



KALLANGUR MEMORIAL BOWLS CLUB INC **BY-LAWS**

Amended 1st September 2018

Amended 1st June 2020

Any new rules and regulations adopted from time to time by BA, BQ and DBA's will override these By-laws.

DEFINITIONS

BA	Bowls Australia
BQ	Bowls Queensland
DBA	District Bowls Association
MBDBA	Moreton Bay District Bowls Association
MBDLBA	Moreton Bay District Ladies Bowls Association
WB	World Bowls

REFERENCES:

WORLD BOWLS	“Laws of the Sport of Bowls”, Crystal Mark 3 RD Edition, Version 3.1 April 2019
KMBC Inc.	Rules of Association, Approved 28 April 2013
BOWLS QUEENSLAND LTD	Constitution Approved 28 September 2011 Amended June 2013
BOWLS QUEENSLAND LTD	By-Laws Approved 28 September 2011 Amended June 2013
ACCREDITED UMPIRES	David Hill Eric Carter
REVIEW COMMITTEE	Ros Clark (BOARD MEMBER) David Hill (UMPIRE) Eric Carter (UMPIRE)

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1. ATTIRE

1.1 Within the Clubhouse

The Board shall set out a good standard of dress as the minimum in relation to members and visitors within the confines of the Club. Such requirements will be displayed in a prominent position within the Club's premises. The responsibility thereof shall be vested in the Board of Directors.

1.2 On the Greens

Umpires, players and officials when directly involved with or playing the game of bowl in particular Club championships or representative events shall be correctly attired in accordance with the following guidelines as issued from time to time.

(a) Ladies and Men's Playing Day

Neat, clean casual attire and bowls shoes.
Bowlers are encouraged to wear Club attire.

(b) Other Social and Special Event Day

Neat, clean casual attire may be worn and bowls shoes.

(c) Club Championship Events

Any Kallangur Shirt (includes previous registered) may be worn with white or green lower body attire as specified in BA National Logo Policy which must have the BA logo. White socks. Approved head wear and bowls shoes. (Amended: 16 May 2018)

(d) Representative Events

(All representative events including Pennants, Dolphin Shield, Tom's Confectionary and **Super Challenge**)

The current REGISTERED Club shirt, green or white trousers or shorts, can be of player's choice provided that all players in a side/team have the same coloured attire. White socks. When socks are worn with trousers, the BA logo is optional. When short socks are worn with shorts the BA logo must appear. Long socks are exempt. Approved headwear and bowls shoes to be worn. All clothing items to have BA logo as per BA Logo policy or as governed by Conditions of Play for respective events.

1.3 Footwear

- (a) As per BA policy.
- (b) Registered players are to wear bowls shoes for roll-ups.
- (c) Where special events are held such as barefoot bowls then bare feet or flat soled thongs are permitted.

1.4 Headwear

- (a) As per BA policy
- (b) Head wear for general club events must be clean and socially acceptable.

1.5 Unacceptable Attire

- (a) At no time are singlets or work wear to be worn.
- (b) Shirts must not display rude symbols, offensive language or inappropriate images.
- (c) At no time are brief shorts or swimwear to be worn.

2. NOTICE BOARDS

2.1 Official Notice Board and Notices

- (a) The Club will maintain official notice boards on which will be displayed notices from BA, BQ, MBDBA, and MBDLBA on bowls matters and items affecting Management. Future programs, team selections, nominations, competition draws, conditions of play and coming events shall be displayed prominently. Notices of Club Championships shall be dated and signed by issuing official.
- (b) Notices convening special meetings whether appeals or notices of motion shall be displayed and announced, for a period of not less than 14 days. All such notices shall be dated and signed by the responsible official.

2.2 Notices to be Announced

- (a) On each playing day the Games Director, the President of the day or an appointed official shall ensure that the relevant notices are brought to the attention of members' at the most effective time.
- (b) Any notice having been properly displayed and announced will then be removed after expiry of that date by the issuing official.

2.3 General Notice Boards

A general notice board for items of interest for and by members shall be maintained by the Men's and Ladies Secretary respective to their bowling group. The Club is not responsible for the content of any unsolicited notices placed upon the board or for the placement and removal of such notices. The Board of Directors reserves the right to remove any notices from this board, in particular any which may cause offence.

3. LOCKERS

- (a) Lockers are available for hire to financial members. The Board will determine the hire fee from time to time and lockers will be allocated by the Bowls Director.
- (b) Lockers are not transferable but may be allocated on a short term basis to visiting bowlers.
- (c) The Club does not accept responsibility or liability for any damage to or loss of any property placed in lockers or left in or around the locker area by the user.

