will function under the leadership of the Treasurer. 42. The Bar Manager, Sponsorship Manager, Catering Manager and Social Activities Manager shall be members of the Committee. 43. The Committee shall be responsible for drafting budgets at the beginning of the financial year. 44. The Committee shall provide regular progressive reports to the Board of the Club's financial status against these budgets. 45. The Committee shall ensure that all monies received are receipted and banked and all authorised expenses paid in a timely manner. 46. The Committee shall ensure that payroll, superannuation, and GST matters are dealt with in an appropriate manner.
Operational Duties Include	• Report to the Board on the financial situation of the club at each meeting • Report the financial situation of the club to members at the Annual Meeting • Collect all monies payable to the club • Bank all monies received in a timely manner • Pay all accounts received promptly • Have the club's accounts audited at the end of the financial year, and prior to the Annual Meeting • Maintain the clubs financial records using the MYOB computer program, or other computerised finance program • Maintain a printed version of records stored in computer program used • Run a Petty Cash account to reimburse members for small personal expenses on behalf of the club • Prepare and send invoices to sponsors and other customers as required • Pay wages to employees • Pay any withheld tax and superannuation payments by due dates • Complete the quarterly BAS statement and forward to the ATO • Advise the Membership Director when members pay their subscriptions • Advise the Match Committee when members pay event entries • Advise the Bowls Committee Secretary when members pay entry to Division events • Advise the Sponsor Manager when sponsors pay their sponsorship • Be a signatory to club bank accounts • Ensure all members pay the appropriate membership and affiliation fees as set by the Board •

Greens Director

Constitution	
Regulations	**GREENS COMMITTEE** 80. The Greens Committee will function under the leadership of the Greens Director. 81. The Greens Committee shall consist of the Director, plus volunteer financial members. 82. The Greens Director or in his absence a member of the Greens Committee shall have power to prevent play at any time when in their opinion damage may be incurred to the green as a result of play thereon. 83. Should play be prevented at any time the Greens Committee shall notify the Match Captain of their decision. Any notice posted by the Greens Committee prohibiting play shall be deemed sufficient notice to members of such prohibition. 84. No member shall be allowed to play on the playing area unless wearing approved smooth soled and heelless bowling shoes or bare feet. 85. In the absence of the Director and the Greens Committee, any member approved by the Greens Director shall have the power to prevent play at any time. 86. The Greens Committee is responsible for the care and maintenance of all areas within the club boundaries, excluding the clubhouse itself and the plaza area. 87. On days when pennant matches are to be played, the Committee will; a) Ensure that scoreboards, rink flags and drinking cups are in position prior to the commencement of play: b) Ensure that the drinking fountain is switched on and that cups are ready for use. **GREEN KEEPER** 88. The Green Keeper shall be appointed by the Board of Management and shall work in conjunction with the Director and the Greens Committee. 89. The Green Keeper may be appointed under Contract in return for remuneration and shall report directly to the Greens Director. 90. The duties of the Green Keeper shall be:- (a) to ensure that the playing surface and ditches of all greens are up to playing standard at all times during the bowling season. (b) to mow the grassed playing surface at least twice per week. (c) to groom, scarify and fertilize grassed playing surface on a regular basis with grooming to be carried out on a monthly basis commencing no later then November of each year. (d) to water greens not less than once a week during the bowling season. (e) at the direction of the Green's Committee to repair and maintain machinery and equipment. (f) liaise with the Green's Director and the Greens Committee on matters regarding the closure of greens. (g) have weekly meetings with the Greens Director and/or the Green Committee to ensure commitments are met.
Operational Duties Include	• Ensure tasks allocated to the green keeper are carried out in an appropriate manner • Liaise with the tournament, match, social bowls and all other committees to ensure that greens are available as required • Determine when the greens are open or closed for play • Allocate rinks and greens for pennant play in consultation with the Bowls Committee Chairman and selection chairman • Ensure that all gardens are in a presentable condition to provide a welcoming and

	attractive environment for members and visitors • Ensure that appropriate chemicals are used in maintaining the greens and surrounds • Ensure that members handling chemicals wear appropriate protective clothing and use safe handling practices • Seek outside, expert advice when required • Draw up rosters of volunteer members to assist with grounds maintenance • Ensure that all club equipment used is properly maintained and has appropriate safety equipment in place • Ensure volunteers using club equipment do so in a safe and appropriate manner • Have an up-to-date chemical handling certificate • Be aware of OH&S requirements • Arrange to provide and maintain outside furniture and fittings •