4. FEES

- (a) Green fees and championship nomination fees are determined by the Board.
- (b) Green fees are payable for all games at the rate applicable for the day.
- (c) Players in Club Championship finals are **EXEMPT** from green fees.
- (d) Any player or team who has been drawn to play in any game, whether social or otherwise and fails to appear or notify the games organisers in time may still be liable for green fees.
- (e) Annual Registration fees are determined by the Board and voted on by the members at the AGM.

5. OUT OF POCKET EXPENSES

- (a) Any Out of Pocket Expenses will be paid as determined by the Board of Directors.
- (b) Reimbursement of green fees will be granted to teams representing the Club in Champion of Champions grand final and higher.
- (c) Reimbursement of green fees will be granted to Pennant teams in the grand final and higher.
- (d) Reimbursement of fees will be paid relating to approved Umpires, Measurer's, Marker's and Coaches Courses.
- (e) Travelling expenses **MAY** be considered for reimbursement.
- (f) Outside umpires **MAY** be considered for reimbursement when umpiring Club games.
- (g) Teams or participants **MUST** provide to the Club receipts for all fees paid.

6. CLUB COLOURS

The Club colours will be as defined and approved by the Board.

7. LAWS OF THE GAME

All matches shall be played in accordance with the Laws of the Sport of Bowls and any Rules and regulations adopted from time to time by BA, BQ and DBA's in accordance with the Club's Rules of Association and By-laws.

8. BOWLS

- (a) Bowls shall conform to the specifications of the Laws of the Sport of Bowls and shall have a distinguishing mark.
- (b) No member shall use another member's bowls without permission.
- (c) Whenever necessary, Club decals will be provided for players in team events for outside competitions such as Pennants and other interclub events.
- (d) These decals when fitted may be left on the player's bowls until the end of the event or season as may be relevant and need not be removed for Club Championship events (singles, pairs and fours).
- (e) No decal can be put over the serial number and the World Bowls Stamp which are present on the bias side of the bowl. DR allows for a "dot" to be used instead of a small ring to avoid covering the WB stamp and serial number.
- (f) If these decals become damaged or torn they should either be replaced or removed completely.
- (g) Bowls used in any game must either display all decals or no decals.

9. CONTROLLING BODY

- (a) The controlling body for both the women's and men's bowls operations shall be the respective Management Committees.
- (b) Where mixed games are played both genders must be represented to adjudicate in any dispute.
- (c) Authority to adjudicate on disputes may be delegated to a group comprising the President, Games Director and the umpire of the day. Amended 16 May 2018

10. REGISTRATION FOR PLAYING DAYS

- (a) Each member shall be responsible for registration of his/her name on any playing day. The normal closing time for men's registration is up to ninety (90) minutes and ladies sixty (60) minutes before the time set down for commencement of play.
- (b) Players are asked to be in attendance at least (15) fifteen minutes before play commences.
- (c) Care must be taken when entering a nomination on behalf of another player that it is entered on the correct list.
- (d) When the event involves self- selected teams, all team names must be shown on the list provided.
- (e) Spares can also signify their availability. Incomplete teams should take players from the spares available and notify the player they have been chosen.
- (f) The social selector shall ensure that all spares are made into competitive teams and in mixed games only the social selector may organise "non- mixed teams".
- (g) A member having registered for bowls and subsequently is unavailable (or does not wish to play) must advise the Club official of the day's play, not later than ninety (90) minutes for the men's games and sixty (60) minutes for the ladies before commencement of play.
- (h) If a player repeatedly does not comply with this By-law, a penalty may be imposed by the Board on the advice of the respective Management Committees.

11. ROLL – UPS

- (a) Roll – ups are to coincide with the designated times and directions displayed on the notice board on the Veranda and outside the Green Keeper's shed.
- (b) Registered players are to wear bowls shoes.

12. CONDUCT OF CLUB CHAMPIONSHIPS

12.1 General

- (a) The respective Games Director has responsibility for developing the annual program of Club championships and coordinating the competitions. The program needs to be ratified by the Management Committee.
- (b) In developing a program, it shall ensure it caters for **ALL** members including both genders, working members, juniors and both experienced & developing players.
- (c) The annual program is to include open, close, start and proposed finish dates.
- (d) Only one competition is to be conducted at a time where possible.
- (e) The annual program **MUST** be displayed at the beginning of the season.

12.2 Eligibility and Nominations

- (a) A player shall be a full financial member of the Club at the closing of nominations in order to be eligible to play in the respective championship and have paid the requisite entry fee for the event if applicable.
- (b) Members who are un-financial at the closing of nominations **WILL** not become eligible upon payment of fees.
- (c) All entries must be on the appropriate nomination form FROM EACH Bowls Operation Group and lodged by a member of the nominating team in the entry box prior (Men) or ladies Nomination Sheet prior to the closing time and date. **LATE ENTRIES WILL NOT BE ACCEPTED.**
- (d) The player's name or Skip's signature must appear on the form signifying that you and your team have read the Conditions of Play and agree to abide by them.
- (e) Any member who is a member of more than one (1) Club **MUST** declare the Club they are playing for to BQ by the end of November. Members nominating for Clubs other than Kallangur **SHALL NOT BE ALLOWED TO COMPETE** in the Clubs:-

CHAMPIONSHIP SINGLES, PAIRS OR FOURS.