Membership Director

Constitution	**7.1 Club to Keep Register of Members** The Club shall keep and maintain a Register of Members in which shall be entered the full name, address, category of membership, date of entry of the name of each Member and whether the Member has been granted voting rights. **7.2 Inspection of Register** Inspection of the Register will only be available as required by the Act and provided that a written request is given.
Regulations	**MEMBERSHIP COMMITTEE** 69. The Membership Committee will function under the leadership of the Membership Director. 70. The Membership Committee shall consist of the Chairperson plus volunteer Financial Members. 71. The duties of the Membership Committee to any potential member shall be to: (a) Ascertain the eligibility. (b) Be the first point of contact (c) Appoint a Financial Member of the Club to act as sponsor for that member. 72. The Membership Director shall ensure that any Application for Membership is handed to the Secretary in accordance with Rule 5 of the Constitution. 73. The Membership Director shall oversee the operations of the two Member Protection Officers, one of each gender. 74. The Membership Director shall oversee the operations of the two Welfare Officers, one of each gender. 75. The Committee shall develop policies and programs designed to increase membership and the development of member opportunities. 76. The Committee will maintain an up to date information pack for new members detailing relevant details of uniforms, ordering procedures, locker availability, etc.
Operational Duties Include	• Sign transfer approvals for members leaving the club • Maintain an up-to-date list of current financial members and their membership category status • Maintain an up-to-date list of member email addresses in conjunction with the club secretary • Liaise with the uniform purchasing officer to ensure sufficient stock is on hand • Develop programs to instruct new bowlers in the skills and etiquette of the game of bowls in conjunction with the club coach • Actively seek to recruit new members • Develop programs with the aim of increasing youth participation • Liaise with local secondary schools with a view to having lawn bowls included in school programs • Liaise with the selection committee to ensure all players selected are correctly affiliated and transfers have been submitted to Bowls Victoria • Ensure all new members are correctly introduced to the club, its members and facilities •

Bar Manager

Constitution	**21.2 Management of the Club** a) In accordance with rule 15, the Directors constitute the management committee of the Club and have responsibility for the affairs of the Club. b) The Board shall nominate a member to act as Nominee, and will ensure that he will be kept up to date with changes to the Licensing Act. **21.3 Guests** a) A visitor to the Club must not be supplied with liquor in the Club premises unless the visitor is a guest in the company of a Member. b) A person can not: i. be admitted as an honorary member or temporary member of the Club; or ii. be exempted from the obligation to pay the ordinary subscription for membership of the Club, unless the person is of a class specified in the rules and the admission or exemption is in accordance with the rules. **21.4 Register of Guests** Where a guest in the company of a Member is admitted to any part of the licensed premises, the Chief Executive shall keep on the Club premises a register of such a guest and such register must contain the: a) name and address of each guest; and b) date on which each guest attended the premises.
Regulations	**BAR MANAGER** 91. The Bar Manager is to be elected by the members at the Club Annual General Meeting. 92. The Bar Committee shall consist of the Manager plus volunteer financial members, whose aim is to satisfy members and visitors requirements of liquid refreshments during approved hours. 93. The Bar Committee shall, on behalf of the Board, ensure that the regulations of the Liquor Control Act 1987, applying to the Club licence, are enforced at all times by: (a) Strictly adhering to opening and closing times. (b) Prominently displaying the map outlining the licensed areas of the club. 94. The Bar Committee shall, with the approval of the Board: (a) ensure that bar keys are allocated to approved members. (b) Determine opening times to meet the needs of members and visitors all year round. (c) Prepare a duty roster of qualified personnel to meet the requirements of clause (95) below. 95. The Bar Committee shall be directly responsible for: (a) Ensuring that an accurate record of sales is maintained. (b) Conducting a stock take at regular intervals. (c) The purchase of stock at the best available prices. (d) Satisfying the requirements of members and their visitors. (e) Ensuring that the "Visitors Book" is placed in a prominent place adjacent to the bar and that visitors ineligible for constitutional membership have signed said book.
Operational Duties Include	• Ensure the bar has adequate stock for upcoming events • Recruit volunteer helpers to assist with serving behind the bar • Arrange at least one Responsible Serving of Alcohol course each year