Dual members are still eligible to play in any other Club competition other than those listed above.

- (f) Dual members whether they have declared for Kallangur or another Club shall be deemed to have played for Kallangur in Pennant after they have rolled their first bowl down in the pennant competition.

12.3 Management

- (a) The respective (women's or men's) Games Director shall:
 - (1) Make all drawings for Club championships in the presence of not less than two (2) members of the Ladies/Men's Club each of whom shall attest to the drawing by signing each draw before it is placed on the notice board;
 - (2) Commence the competitions as soon as practicable after the draw is completed; and
 - (3) Call the games to be played giving at least twelve (12) days' notice thereof by placing the draw on the notice board, and/or by announcement in the Club.
- (b) The Games Director shall advise the dates and times of all rounds including the finals.
- (c) Conditions of Play, as determined from time to time, must be posted on the notice board when calling for nominations.
- (d) In respect to the men, nomination forms will be collected and a list with the full teams shall be displayed on the notice board with a list of spare players. This list should be updated weekly.
- (e) All championships are to be played "on or before" the date set as notified by the Games Director.

- (f) Games may be re-scheduled, provided both sides agree and the Games Director is able to make the arrangements necessary for play. Re-scheduled games must NOT DELAY competition in any way. Should the re-scheduled game NOT be played before the next round of competition the instigator of the change will be awarded a FORFEIT. Amended 16 May 2018 (Refer to 2.6 (f) (11).
- (g) All games are subject to the availability of rinks.

12.4 Timetable Changes

- (a) Bad weather or circumstances beyond the Club's control may necessitate changes. The Games Director will reschedule postponed games on the next available date and notify the Skips.
- (b) Prior to calling the cards or during play on any day the Controlling Body shall have the authority to delay, defer, cancel or continue any game or event depending upon the circumstances of the moment. In exercising this power the Controlling Body is expected to use common-sense, good sportsmanship and compassion.
- (c) Games may be played before scheduled times or dates, provided both sides agree and the Games Director is able to make the arrangements necessary for play.
- (d) The onus is on the team seeking a change to get agreement from their opponents. In all instances it is the sole responsibility of Skips to advise their team members of playing arrangements.
- (e) **BOTH** Skips are to notify the Games Director of the intention to re-schedule a game.
- (f) The **Singles Grand Final** is the only match that can be postponed to a date suitable to both players, but must be completed within two (2) weeks.

12.5 Player Commitment

- (a) Team Skips are responsible for ensuring that all members of their respective teams are aware of playing dates, times and conditions of play for their team.
- (b) Should a player be called for or be entered in a BA, BQ or District competition or be called for any official duty on the same day as a championship game has been scheduled the onus is on the member to notify the Games Director as soon as possible. The decision of the Games Director/Controlling Body will be final. DR 2.4.11

12.6 Forfeit, Substitute or Replacement Rule

(a) Forfeits

- (1) A player or team must notify the Games Director **"in writing"** of their intention to forfeit their next game it shall be considered as a forfeit from the competition. The Games Director will immediately credit their opponent with a win or bye.
- (2) The opponents in singles and the skips in teams will be notified of the forfeit from the competition and that they are not required to attend play that round of competition.
- (3) When a team or player has failed to be in position to commence to play thirty (30) minutes after the scheduled starting time, the game shall be awarded to the opponent by the Umpire of the day or the Controlling Body.
- (4) Notification of a forfeit is binding and may not be revoked.
- (5) Should play not commence on the date of the forfeited game. The forfeit shall remain in force.
- (6) Any player, whether part of a team or not who has progressed to further rounds and withdraws from a competition or forfeits without good reason, may be liable to disciplinary action by the Board on the advice of the Controlling Body.
- (7) If a team or player is disqualified for any reason, the team or player LAST DEFEATED by the disqualified team or player shall take their place.
- (8) Should the opponents agree to a condition of play before or during a game, the result for that game shall stand. It cannot be altered by appeal, regardless, it to be found at a later date that the condition was incorrect.

(b) Eligible member

"An eligible member is a player who has satisfied the eligibility criteria, as stated in the Conditions of Play set down by the controlling Body for that event" DR 2.1.1

(c) Affiliated Member

"A player who is registered with a state or Territory association as a member of an affiliated club" DR 2.1.2

(d) Team Nominations DR 2.2

- (1) If approved by the Controlling Body, the players nominated to form a team entered in a competition may be changed before the first round in that competition. DR 2.2.1
- (2) Any player withdrawing before the first round shall be regarded as NOT having entered the competition and can act as a substitute or replacement player in the competition. DR 2.2.2

(e) Constitution of teams DR 2.3

- (1) A team shall become constituted when the jack is rolled in the first end of the first game to be played by that team. DR 2.3.1
- (2) Players in a team forfeiting or receiving a forfeit shall be constituted and cannot act as substitute or replacement player in any other team in that competition. DR 2.3.2
- (3) If a player in a team becomes unavailable or is incapable of playing the Controlling Body may authorise the use of a one substitute player and/or one replacement player. DR 2.3.3

(f) Substitutes

"A player who is appointed to take the place of a team member who is unavailable to play at any time (including the first end of any game) for any reason accepted by the Controlling Body" DR 2.1.3

- (1) Only **ONE** substitute will be allowed in a team at any **ONE** time during a game. A forfeit will apply if more than one member is unavailable. DR 2.4.1
- (2) Substitutes shall be chosen from "Eligible Members" who have **NOT** been constituted in that competition. DR 2.4.2
- (3) If there are no "Eligible Members" available the Controlling Body can approve an "Affiliated Member" to act as a substitute. DR 2.4.3
- (4) A player acting as a substitute may with the approval of the controlling Body be changed at the completion of any end during the game or between succeeding games in the same competition. DR 2.4.4
- (5) Substitutes **MUST** play in the same position as the player being substituted **EXCEPT** if it is the Skip. If a substitute is required for skip, then the other members of the team must rearrange their positions as necessary. DR 2.4.5
- (6) A player of whom a substitute is obtained WILL, if they become available and are physically capable re-join the team in the player's original position at the start of the next end and the players **MUST** revert to their original positions. DR 2.4.6
- (7) A player who has played as a substitute is eligible to play again as a substitute in that team or another team in that competition.
- (8) Substitutes are **NOT** permitted for a singles player, who is not part of a sides competition. DR 2.4.8
- (9) If a replacement player is used in a pair's team, then the substitute is **ONLY** permitted to take the place of the replacement player and the original team members **MUST** be skip. Otherwise a substitute cannot be used. DR 2.3.9
- (10) A substitute is **NOT** to be approved for a player who is unavailable because of a commitment to play in another event they have entered. DR 2.4.10
- (11) A substitute **MUST** be permitted for a player who is unavailable to play because of their **SELECTION** as a player in a recognized national, State or Divisional/ Regional representative side. DR 2.4.11
- (12) The substitute's name must be recorded as a substitute for the team member.

(g) Replacement

"A player who is appointed to take the place of a constituted player who is physically incapable or otherwise prevented from taking further part in any end (after the first round), for any reason accepted by the controlling Body. The replacement player becomes a constituted member of the team." DR 2.1.14

- (1) Only **ONE** replacement player will be allowed in a team and when approved by the Controlling Body, becomes a constituted player. DR 2.5.1

- (2) After which there can be only **ONE** substitute and if no substitute is available the match will be forfeited.
- (3) Replacement players must be chosen from available "Eligible Members" and when approved by the CB **CAN** play in any position including Skip. DR 2.5.2
- (4) Constituted players are ineligible to act as replacement players. DR 2.5.3.
- (5) The substitute's name must be recorded as a substitute for the team member.
- (6) A player who has acted as a substitute, if they remain eligible, may continue to act as such in that or any other team, in the same competition.

(h) Absentee players in a team game Law 39

- (1) In a team game, the Controlling Body will decide on the eligibility of each members of the team. If a team introduces an ineligible player, the defaulting team will forfeit the game to their opponents
- (2) If, after 30 minutes after the scheduled start time for a game, or sooner if the Controlling Body decides, one or more players absent from a team, the defaulting team will forfeit the game to their opponents.
- (3) If a player has commenced the game, however is unable to continue the game and no eligible substitutes or replacement player is available or allowed to play the defaulting team will forfeit the game to their opponents.
- (4) If an absentee player arrives late they **MUST** take their original place in the team when they arrive and enter the game at the completion of the end in progress.
- (5) If an eligible substitute or replacement player becomes available and is permitted by the Controlling Body, they may be introduced to the game at the completion of the end in progress.

(i) General

- (1) All team events will be played even if there is sickness of any or all players in a team.
- (2) Only a fours or triples team may contain a substitute and a replacement player simultaneously.
- (3) A pairs team is permitted one substitute **OR** one replacement player but not both simultaneously.
- (4) **SKIPS** who have to provide a substitute or replacement player for an unavailable player must ascertain if the player is an "ELIGIBLE" player and **REPORT** the change to the Games Director and the Umpire of the day **PRIOR** to the commencement of the game. The card must be initialised by the Umpire.