	• Encourage members to undertake a Responsible Serving of Alcohol course • Encourage members with RSA certificates to update these as required • Ensure no minors are served alcohol • Ensure the Visitors Book is in a prominent position • Liaise with the club nominee regarding the licence conditions • Ensure day register is current and available for inspection for inspectors. • Prepare a roster of RSA qualified members to ensure the bar is open at all appropriate times •

Licence Nominee: Vince Page

Catering Manager

Constitution	
Regulations	**CATERING COMMITTEE** 96. The Catering Manager is elected at the Annual General Meeting. 97. The Catering Committee shall consist of the Catering Manager and volunteer Financial Members. 98. The duties of the Catering Committee shall be to: (a) With the co-operation of the House Committee, maintain all equipment necessary for the kitchen to function in compliance with the Health Regulations and Occupational Health and Safety Standards. (b) In consultation with Bowls Committee, cater for all events conducted at the Club when deemed necessary. (c) Compile a roster of volunteers for the smooth operation of all events. (d) Purchase quality food and supplies as deemed necessary by the Manager or their nominee.
Operational Duties Include	• Liaise with the house committee to ensure all kitchen equipment is maintained in good working order • Ensure catering activities fall within the licence category registered with the City Council • Ensure volunteers are using appropriate hygiene practices • Store all foodstuff at the appropriate temperature • Provide adequate supply of gloves for volunteer use • Wherever possible use locally produced goods • Be aware of OH&S requirements • Ensure volunteer staff have a current food handling certificate (if required) • Prepare rosters for all catering operations • Liaise with the booking officer to provide prices and services as requested for functions •

Sponsorship Manager

Constitution	
Regulations	**SPONSORSHIP COMMITTEE** 99. The Sponsorship Manager is to be elected by the members at the Club Annual General Meeting. 100. The Sponsorship Committee shall consist of the Manager plus volunteer Financial Members. 101. The duties of the Sponsorship Committee shall be to seek appropriate sponsorship for the Club and submit details of sponsorship deals for the Board's consideration.
Operational Duties Include	• Seek sponsors to assist the club financially • Negotiate appropriate sponsorship agreements, including cash donations, the supply of vouchers or in kind support • Retain copies of any agreements signed • Ensure the sponsors board is up to date • Liaise with the Greens Director to ensure sponsors signs are placed around the greens • Liaise with the treasurer to ensure tax invoices are sent promptly • Keep the Board informed of sponsorship arrangements through the finance committee • Ensure outside advertising signs are up to date • Ensure that sponsors of the club are appropriately thanked for their support of our club • Liaise with tournament organisers to ensure sponsors are advised of events they are sponsoring, including inviting sponsors to make presentation and set up displays as appropriate • Ensure that sponsors are promoted at every opportunity •

Social Activities Manager

Constitution	
Regulations	**SOCIAL COMMITTEE** 102. The Social Activities Manager shall be elected by affiliated members at the Club Annual General Meeting. 103. The Social Committee shall consist of the Social Activities Manager and volunteer Financial Members. 104. The duties of the Social Committee shall be to approve and organize any social functions.
Operational Duties Include	• Liaise with the Catering Manager • Arrange snacks for Friday afternoon happy hour • Provide opportunities for members to mix socially at regular organised events • Organise a Christmas dinner for members and family • Be responsive to suggestions from members for different functions •

Bowls Committee

Constitution	**20.5 Bowls Committee** a) The Bowls Committee shall comprise; i. Bowls Director Female ii. Bowls Director Male iii. Bowls Committee Secretary iv. Tournament Secretary v. Match Committee Chairperson With the power to co opt when necessary. b) The Bowls Committee shall be responsible to the Board for the management and conduct of all bowls activities including Pennant and Social Bowls, respective Club Championships, Association events and any other special events approved by the Board. c) The Bowls Committee shall form sub-committees as determined from time to time to achieve a balanced and full bowls program for the club and members..
Regulations	**BOWLS COMMITTEE** 48. The Bowls Committee is responsible for organising all bowls related activities undertaken at the Club. 49. The Bowls Committee shall comprise; a) Bowls Director Female b) Bowls Director Male c) Bowls Committee Secretary d) Tournament Secretary e) Match Committee Chairperson 50. The Bowls Committee shall have the power to co-opt up when necessary. 51. If a Bowls Director is unable to attend a Board meeting, another member of the Bowls Committee may be deputised to attend in his place with full voting rights. 52. The Bowls Director in the second year of office shall act as chairperson of the Committee. 53. The Bowls Director Female may call a meeting of lady members, and the Bowls Director Male may call a meeting of male members whenever it is seen as appropriate. Any recommendations from such meetings shall be taken to the next Bowls Committee meeting. 54. The Bowls Committee shall form sub-committees to conduct the bowls programs. They shall attempt to ensure that, wherever possible, both genders shall be represented on these sub-committees. 55. Sub-committees of the Committee shall include those listed under Regulation 108 and others as deemed appropriate. Members of each sub-committee shall elect a member to chair the committee from amongst its members. 56. The Bowls Committee shall liaise with the Greens Director, Catering Manager, Sponsorship Manager, **Booking Officer** and the House Committee in the organisation of bowls events. 57. The Committee shall encourage members to undertake coaching courses, and make recommendations to the Board in obtaining the services of a club coach. 58. The Committee shall endeavour to encourage members to undertake umpiring courses so that the Club has an adequate number of umpires and measurers.