(j) Dispensation

- (1) A player selected to represent or officiate at the Australian, State, Zone or District level **MUST** be given dispensation in Club Championship events if dates clash. They are entitled to use a substitute (Refer (f) (11) **OR** they may reschedule their game as per 12.3 (f) allowance **MUST** also be made for reasonable travelling time to and from the event when considering a reschedule date and time. DR 2.4.11
- (2) Commitments to Club social bowling events, or tournaments at other Clubs, will not receive similar dispensation.
- (3) It is the responsibility of a player selected in an Australian, State, Zone or District event, which they believe takes precedence over a Club Championship event and scheduled for the same day, **MUST NOTIFY** the Games Director as soon as possible.
- (4) Players who receive dispensation **WILL** be expected to try to arrange to play the Club Championship match as soon as possible and the match **MUST** still be completed prior to commencement of the next scheduled round.
- (5) A singles event may be deferred in the case of a **DEATH** in the family or at the discretion of the Controlling Body.

12.7 PRACTISE

Players may practise on the day the game is to be played, but only in the opposite direction and must be completed one (1) hour prior to commencement of trial ends.

12.8 TRIAL ENDS

Before the start of play or on the resumption of play on another day, one trial end each way may be played or as designated by the Controlling Body. This must be completed prior to the scheduled starting time of the match. Latecomers will not be entitled to trial ends.

12.9 MARKERS

All singles events must have a marker. The players, by mutual agreement, will source their own marker. It is strongly recommended that players who have lost a game should mark at least one (1) game as soon as possible. In some cases the Games Director will call for or allocate markers. Markers instruction sheets are available from the Games Director.

12.10 UMPIRE UNAVAILABILITY

If no umpire has been appointed a competent neutral person can measure any disputed shots when asked to do so by either player. (Law 42.2.14)

12.11 SCORE CARDS

Score cards, duly signed by both Skips (or in fours the second of each team) or singles players after recording the time of completion of the competition shall be handed to the Games Director immediately on the completion of play.

12.12 APPEALS

(a) Deliberate non-sporting action (Law 36)

If an appeal is made, against a player/team in a KMBC championship game, it must be in writing to the Controlling Body no later than twenty four (24) hours after the final end in the game affected is completed.

To assist in lodging an appeal, refer to the Laws of the Sport of Bowls Crystal Mark 3rd Version 3.1.

All decisions of the Controlling Body are to be presented at the next Management meeting and recorded in the minutes and all interested parties notified of their decision.

The appellant shall have the right of appeal against the decision of the Controlling Body by applying in writing to the Chairperson of the Appeals Tribunal within twenty four (24) hours of the decision of the Controlling Body.

(b) Appeals Tribunal

The Chairperson of the Appeals Tribunal shall be the Bowls Director who will appoint two (2) independent persons (one lady and one man) plus an umpire to hear the appeal. The Chairperson will have no voting rights.

Responsibilities –

- Each appeal is to be investigated as soon as possible.
- Ensure a fair hearing of all the facts pertaining to the appeal.
- The Appeals Tribunal should consult with all parties and be provided with both written and verbal understanding of the disputed issue.
- Ensure the Rules of Association, Conditions of Play and the By-laws are adhered to.
- All decisions are to be recorded and all interested parties notified of their decision.
- The decision of the Appeals Tribunal is **FINAL**.

(c) Lodging a Challenge against a set of bowls (Law 52.4)

The challenge must be lodged with the umpire or Controlling Body no later than ten (10) minutes after the final end in which the bowls were used is completed.

A deposit of a fixed price amount (decided each year by WB or the relevant Member National Authority) of \$150 must accompany the challenge. DR 4.10

To assist in lodging this appeal, refer to the Bowls Testing Policy for challenging a set of bowls.

(d) Appeals against an umpires decision (Law 43.2.6)

The challenge must be lodged with the umpire and be accompanied by a deposit of \$50 (fixed each by BA)

To assist in lodging this appeal refers to the BA Appeals Policy.

BA appeals Policy procedures must be followed by the tournament umpire.

12.13 DELAYING TACTICS

- (a) If a complete team or singles player is present in the Clubhouse prior to or at the calling of play for the day they are deemed to have reported. Once the cards have been called they are required to proceed to their nominated rink for their trial ends after which they will present their bowls for inspection on the green by the Umpire before the scheduled starting time.
- (b) If they fail to be ready for play within ten (10) minutes of presenting their bowls for inspection they are deemed to be delaying play and the appropriate penalties under rule 12.14 (a) will be imposed.
- (c) Any player or full team shall be given such grace as may be allowed in the Laws of the game of bowls to present itself for play after the nominated starting time. Failure to attend within the nominated period If a satisfactory reason for failure to attend is not forth-coming this could result in forfeiture of the game.
- (d) Delaying tactics and deliberately delaying play in such a manner as to affect the draw, planned competition or any event is totally against the spirit and intention of the game.

12.14 PENALTIES

- (a) If the Umpire, either by their own observation or on appeal from one of the Skips or the opponent in singles decides that a player is deliberately delaying play:
 - On the first occasion will warn the player/s
 - If the player/s commits the same offence a second time the end will be regarded as completed and the opponents of the offender/s will be awarded as many shots as there are bowls in use by the opponent.
 - If the player/s offends a third time the game will be forfeited to the opponent.
- (b) The Umpire shall report to the Controlling Body any such behaviour. The Controlling Body shall have such powers to impose further penalties or disqualify the players or team concerned from that competition and impose the penalties allowed by these By-laws.
- (c) In the event of either or both opponents and teams being disqualified, then the team or teams, which the opponents have previously defeated in a continuing competition shall be reinstated into the competition as if they had won the previous game.

12.15 NON PLAYING DAYS

- (a) No championship games are to be called on the following days:
 - Mother's Day or Father's Day.
 - Gazetted public holiday long weekends.
 - President's At Home
 - Patron's Day
 - Any day specified by the District or higher.

- (b) Games may be played on some of these days if there is mutual agreement between players.

12.16 SPECIAL CONDITIONS FOR EVENTS

(a) Novice Singles

To be eligible to enter novice singles a player must have been a member of any bowls club for less than three (3) years and **NOT** have won a novice or higher at club level at any Club. (Amended. 28 July 2016: October 2019)

(b) B Singles

To be eligible to enter for B grade competitions a player must **NOT** have won a B grade competition at B level or higher level at any Club, State or National or International event at the time of closing of nominations. (Amended 16 May 2018)

(c) Veterans/Super Veterans

To be eligible to enter for veteran's competitions a player must have turned seventy (70) years before the date of closing of nominations.

To be eligible to enter for super veteran's competitions a player must have turned eighty (80) years before the date of closing of nominations.

13. AUSTRALIAN, STATE, DISTRICT CHAMPIONSHIP AND COMPETITIONS AND OTHER EVENT

Members are encouraged to enter District or other competitions and should lodge their nominations and nomination fee to the appropriate Controlling Body. The Ladies Secretary will organise and submit the ladies nominations and fees.

14. EXTREME INCLEMENT WEATHER

- (a) A player is not expected to play in conditions which may put their life or health at risk or continue to play in cases of extreme weather, whether forecast or actual as set out by BQ.
- (b) In the interest of sun safety wearing of suitable protective clothing and head wear is encouraged as per BQ guidelines.
- (c) Players have a personal responsibility to ensure that they apply sound self-management practices to minimise any likely effects of heat on their health and well-being.
- (d) The Club has a responsibility to ensure that they exercise a duty of care to all players by providing adequate breaks, water for player hydration, shade and sun protection products.
- (e) The decision whether to suspend or discontinue play is at the discretion of the Umpire, Games Director or Controlling Body.

15. NIGHT BOWLS

- (a) Night bowls may be played during the summer months subject to restrictions by external authorities and the Greenkeeper.
- (b) During winter the lights may be used to allow competitions to be completed if running into darkness.
- (c) The lights will NOT be used on Good Friday, Anzac Day or Christmas Day.
- (d) The lights will NOT be used past 10 pm on Mondays to Saturdays and 8 pm on Sundays.
- (e) To allow warming time to maximum brightness the lights should be switched on half an hour before starting time.
- (f) To minimise any annoyance to neighbours, the lights should be switched off when all players and officials have left the playing area serviced by the lights.
- (g) To prevent undue wear on the greens (during inclement weather) play should cease when bowls commence picking up dew, grass and rubbish and leave defined tracks upon the green's surface.

- (h) The Umpire is the only person who determines if play is to be finished early, but the Games Director should appeal to the Umpire to do so when the above conditions apply. The Umpire must use their own judgement on the call of play.

16. TROPHIES

- (a) All trophies collected shall be played for under such conditions as may be determined by the Controlling Body, **Ladies** or Men's Committee or Games Director from time to time.
- (b) All monies or trophies donated by a sponsor for an event shall be fully expended in trophies for that event unless otherwise agreed to by the sponsor. All sponsorships shall be properly acknowledged.

17. SOCIAL MEDIA USE (BQ Policy)

- (a) No player shall use Social Media for the duration of any competition /event as per Appendix A.1.4.15 Code of Conduct and Disciplinary Procedures (Bowls Qld)
- (b) Rule 17 (a) must be included in the Conditions of Play.
- (c) Any infringement of this Condition shall render the offender liable to disqualification from the event.

18. ELECTRONIC COMMUNICATION DEVICES

- (a) **ALL** electronic communication devices located within six (6) metres of the green whilst a match is in progress **SHALL BE SWITCHED OFF.**
- (b) These include mobile phones, pagers, radios, iPads, iPhones, etc.
- (c) Special dispensation may be given by the Controlling Body or umpire after consultation.