	59. The Committee shall keep a register to ensure the loan and return of bowls is properly recorded. 60. Members of the Bowls Committee shall be ex-officio members of all sub-committees.
Operational Duties Include	• Meet on a regular basis • Provide guidance to sub-committees on the conduct of the season's bowls program, ensuring that all groups and members have equal access to activities • Ensure that there are sufficient score cards to meet the needs of the match and tournament committees • Provide reports to the Board on the bowls activities undertaken • Provide reports to the Board on matters regarding the wider bowls community • Encourage members to become involved in the conduct of club events • Oversee the operation of all sub-committees • Liaise with the house committee to ensure that honour boards are kept up to date • Give advice to club delegates on voting preferences and Division matters • Receive reports from delegates and act on any advice received • Receive reports from sub-committees on a regular basis • Manage the loan and condition of the bowls sets available for loan • Provide minutes of Bowls Committee meetings to the Board after each meeting • Determine the number of teams to enter pennant competitions each season •

Bowls Committee Chairman

Constitution	
Regulations	
Operational Duties Include	• Chair executive and general meetings • Determine the need to hold meetings as and when required • Act as club delegate • Welcome visiting bowlers at the commencement of tournaments and major events • Participate in presentations at the conclusion of tournaments • Be a member of the Bowls Committee • Present reports to each meeting of the Board of Management • Ensure that all members wear correct club uniform when playing pennant matches • Confer with the Greens Director and chairman of selectors to decide which teams will play on which greens for pennant games • Attempt to ensure that bowlers are aware of correct bowls etiquette • Make members aware if they are dumping or lofting bowls in their delivery •

Bowls Committee Secretary

Constitution	
Regulations	
Operational Duties Include	• Pass transfer requests to the Membership Director for signing • Be a member of the Bowls Committee • Take minutes of executive and general meetings, including the names of those in attendance and apologies received • Liaise with the GVBD regarding affiliation fees and player eligibility • Receive entries for GVBD events and forward these by due dates • Liaise with the treasurer to ensure all entries are paid before submitting to GVBD • Post notices of meetings in prominent positions in the clubhouse • Liaise with the GVBD and Membership Director regarding affiliation fees and player eligibility • Post other notices relevant to members on notice boards • Remove out of date notices from notice boards • Prepare reports for Bowls Committee AGM • Liaise with the Social Activities Manager and Trophy Purchaser in the organisation of Presentation Night •

Delegates

Constitution	**20.7 Delegates of Club** a) The Board shall appoint Delegates to attend meetings and events on its behalf from time to time. This shall include, but not be limited to, Bowls Victoria meetings and Region and Division meetings. b) The Club shall advise Bowls Victoria prior to a relevant meeting or event who its Delegates will be. c) If the Club does not provide notification to Bowls Victoria, the two Bowls Directors or their representatives shall be deemed to be the Delegates. d) The President of the Indoor Bias Bowls Sub-Committee, or his representative, shall be deemed to be the delegate to GVIBBA and VIBBA.
Regulations	
Operational Duties Include	• Represent the club in a professional and purposeful manner • Provide detailed reports to the Bowls Committee after attending delegates meetings •

Selection Committee

Constitution	
Regulations	**SELECTION COMMITTEES** 108. The Selection Committees comprising of five (5) financial members who shall be elected by the members at the Annual Meeting of the Bowls Committee. 109. The Club Coach (if appointed) shall be an ex-officio member of the Committee with full voting rights. 110. The five members of the Selection Committee shall meet within seven (7) days of the Annual Meeting of the Bowls Committee to elect a Chairperson from within the Committee. 111. Two (2) emergency selectors shall be elected at the Bowls Committee Annual General Meeting. 112. (a) Five (5) members shall constitute a quorum for all Selection Meetings. (b) In the event that appointed selector/s or emergencies are unable to constitute a quorum, a member/s of the Bowls Committee shall fill any vacancy. 113. The duties of the Selection Committee shall to. (a) Appoint a Side Manager for each selected side who is responsible for ensuring that his duties are carried out in accordance with Association By Laws. (b) Appoint an Umpire for all home pennant matches. The Umpire cannot be the Side Manager. (c) Be available, prior to any Selection Meeting, to give explanations or hear complaints from any member who has given twenty-four (24) hours notice of their intention to be in attendance. (d) For all home pennant matches appoint a "Duty Team" whose responsibility it will be to, at the completion of play, ensure that scoreboards, rink flags and cups are returned to storage and that the drink fountain is switched off.
Operational Duties Include	• Brief Pennant Team Managers on their role • Arrange team selections to be displayed at the club and on the club website • Liaise with the Membership Director to ensure all players selected are correctly affiliated and transfers have been submitted to Bowls Victoria • Develop a selection policy to advise members on plans and processes for the season • Discuss selection reasons when a reasonable approach is made by an affected member • Designate a duty team each pennant day • Confer with the Greens Director and Bowls Committee Chairman to decide which teams will play on which greens for pennant games • Advise team managers of any late changes to team selections

Tournament Secretary

Constitution	
Regulations	**TOURNAMENT COMMITTEE** 114. The Tournament Secretary is to be appointed by the Bowls Committee. 115. The Tournament Secretary may appoint an assistant or assistants to ensure that his/her duties are carried out as efficiently as possible. 116. General duties of the Tournament Secretary shall be to: a) Compile and maintain a suitable register of names, addresses and telephone numbers of eligible bowlers to participate in Club tournaments. b) Maintain an accurate record of those in attendance at each event and record event trophy winners. 117. Tournament duties of the Secretary are to: a) Compile a draw of play ensuring as near as possible that teams do not play on more than one (1), what is considered by the Greens Director to be a ditch rink. b) Prepare "Master Draw" and Team Scorecards recording clearly the: i) Team number ii) Skippers or entrants name iii) Rink numbers where team is to play each round. c) Appoint an Umpire for the day. d) Prepare "Conditions of Play" for each event.
Operational Duties Include	• Produce posters advertising up-coming tournaments • Actively pursue entries for tournaments both within the club and from other clubs • Distributes flyers to other clubs advertising our tournaments • Display flyers from other clubs in a prominent position • Mail flyers directly to regular attendees from other clubs • Ensure that the conditions of play are announced prior to the commencement of each event, including the scoring system to be used • Ensure that a suitable umpire(s) is in attendance at each event, and that participants are advised of the umpire's name • Ensure that the draw for each event is fairly conducted • Liaise with the trophy buyer to arrange suitable trophies • Liaise with the Greens Director and Bar and Catering Managers when planning an event • Advise the match committee of the year's program for inclusion in the club booklet • Handle queries from participants in a courteous and respectful manner • Liaise with trophy purchases to ensure suitable raffle prizes have been obtained • Liaise with the Sponsorship Manager in the selection of a suitable sponsor for each event • Liaise with Sponsorship Manager to ensure sponsor is invited to attend their sponsored tournament

Match Committee

Constitution	
Regulations	**MATCH COMMITTEE** 118. The Chairperson is to be elected by the members of the Match Committee. 119. The Chairperson shall follow all instructions of the Bowls Committee and the Greens Director, or in his absence the Greenkeeper, and shall make himself familiar with all dates and times when play is allowed, particularly at the end of the season. **CHAMPIONSHIP AND CLUB EVENTS** 120. The Match Committee shall organise and control all Championship and Club Events. The Match Committee shall: (a) post Entry Forms for each event on the notice board stating the event, conditions of play and the closing date on which entries close (b) compile a draw in accordance with the Bowls Victoria or VIBBA Rules for Competition and set the date for the completion of each round. (c) where possible appoint an Umpire for all events. (d) if any entries are received for an event, the event is to be considered contested.
Operational Duties Include	• Determine appropriate handicaps for each member • Draw up a program of club events so that these are evenly spread throughout the season • Liaise with the club secretary to advertise entry dates and draws • Liaise with the webmaster to have draws placed on the club website • Seeding is not permitted for club events • Advertise the conditions of play when calling for entries for club events •

Visiting Groups / Booking Officer

Constitution	
Regulations	**VISITING GROUPS / CORPORATE / BAREFOOT BOWLS COMMITTEE** 121. The Corporate / Barefoot Bowls Committee shall be responsible for the organisation and conduct of nights provided for corporate groups or barefoot bowlers. This shall include; a) Receiving the booking from the booking officer. b) Ascertaining the requirements of the group in relation to hire of bowls, catering needs and size of group and level of instruction needed. c) Liaising with the Greens Committee, Bar Manager, Catering Manager and Indoor Bias Bowls Committee. d) Ensure that the appropriate fees are collected and passed on to the Finance Committee. e) Ensure that all bowls and equipment is packed away at the end of the session.
Operational Duties Include	• Use the club mobile phone to take bookings • Liaise with the Greens Director and Bar and Catering Managers regarding greens and clubhouse availability • Ensure that enough volunteers are on hand to assist with catering requirements and to provide instruction / assistance to new bowlers • Ensure club sets of bowls are available and returned after use • Provide feed-back to the bowls committee if additional equipment or resources are required •

Winter Bowls

Constitution	
Regulations	**WINTER BOWLS COMMITTEE** 122. a) The Winter Bowls Committee shall be responsible for conducting all bowls events on the Rose Green outside the normal summer bowls season. b) The Committee shall liaise with the Sponsorship Manager, Bar Manager and Catering Manager to ensure participants are properly catered for.
Operational Duties Include	• Determine program before the end of the summer season • Liaise with the Indoor Bias Bowls committee to ensure no clashes with clubhouse use • Arrange catering arrangements for each day's event • Advertise within the club and wider if space permits • Liaise with the Bar and Catering Managers • Arrange suitable prizes for events • Manage draws in a manner which allows all competitors an even chance of success •

Night Pennant

Constitution	
Regulations	**NIGHT PENNANT COMMITTEE** 123. The Committee shall be responsible for conducting the weekly Night Pennant competition for affiliated and social bowlers. This shall include; a) Advertising to gain participants. b) Conducting a team draw. c) Conducting the program, including finals. d) Liaising with the Greens Committee, Sponsorship Manager, Bar Manager, Catering Manager and trophy buyer.
Operational Duties Include	• Advertise for prospective participants at the start of the season • Select appropriate persons to act as team managers • Arrange a team selection night • Set down appropriate rules for the conduct of the competition • Liaise with the trophy purchaser to ensure trophies are available each night • Liaise with the Bar Manager to ensure the bar is open each night • Ensure non-members pay the registration fee as set by the Board • Arrange for the coach, or other suitably qualified person, to speak to participants regarding basic etiquette and provide instruction as required. • Keep accurate records of results, ladder, prize allocations, etc • Organise a duty roster for each week's play • Conduct presentations at the end of each night's play • Liaise with the Greens Director to determine where games are to be played •

Major Events

Constitution	
Regulations	**MAJOR EVENTS COMMITTEE** 124. a) The Committee shall attempt to procure premier bowls events above normal club tournaments. b) The Committee shall liaise with other club committees to ensure no clashes. c) The Committee shall liaise with other bodies, such as the City Council, other Goulburn Valley clubs and Division, Bowls Victoria and Bowls Australia as deemed appropriate for any events run. d) The Committee shall liaise with the Sponsorship Manager in endeavours to gain major event sponsorships. e) The Committee shall liaise with the Catering Manager and Green's Director in planning such events.
Operational Duties Include	• Actively seek out opportunities to host major events, such as the Victorian Open • Seek sponsorship from bodies such as the State government to assist in the conduct of these events • Maintain contact with the city council, the Goulburn Valley Bowls Division and Bowls Victoria with a view to gaining such events • Liaise with other district clubs to gather support in conducting these events • Liaise with the club managers and directors to prevent clashes and overlap of events •

Social Bowls

Constitution	
Regulations	**SOCIAL BOWLS COMMITTEE** 125. The Captain shall draw up a Roster of members for Social Bowls to ensure that each event is run in an efficient manner. The Captain shall ensure that at least one (1) member in control of the event is experienced in doing so. 126. The Match Committee shall be in control of Social Bowls by: (a) posting the entry forms on the notice board at least four (4) days prior to the event stating date, commencement time, dress code and closing time for the submission of names. (b) deciding on the conditions of play for each social event and if necessary appoint an Umpire. (c) ensuring, before the commencement of play, that the President or the next senior member of the Bowls Committee Executive delivers the welcoming remarks. (d) announcing the conditions of play and if necessary the Umpire of the day. (e) when the winner has been decided the Chairman or his Deputy shall inform the President or the next senior member of Bowls Committee, so that they may present the trophies.
Operational Duties Include	

Indoor Bias Bowls

Constitution	
Regulations	**INDOOR BIAS BOWLS COMMITTEE** 127. a) The Indoor Bias Bowls Committee shall be responsible to conducting our Club's indoor bias bowls programs. b) The Committee shall ensure that all bowlers pay appropriate affiliation fees and non-club members pay the appropriate registration fee. c) The Committee shall liaise with other clubs to ensure appropriate use of the clubrooms.
Operational Duties Include	• Affiliate with the GV and state bodies • Liaise with the treasurer to ensure non-members pay an appropriate membership fee • Collect mat fees and pass these on to the treasurer • Liaise with the house committee and Catering and Bar Managers when hosting games at Shepparton Park • Encourage other clubs to use our facilities and collect appropriate fees and charges • Determine what teams will be entered in Pennant and Round Robin competitions

60 And Over

Constitution	
Regulations	**60 AND OVER COMMITTEE** 128. The Committee shall be responsible for affiliating with the 60 and Over organisation. 129. The Committee shall select teams and ensure interested players are given equal opportunity to participate in the program.
Operational Duties Include	• Collect names of interested members at the start of the season • Allocate these members to teams for the season's play • Appoint team supervisors • Encourage members to take part in the series of games • Liaise with the Catering and Bar Managers when hosting play at Shepparton Park • Represent the club on the 60 & Over group committee • Liaise with other clubs in the event • Prepare the end of season report for the AGM • Appoint team supervisors • Appoint delegates to represent the club on the 60 & Over group committee • Liaise with other clubs in the event • Prepare the end of season report for the AGM •

Member Protection Officers

Constitution	
Regulations	**MEMBER PROTECTION OFFICERS** 78. The Membership Director shall arrange the appointment of two Member Protection Officers, one of each gender. 79. The Member Protection Officer shall carry out the duties and directions as contained in the Member Protection Policy displayed in the Club House 80. The Member Protection Officer shall be the first point of contact for any member having a grievance concerning sexual harassment, discrimination or vilification.
Operational Duties Include	• Be aware of the Member Protection Policy • Be receptive to complaints received from members • Provide support to a member making a complaint or expressing a concern • Determine the appropriate course of action following a complaint from a member •

Coach

Constitution	
Regulations	
Operational Duties Include	**Club Coaching Committee** • Committee to consist of Bowls Directors plus the Chairman of the Board • The committee will appoint members to a selection committee who will seek appropriate and qualified persons to undertake the role, and to discuss arrangements • The committee will draft a job description for the position • The committee will present recommendations to the Board for consideration before any appointment is made **Club Coach** • (insert job description here) • Confer with the Greens Director, Bowls Committee Chairman and chairman of selectors to decide which teams will play on which greens for pennant games • **Coaches** • The club coach will liaise with other qualified coaches within the club to develop players at all levels, including; • Develop programs to instruct new bowlers in the skills and etiquette of the game of bowls in conjunction with the Membership Director • Provide individual instruction sessions for members wishing to improve their skills • Provide group training sessions and drills to develop team strengths •

Uniform Officer

Constitution	
Regulations	
Operational Duties Include	• Ensure that all items sold to members are only those officially registered with Bowls Victoria • Maintain a stock-take of uniforms on hand • Ensure that a minimum of 2 garments in each size are in stock • Two uniform officers, one male one female

Web Master

Constitution	
Regulations	
Operational Duties Include	• Maintain the club website • Ensure that internet access is available in the clubhouse • Manage email addresses for club secretary, Bowls Committee secretary, tournament committee, treasurer and webmaster • Liaise with the secretary, tournament committee and match committee to ensure relevant information regarding club events is placed on the web site • Liaise with the Social Activities Manager to publicise social events on the website • Liaise with the Sponsorship Manager to ensure appropriate recognition of club sponsors on the website • Provide information technology advice to the board to ensure the clubs needs are able to be met and developed • •