19. COACHING DURING MATCH

- (a) Any person wishing to coach at KMBC events must inform the Umpire of the Coach's name **NOT** less than thirty (30) minutes prior to the match commencing.
- (b) The Coach **MUST** hold BA Coaching Accreditation and must show it when registering.
(State Champion of Club Champion, Mandatory Conditions of Play at Club Level 2015)

20. ARTIFICIAL DEVICE POLICY

- (a) All players with disabilities participating in the sport of lawn bowls at KMBC are recognised and represented under Law 41 and DR 4.11.
- (b) For domestic play, Member National Authorities can approve the use of artificial devices for delivery the jack or bowl. Law 41.8
- (c) All artificial devices must have a BA logo.
- (d) KMBC have a loan bowling arm for bowlers wishing to practise

21. GREENS PROTECTION POLICY

- (a) KMBC advises bowlers that some Clubs have a "Greens Protection Policy" in place which includes **NO** dumping of bowls, some Club's consider that a bowl when delivered from a height of 300mm or higher is not acceptable and the offending player should be **WARNED.**
- (b) A player who continues to dump their bowl must be required to retire from the game but may be allowed a substitute player as per DR 2.3.3

22. LIFE MEMBERSHIP POLICY

- (a) The KMBC recognises the services that many provide to ensure its progress, prosperity, success and harmony. The Club supports a policy where Life Membership can be granted to recognise special service or services.

- (b) Any financial member may nominate another member for consideration for Life Membership. Nominations must be submitted to the Board in writing and must be signed by two current financial members (unrelated members) of the Club.
- (c) When considering whether or not Life Membership can be recommended the Board may use any or all of the following:
 - Personal example in promoting Club pride, harmony, team spirit and loyalty.
 - Length and quality of service.
 - Leadership.
 - Committee participation.
 - Responsibilities undertaken.

23 SELECTION POLICY

- (a) KMBC Inc. has a selection policy in place to select the best possible teams to represent the Club.
- (b) The Selectors shall apply the set criteria to the best of their judgement without bias or favour.

24 SMOKING POLICY

- (a) KMBC is bound by Queensland Government legislation (effective from 1 July, 2006) which regulates where smoking may be permitted within the grounds of a licensed club.
- (b) In accordance with this legislation, KMBC Inc. has a published "Smoking Policy" and has clearly identified those "Designated Outdoors Smoking Areas" (DOSAs) where smoking and drinking (but not food consumption) may take place.
- (c) We are also bound by Bowls Australia policy in this regard.
- (d) KMBC recognizes the importance of health and fitness.
- (e) This policy enables players, coaches, team managers and all other officials to participate in the game of bowls in a smoke-free environment whilst on the green.
- (f) Penalties will apply.

25 ANIMAL POLICY

Animals domesticated or otherwise, shall not be allowed on or within Club premises, other than an assistance dog in the performance of its duty

26 SOCIAL MEDIA POLICY

- (a) Members who presently maintain individual pages on social media sites to connect with families and friends need to recognise their responsibilities as members of KMBC when they publish content on these sites.
- (b) As members of KMBC, please be aware of the following expectations:
 - You are **personally responsible for any published content** and will be liable to be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, discriminatory, libellous, or that can cause hostility with others.
 - Examples of inappropriate content include:
 - References/photos of alcohol or illicit substances
 - Photos with revealing clothing
 - Disclosure of confidential information relating to past or future colleagues, volunteers, members, participants, or other persons associated with KMBC.

- Posting disparaging, discriminatory, harassing, or defamatory information about past, present, or future colleagues, volunteers, members, participants, guests or other persons associated with KMBC.
- (c) You may have **legal liability** for any information you contribute over any online communication channels regarding KMBC.
- (c) KMBC reserves the right to modify this policy at any time.
- (d) **NB:** This policy is intended to provide guidelines for members who access social media networks for personal purposes.

It is **NOT** intended to violate or improperly interfere with individual rights, or privacy, but rather to ensure that members maintain a professional standard while associated with KMBC

27 SUB-COMMITTEES AND RESPONSIBILITIES

Each sub-committee will keep accurate records of their proceedings and costings and submit them to the Bowls Director at the monthly meeting.

27.1 WOMEN'S BOWLS OPERATIONS (ROA 26:9-10)

(a) Name

The name of the women's bowls operations shall be the **KALLANGUR LADIES BOWLING CLUB (KLBC)**.

(b) Responsibilities

- Manage its own games, events, organise and control its own bowls competitions and activities.
- Form a management committee to accomplish this.
- Notify the Board of particulars of the committee within 14 days for appointment.
- Notify the Board of any subsequent changes that may occur.
- Ensure the Board is kept fully informed of all matters that may affect the financial performance of the Club.
- Report to and make recommendations to the Board of Director's through the Bowls Director.

(c) Management Committee

The Management Committee may consist of a:

1. PRESIDENT
2. SENIOR & JUNIOR VICE PRESIDENTS
3. SECRETARY
4. TREASURER
5. GAMES DIRECTOR
6. MBDLBA DELEGATE

- The Management Committee positions will be honorary and elective.
- No person shall hold more than one (1) elected position on the Committee.
- If a casual vacancy occurs on the Management Committee, the continuing committee members may appoint another member to fill the vacancy until the next Annual Planning Meeting.
- In the event of a vacancy in the office of President, the office shall only be filled by election at a Special General Meeting.
- The Management Committee is the Controlling Body for all competitions and carnivals.
- The Management Committee may meet and adjourn as it considers appropriate.

(d) The Functions of the Management Committee are:

- To work towards a regular yearly bowling calendar and social events.
- To encourage members to become actively involved in the activities available.
- To liaise with the DBA and BQ.
- To carry out instructions of the members as resolved at general or special general meetings.
- To ensure that the rules of the Club, District, BQ and BA as well as the Laws of the Sport of Bowls (Crystal Mark Edition) are adhered to.
- To liaise and work harmoniously with the Board of Directors and the Men's Bowling Club.

(e) Executive Committee

- Shall consist of the President, Secretary and the Games Director.
- May transact any urgent business that may arise between Committee Meetings.
- A report of any such business must be submitted and ratified at the next committee meeting.

(f) Other Office Bearers

The Management Committee may be assisted by the following:

1. PATRON
2. ASSISTANT SECRETARY
3. ASSISTANT TREASURER
4. ASSISTANT GAMES DIRECTOR
5. SOCIAL SELECTORS (3)
6. COMPETITION SELECTORS (3-5)
7. WELFARE OFFICER
8. RAFFLE CONVENOR

These positions may be elected or appointed.

(g) CHAMPION OF CLUB CHAMPIONS

- Singles
- Pairs
- Fours

(h) CLUB CHAMPIONSHIPS

- Triples
- B grade singles
- Veteran singles
- Veteran pairs
- 60+ Singles
- Novice singles
- Consistency
- Club graded and drawn fours if time permits.
- Mixed pairs (if required)
- Mixed Fours (if required)

These competitions may be scheduled.

27.2 MEN'S BOWLS OPERATIONS (ROA 26:9-10)

(a) Name

The name of the men's bowls operations shall be the **KALLANGUR MEN'S BOWLING CLUB (KMBC)**

(b) Responsibilities

Manage its own games, events, organise and control its own bowls competitions and activities.

- Form a management committee to accomplish this.
- Notify the Board of particulars of the committee within 14 days for appointment.
- Notify the Board of any subsequent changes that may occur.
- Ensure the Board is kept fully informed of all matters that may affect the financial performance of the Club.
- Report to and make recommendations to the Board of Director's through the Bowls Director.

(e) Management Committee

The Management Committee may consist of:

1. PRESIDENT
2. SENIOR & JUNIOR VICE PRESIDENTS
3. SECRETARY
4. TREASURER
5. GAMES DIRECTOR
6. MBDBA DELEGATE

- The Management Committee positions will be honorary and elective.
- No person shall hold more than one (1) elective position on the Committee.
- If a casual vacancy occurs on the Management Committee, the continuing committee members may appoint another member to fill the vacancy until the next Annual Planning Meeting.
- In the event of a vacancy in the office of President, the office shall only be filled by election.
- The Management Committee is the Controlling Body for all competitions and carnivals.
- The Management Committee may meet and adjourn as it considers appropriate.

(d) The Functions of the Management Committee are:

- To work towards a regular yearly bowling calendar and social events.
- To encourage members to become actively involved in the activities available.
- To liaise with the DBA and BQ.
- To carry out instructions of the members as resolved at general or special general meetings.
- To ensure that the rules of the Club, District, BQ and BA as well as the Laws of the Sport of Bowls (Crystal Mark Edition) are adhered to.
- To liaise and work harmoniously with the Board of Directors and the Women's Bowling Club.

(e) Executive Committee

- Shall consist of the President, Senior Vice President, Secretary and the Games Director.
- No member shall hold more than one (1) position on the Executive but may perform the duties of any other position.
- Three will constitute a quorum.
- May transact any urgent business that may arise between Committee Meetings.
- A report of any such business must be submitted and ratified at the next committee meeting.

(f) Other Office Bearers

The Management Committee may be assisted by the following:

1. PATRON
2. ASSISTANT GAMES DIRECTOR
3. SOCIAL SELECTORS (3)
4. COMPETITION SELECTORS (3-5)

These positions may be elected or appointed.

(g) CHAMPION OF CLUB CHAMPIONS

- Singles
- Pairs
- Fours

(h) CLUB CHAMPIONSHIPS

- Triples
- B grade singles
- Veteran singles
- Super Veterans singles
- Novice singles
- Mixed pairs
- Mixed Fours

These competitions may be scheduled

NOTES: