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WARNERS BAY
BOWLING CLUB CO-OP LTD

CONSTITUTION

Registration Number – NSWC00462

APRIL 2015

The constitution can only be changed through special resolution at a general meeting of the Warners
Bay Bowling Club co-operative.

FINAL



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WARNERS BAY BOWLING CLUB CO-OP LTD

REGISTERED UNDER THE
CO-OPERATIVES ACT 1992 (NSW)
For a Non-distributing Co-operative

That is also a Club registered under the
Registered Clubs Act 1976 (NSW)

Registered April 2015

REGISTRY OF CO-OPERATIVES
154 Russell Street
BATHURST NSW 2795
PO Box 22
BATHURST NSW 2795

This constitution was compiled with the assistance of the Newcastle District Bowling
Association and its' affiliated Bowling Clubs.



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Part 1 Preliminary

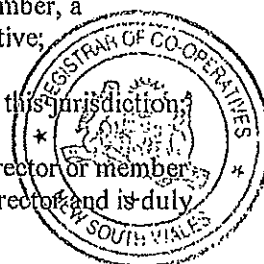
1 Application of these rules

These rules are the rules of the **Warners Bay Bowling Club Co-op Limited**.

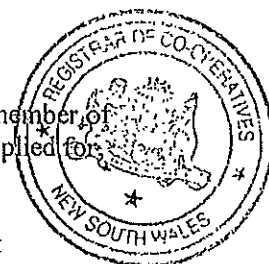
2 Definitions

In these rules, unless the context otherwise requires:

- (1) **"active member"** means a member who is in active membership within the provisions of Rule 5.2.a;
- (2) **"alter"** or similar word or expression used in relation to a rule amendment includes add to, substitute and rescind;
- (3) **"annual general meeting"** means the annual general meeting held each year as required by the law and these rules;
- (4) **"auditor"** means an auditor or auditors for the time being of the co-operative appointed in accordance with Rule 55;
- (5) **"ballot paper"** means a ballot paper in paper or electronic form;
- (6) **"banking account"** includes an account with a bank, credit union or building society registered, or authorised to operate, under the Australian Prudential Regulation Authority Act and the Banking Act into which the co-operative's monies may be paid;
- (7) **"basic minimum financial statements"** means the financial statement required of a small co-operative under the National Regulations;
- (8) **"board"** means the whole or any number of the directors assembled at a meeting of the directors or transacting business in accordance with Rule 65, being not less than a quorum or a majority, as the case may be;
- (9) **"bowling member"** means a member who has paid an annual fee to join a club for the purpose of playing organised competition bowls;
- (10) **"business day"** means a day that is not a Saturday or Sunday or a public holiday or bank holiday in New South Wales;
- (11) **"chairperson"** includes deputy chairperson;
- (12) **"club member"** means a person who is a bowling member, a social member, a provisional member, an honorary or temporary member of the co-operative;
- (13) **"CNL"** is a reference to the Co-operatives National Law as applying in this jurisdiction;
- (14) **"director"** means a person who occupies or acts in the position of a director or member of the board of the co-operative, whether or not the person is called a director and is duly authorised to act in the position;
- (15) **"financial year"** means the financial years of the co-operative as specified in Rule 53;



- (16) **"guest"** in relation to a member, a provisional member or an honorary member of the co-operative, means a person;
- (a) whose name and address, countersigned by the member, are entered in a register kept for the purpose by the co-operative; and
 - (b) who, at all times while on the co-operative premises, remains in the reasonable company of that member; and
 - (c) who does not remain on the co-operative premises any longer than that member;
- (17) **"honorary member"** means a person who, under the rules of the co-operative and the Registered Clubs Act, is an honorary member of the club;
- (18) **"life member"** means a person who is elected to membership of the co-operative for life;
- (19) **"may"** or a similar word or expression used in relation to a power of the board indicates that the power may be exercised or not exercised at the board's discretion;
- (20) **"month"** means calendar month;
- (21) **"notice board"** means the board or boards provided on the co-operative premises on which notices for the information of members is posted;
- (22) **"officer"** includes the President, Directors, Chief Executive Officer, Secretary, duly appointed manager or person who is concerned or takes part in the management of the co-operative;
- (23) **"ordinary bowling member"** means a member of the co-operative, who joined to play social bowls only;
- (24) **"postal ballot"** includes a special postal ballot;
- (25) **"prescribed"** means prescribed by the law or under the law by regulation;
- (26) **"provision"** in relation to the law, means words or other matter that form or forms part of the Law, and includes;
- (a) a chapter, part, division, subdivision, section, subsection, paragraph, subparagraph, sub-subparagraph, or schedule of or to the law; and
 - (b) a section, clause, subclause, item, column, table or form of or in a schedule to the law, and
 - (c) the long title and any preamble to the law;
- (27) **"provisional member"** means a person who has applied for admission as a member of the co-operative, has paid the subscription appropriate for the membership applied for and is awaiting a decision on his or her application;
- (28) **"regulation"** means a regulation made under the law, and any regulation that applies to a co-operative by way of a transitional regulation made under the law;



- (29) **"regulations"** means regulations made by the board that are currently in force;
- (30) **"rules"** mean the registered rules of the co-operative as amended from time to time and reference to particular rules has a corresponding meaning;
- (31) **"shall"** or a similar word or expression used in relation to a power of the board indicates that the power must be exercised, subject to the law or the rule granting the power;
- (32) **"social member"** means a non-bowling member who pays the appropriate membership fee for this category;
- (33) **"special resolution"** means a resolution which is passed in accordance with Rule 33;
- (34) **"temporary member"** means a person who, under the rules of the co-operative, is a temporary member of the club;
- (35) **"the club"** means the **Warners Bay Bowling Club Co-op Limited**;
- (36) **"the clubs act"** means the registered clubs act;
- (37) **"the co-operative"** means the **Warners Bay Bowling Club Co-op Limited**;
- (38) **"the law"** means the Co-operatives National Law as applying in this jurisdiction;
- (39) **"the national regulations"** means the Co-operatives National Regulations as applying in this jurisdiction;
- (40) **"the registrar"** means the Registrar of Co-operatives or any person delegated the Registrar's functions;
- (41) **"the secretary"** means any person appointed by the board as secretary of the co-operative in accordance with the rules;
- (42) **"the state"** means the State of New South Wales;
- (43) **"writing"** includes printing, typing, lithography and other modes of representing or reproducing words in a visible form and written that has a corresponding meaning;
- (44) **"words"** importing one gender include the other gender;
- (45) **"words"** in the singular include the plural, and vice versa;

Except so far as the contrary intention appears in these rules, words and expressions used in these rules have the same meanings as they have, from time to time, in the law or relevant provisions of the law.

3 Name of the co-operative (CNL ss220-222 & 224)

The name of the co-operative is **Warners Bay Bowling Club Co-op Limited**

4 Registered Clubs Requirements

Subject to the provisions of the Clubs Act;



- (i) Liquor shall not be sold, supplied or disposed of on the premises of the club to any person, other than a member, except on the invitation and in the company of a member. This paragraph does not apply if the club is the holder of a Certificate of Registration under the Clubs Act in respect of the sale or disposal of liquor to any person at a function in respect of which authority is granted to the club under the Clubs Act.
- (ii) Liquor shall not be sold, supplied or disposed of on the premises of the club to any person under the age of eighteen (18) years.
- (iii) A person under the age of eighteen (18) years shall not use or operate poker machines on the premises of the club.
- (iv) All visible promotional and advertising matter relating to the facilities of the club must include a statement that is at least as visible as the promotional or advertising matter and is to the effect that the matter is for the information of members and their guest.
- (v) All audible promotional and advertising matter relating to the facilities of the club must include a statement that is at least as audible as the promotional or advertising matter and is to the effect that the matter is for the information of members and their guest.

Part 2 Membership

Division 1 Membership generally

5 Active membership provisions (CNL ss112(2), 144, 148 & 156-166)

~~(1) Primary activity~~

For the purposes of Part 2.6 of the law, the primary activities of the co-operative are:

- (a) the provision, maintenance and operation of a club to be known as Warners Bay Bowling Club Co-op Limited
- (b) the provision and maintenance of buildings and grounds for recreation;
- (c) the provision of facilities for the playing of the game of bowls by its members and other persons as provided for in the regulations of these rules;
- (d) the provision of such other recreational facilities as the committee of management established under the regulations of these rules determine from time to time; and

~~(2) Active membership requirements~~

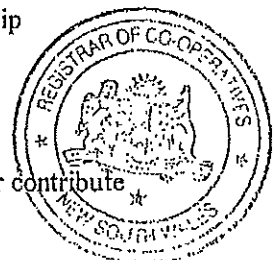
- (a) A member must pay an annual subscription of not less than \$2.00 dollars in accordance with Rule 6 in order to establish and maintain active membership of the co-operative.

Note. Failure to maintain active membership may lead to cancellation of membership (see rule 16).

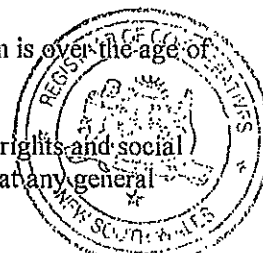
6 Qualifications for membership (CNL s112)

A person qualifies for membership of the co-operative if the person is able to use or contribute to the services of the co-operative.

- (a) A person shall not be admitted as a member of the co-operative unless;

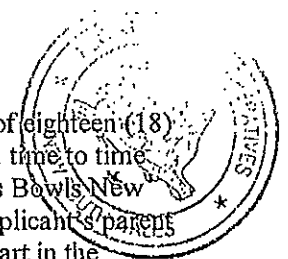


- (i) the board has reasonable grounds for believing that the person will be an active member under Part 2 Rule 5.2(a);
- (ii) the person is over the age of eighteen (18) years; and
- (iii) the applicant is an individual and not a body corporate.
- (b) Club membership shall consist of the following classes:
- (i) Bowling members
 - (ii) Ordinary Bowling members
 - (iii) Social members – non bowling
 - (iii) Life members
 - (vi) Honorary members
 - (v) Multi members
 - (vi) Junior Members
 - (vii) Temporary members
 - (viii) Provisional members
- (c) The rights, duties and entitlements of the various classes of membership are as follows:
- (i) **Bowling Members:**
- All bowling members must be registered with Bowls NSW regardless of whether the individual participates in Pennants or Championship events or not.
- This entitles the member to play bowls on a regular basis.
Bowling members are entitled to vote at all general meetings, nominate for the board and nominate other members who meet the approved criteria for the board.
- (ii) **Ordinary Bowling Members:**
- Ordinary bowling members must be registered with Bowls NSW.
Ordinary bowling members elect to play social bowls only.
This entitles the member to play bowls on a regular basis.
Bowling members are entitled to vote at all general meetings, nominate for the board and nominate other members who meet the approved criteria for the board.
- (iii) **Social Members:**
- (a) A person may be elected as a social member, if the person is over the age of eighteen (18) years of age.
 - (b) Social members are non-bowling members entitled to all rights and social privileges of the co-operative, including the right to vote at any general meeting of the co-operative.
- (iv) **Life Members:**



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- (a) A life member is a person who has had life membership conferred on him/her by the co-operative at a general meeting.
 - (b) A proposal to elect a life member shall be in writing, signed by a full member and seconded by at least two (2) other full members and the nomination to be handed to the board.
 - (c) If the board approves the nomination, it shall be submitted in the form or a resolution at the next annual general meeting.
 - (d) The board, on its own motions, may submit the name of a member of the club for election as a life member.
 - (e) A nominee for life membership must be a person who, in the opinion of the board, has given exceptional, unusual or meritorious and outstanding service to the co-operative over and above the course of his/her normal duties as a member and who has been a member of the club for a continuous period of not less than ten (10) years.
 - (g) A life member shall;
 - not be liable to pay an annual subscription; and
 - enjoy all the privileges of a bowling member, as determined by the board.
- (v) **Honorary Members:**
- (a) The following may be made an honorary member of the club:
 - the patron or patrons of the co-operative for the time being; and
 - any prominent person visiting the co-operative for a special occasion.
- (vi) **Multiple Members:**
- a) Multiple members are those persons who have attained the age of eighteen (18) years and have made application for and been elected to membership.
 - b) An applicant for a multiple membership must be a bowler who is registered with either Bowls NSW or Women's Bowls NSW Association and a District Bowling Association at another bowling club.
- (vii) **Junior Members:**
- Junior Members are those persons who have not attained the age of eighteen (18) years but who have attained the minimum age as determined from time to time by the Royal New South Wales Bowling Association or Women's Bowls New South Wales. The board must receive written consent from the applicant's parents or guardian for that person to become a junior member and take part in the sporting activities of the club.



(viii) Temporary Members:

- (a) A temporary member shall be a person of or over the age of eighteen (18) years; and
 - a person whose ordinary place of residence is more than five (5) kilometres from the premises of the registered club; or
 - a person whose ordinary place of residence in New South Wales is less than five (5) kilometres from the premises of the registered club and the person is;
 - a member of another registered club with similar activities/objects to those of the co-operative; or
 - a member of another registered club who is attending the premises of the co-operative for the purpose of an organised sport or competition to be conducted by the co-operative on that day.
- (b) Temporary members shall not be permitted to vote at any meeting of the co-operative.
- (c) Temporary members shall not be eligible to hold office in the co-operative.
- (d) Temporary members, during good behaviour shall be entitled to enjoy all the rights and privileges of, and be subject to the duties and obligations of, a member of the co-operative, for the period of appointment.
- (e) The period of appointment of a temporary member shall not exceed seven (7) days and may be revoked at any time by the board, or any member of the board, without assigning reasons.

(ix) Provisional Members:

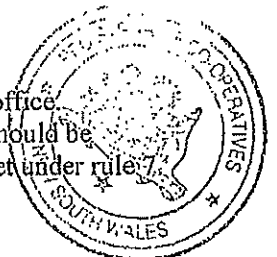
Any person who applies for admission as a member of the club, has paid the annual subscription appropriate for the membership applied for and is awaiting a decision on the application, shall be a provisional member.

7 Entry fees and regular subscriptions (CNL s124)

The regular subscription shall be determined from time to time by the board and published at the registered office or on the website of the co-operative. The appropriate subscription shall be paid by the 30th June each year.

8 Membership applications

- a) Applications for membership must be lodged at the club's registered office. Applications are to be written on a form approved by the board, and should be accompanied by payment of the applicable entry fee or subscription set under rule 7.
- b) Every application must be considered by the board.



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- c) If the board approves an application, the applicant's name and any other information required under the law must be entered in the register of members within twenty eight (28) days of the board's approval.
- d) The applicant must be notified in writing of the entry of their details in the register. The applicant is then entitled to the privileges attached to membership.
- e) The board may, at its discretion, refuse an application for membership.
- f) The board need not assign reasons for the refusal. On refusal any amounts accompanying the application for membership must be refunded within 28 days without interest.

9 Cessation of membership (CNL s117)

A person ceases to be a member in either of the following circumstances:

- (a) if the membership ceases in any circumstances specified in section 117 of the law;
- (b) if the member no longer qualifies for membership under rule 5.

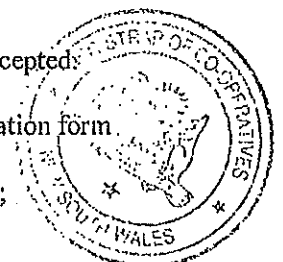
10 Disciplinary Action by a Club, District or Zone

10.1 For a Bowls Related Incident

- (a) If a bowling member, through the due process of a disciplinary hearing conducted by a club, district or zone, is found guilty of an incident of misconduct which;
 - (i) directly relates to the game of bowls; and/or
 - (ii) occurs during the course of an association event; and/or
 - (iii) is deemed by the hearing to have brought the game of bowls into disrepute, that bowling member shall be ineligible to play or officiate at any level of bowls at any club for a period which shall be equal to the term of suspension imposed by the hearing up to a maximum period of one (1) year from the date of the disciplinary hearing, whichever is the earlier.
- (b) A bowling member who is under an order of suspension or expulsion, or who has resigned their membership of a club because of an impending disciplinary hearing or citation for a bowls related incident shall not be eligible to apply for, or receive a club clearance or transfer, to another club.

10.2 Notification of Bowls Related Incident

- (a) A disciplinary notification form must be completed and signed by the club, district or zone imposing the disciplinary penalty and sent to the association office (C/O the Chief Executive Officer) within fourteen (14) days from the date of the disciplinary hearing, or otherwise from the date of any subsequent appeals being resolved.
- (b) Any notification received outside of a fourteen (14) day period shall not be accepted.
- (c) Details which must be notified to the association on the disciplinary notification form are;
 - Full name and registration number of the disciplined bowling member/s;
 - Date and venue of disciplinary hearing and/or appeal hearing if any;



- Confirmation that disciplinary hearing was conducted in compliance with the club, district or zone constitution and the disciplinary policy;
- Name of club, district or zone that conducted the hearing;
- Confirmation that the incident or misconduct was bowls related in accordance with RNSWBA Regulation 8.1;
- Any other documentation deemed relevant.

10.3 Disciplinary Action for Non-Bowls Related Incident

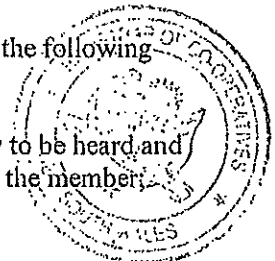
- If an individual is suspended or expelled by a club for an incident, which is deemed by a disciplinary hearing, not to be directly related to the game of bowls and/or not to bring the game of bowls into disrepute, it is at the discretion of that club as to whether the individual is permitted to play or officiate at their club during the term of suspension.
- If an individual member is under a term of suspension at their declared club for a non-bowls related incident, the individual member may enter and play in any association events which are not played at their declared club.
- If a registered player is under a term of suspension at their declared club for a non-bowls related incident, it is at the discretion of their declared club as to whether the registered player is permitted to enter or play in association events, regardless of the venue.

10.4 Appeals

A bowling member has a right of appeal in accordance with the appeals policy.

11 Expulsion of members (CNL s117)

- A member may be expelled from the co-operative by special resolution to the effect:
 - that the member has seriously or repetitively failed to discharge the member's obligations to the co-operative under these rules or a contract entered into with the co-operative under section 125 of the law; or
 - that the member has acted in a way that has:
 - prevented or hindered the co-operative in carrying out its primary activity or one or more of its primary activities; or
 - brought the co-operative into disrepute; or
 - been contrary to one or more of the co-operative principles as described in section 10 of the law and has caused the co-operative harm.
- Written notice of the proposed special resolution must be given to the member at least twenty eight (28) days before the date of the general meeting at which the special resolution is to be moved, and the member must be given a reasonable opportunity of being heard at the general meeting.
- At the general meeting when the special resolution for expulsion is proposed the following procedures apply:
 - at the general meeting, the member must be afforded a full opportunity to be heard and is entitled to call witnesses and cross-examine witnesses called against the member.



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- (b) if the member fails to attend at the time and place mentioned, without reasonable excuse, the member's alleged conduct must be considered and the co-operative may decide on the evidence before it, despite the absence of the member;
 - (c) once the alleged conduct is considered, the co-operative may decide to expel the member concerned;
 - (d) the co-operative must not make a decision on the alleged conduct or on expulsion, except by vote by secret ballot of the members present, in person and entitled to vote;
 - (e) a motion for the decision is not taken to be passed unless two-thirds of the members present, in person vote in favour of the motion.
- (4) An expelled member must not be re-admitted as a member unless the re-admission is approved by two-thirds of the members present at a general meeting special resolution.

12 Resignation of members (CNL s117)

A member may resign from a co-operative by giving seven (7) days' notice in writing in the form approved by the board.

13 Monetary consequences of expulsion or resignation (CNL s128)

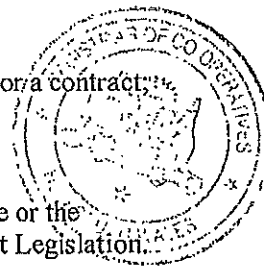
- (1) If a member is expelled or resigns from the co-operative, all amounts owing by the former member to the co-operative become immediately payable in full.
- (2) Subject to section 128 of the law, payment to the expelled or resigning member of any amount owing by the co-operative to the former member:
 - (a) must be made at the time decided by the board but within one year from the date of expulsion or resignation; or
 - (b) may be applied at the time decided by the board, but within one year from the date of expulsion or resignation, in the manner set out in section 128 of the law, if there is agreement by the board and former member or if the board considers that repayment would adversely affect the financial position of the co-operative.

14 Suspension of members

- (1) Pending the general meeting referred to in rules 11 and 14, a member cited to appear before the board shall be suspended from membership of the club from the date of the citation written by management, until the meeting held in accordance with rules 11 and 14.

The board of the co-operative may suspend a member for not more than one year, who does any of the following:

- (a) contravenes any of these rules or regulations;
- (b) fails to discharge obligations to the co-operative, whether under these rules or a contract;
- (c) acts detrimentally to the interests of the co-operative;
- (d) whose presence on the premises of the co-operative renders the co-operative or the secretary of the co-operative liable to a penalty under the NSW Government Legislation.



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(2) During the period of suspension, the member:

- (a) loses any rights arising as a result of membership; and
- (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the co-operative; and
- (b) remains liable for any fine that may be imposed.

Division 2 Member's liability

15 Fines payable by members (CNL ss56 & 126)

(1) The board may impose on a member a maximum fine of \$ 100.00 for a contravention of these rules.

Note. The maximum amount to be inserted must not be more than \$1,000, or \$500 for a co-operative with a charitable purpose (see section 56 of the law and National Regulation 2.1).

(2) A fine must not be imposed on a member under sub-rule (1) unless:

- (a) written notice of intention to impose the fine and the reason for it has been given to the member; and
- (c) the member has been given a reasonable opportunity to appear before the board in person (with or without witnesses), or to send to the board a written statement, to show cause why the fine should not be imposed.

16 Liability of members to co-operatives (CNL ss117(2) & 121)

A member is liable to the co-operative for the amount, if any, unpaid by the member in respect of entry fees and regular subscriptions, together with any charges, payable by the member to the co-operative under these rules.

Division 3 Member cancellations

17 Forfeiture and cancellations—inactive members (CNL ss156–163)

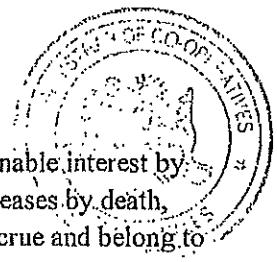
The board must declare the membership of a member cancelled if:

- (a) the whereabouts of the member are not presently known to the co-operative and have not been known to the co-operative for a continuous period of at least one year; or
- (b) the member is not presently active and has not been active within the meaning of rule 4 in the past two (2) years.

Division 4 Deceased or incapacitated members

18 No claim on Club Property

No member shall, by reason of his membership, have any transmissible assignable interest by operation of law or otherwise in any property of the club. When any person ceases by death, resignation or otherwise to be a member, all of their interest shall survive, accrue and belong to the members for the time being.



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19 Rights and liabilities of members under bankruptcy or mental incapacity

Upon application by a person appointed to manage the affairs of a member referred to in sub rule (2), the board may decide to suspend some or all active membership obligations if there are grounds to believe that the member's physical or mental infirmity is temporary.

Part 3 General meetings, resolutions and voting

20 Annual general meeting (CNL s252)

An annual general meeting must be held each year, at a place and on a date and a time decided by the board, within five (5) months after the close of the financial year of the co-operative or within the further time allowed by the Registrar.

21 Members' power to requisition a general meeting (CNL s257)

- (1) The board may, whenever it considers appropriate, call a general meeting of the co-operative.
- (2) The board must call a general meeting of the co-operative on the requisition in writing by bowling members who together are able to cast at least 20% of the total number of votes able to be cast by bowling members at a meeting of the co-operative.
- (3) The provisions of section 257 of the law apply to a meeting requisitioned by members.

22 Notice of general meetings (CNL ss239, 254 & 611)

- (1) At least fourteen (14) days' notice of a general meeting (not including the day on which the notice is served or taken to be served, but including the day for which notice is given) must be given.
- (2) Notice must be given to each member of the co-operative and any other persons who are, under these rules or the law, entitled to receive notices from the co-operative.
- (3) The notice must state the place, day and hour of the meeting and include ordinary business as specified in rule 22 and, for special business, the general nature of any special business.
- (4) The notice must also include any business, members have notified their intention to move at the meeting, under sub-rule 6 (but only if the members' notification has been made under these rules and within time).
- (5) The notice must be served in the manner provided in the law or rule 52.

Note 1. Section 611 of the law makes provision for the service of notices on members of the co-operative. Rule 51 makes additional provision for notice by electronic transmission.

Note 2. Non-receipt of the notice does not invalidate the proceedings at the general meeting.

- (6) Bowling members who together are able to cast at least 20% of the total number of votes that are able to be cast at a meeting of the co-operative by bowling members and who have a resolution to submit to a general meeting must give written notice of it to the co-operative at least forty-five (45) days before the day of the meeting.

Note. A co-operative can limit an individual member from proposing a resolution to the general meeting by requiring that there be a minimum number of members proposing the resolution before the matter can be considered. This does not prevent an individual member from requesting that the board propose a particular resolution at the next meeting.

23 Business of annual general meetings

- (1) The ordinary business of the annual general meeting of a large co-operative must be:
 - (a) to confirm minutes of the last preceding general meeting (whether annual or special); and
 - (b) to receive from the board, auditors or officers of the co-operative:
 - (i) the financial reports of the co-operative for the financial year;
 - (ii) a report on the state of affairs of the co-operative; and
 - (c) to approve any payments of fees to directors.
- (2) The ordinary business of the annual general meeting of a small co-operative must be:
 - to confirm minutes of the last preceding general meeting (whether annual or special); and
 - to receive from the board, auditors or officers of the co-operative:
 - (i) the basic minimum financial statements for the co-operative for the financial year;
 - (ii) a report on the state of affairs of the co-operative;
 - (iii) a directors' solvency resolution as to whether or not, in their opinion, there are reasonable grounds to believe that the co-operative will be able to pay its debts as and when they become due and payable; and
 - to approve any payments of fees to directors.

Small Co-operatives only

Note 1. A small co-operative must prepare and send to members minimum financial statements that are specified in regulation 3.10 of the National Regulations (these are referred to as "basic minimum financial statements"). A co-operative may require more than the basic minimum financial statements to be provided to members and, if so, the additional financial statements should be specified in this rule.

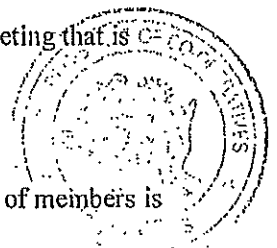
Note 2. If the small co-operative has consolidated gross assets of less than \$250,000 and consolidated revenue of less than \$750,000, the financial statement for the small co-operative need not include a cash flow statement (as provided in regulation 3.10 of the National Regulations).

Note 3. A small co-operative may decide whether its financial statements are to be either audited or reviewed, or neither.

- (3) The annual general meeting may also transact special business of which notice has been given to members under these rules.
- (4) All business of a general meeting, other than business of the annual general meeting that is ordinary business, is special business.

24 Quorum at general meetings

- (1) An item of business cannot be transacted at a general meeting unless a quorum of members is present when the meeting is considering the item.



- (2) Unless these rules state otherwise twenty five (25) bowling members present in person, each being entitled to exercise a vote, constitute a quorum.
- (3) If a quorum is not present within half an hour after the appointed time for a meeting, the meeting, if called on the requisition of members, must be dissolved. In any other case it must be adjourned to the same day, time and place in the next week.
- (4) If a quorum is not present within half an hour after the time appointed for an adjourned meeting, the members present constitute a quorum.

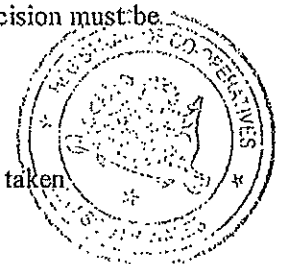
25 Chairperson at general meetings

- (1) The chairperson, if any, of the board may preside as chairperson at every general meeting of the co-operative.
- (2) If there is no chairperson, or if at a meeting the chairperson is either not present within fifteen (15) minutes after the time appointed for holding the meeting or is unwilling to act as chairperson, the members present must choose someone from their number to be chairperson (until the chairperson attends and is willing to act).
- (2) The chairperson may, with the consent of a meeting at which a quorum is present (and must if directed by the meeting) adjourn the meeting from time to time and from place to place. However, the only business that can be transacted at an adjourned meeting is the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for fourteen (14) days or more, notice of the adjourned meeting must be given just as for the original meeting. Apart from this it is not necessary to give notice of an adjournment or the business to be transacted at an adjourned meeting.

26 Attendance and voting at general meetings (CNL ss228 & 256)

- (1) The right to vote attaches to membership.
- (2) A resolution, other than a special resolution, must be decided by simple majority.

Note. The requirements for a special resolution are in section 239 of the law.
- (3) Subject to sub-rules (7) and (8), a question for decision at any general meeting must be decided on a show of hands of members present at the meeting.
- (4) A poll may be demanded on any question for decision.
- (5) If before a vote is taken or before or immediately after the declaration of the result on a show of hands;
 - (a) the chairperson directs that the question is to be determined by a poll; or
 - (b) at least five (5) members present in person demand a poll, the question for decision must be determined by a poll.
- (6) The poll must be taken when and in the manner that the chairperson directs.
- (7) A poll on the election of a chairperson or on the question of adjournment must be taken immediately and without debate.



- (8) Once the votes on a show of hands or on a poll have been counted then, subject to sub-rule (8), a declaration by the chairperson that a resolution has been carried (unanimously or by a particular majority) or lost is evidence of that fact.

- (9) The result of the vote must be entered in the minute book.

27 Voting on a show of hands (CNL ss234 & 256)

On a show of hands at a general meeting, each member **present** may exercise only one vote.

28 Voting on a poll

On a poll called at a general meeting, each member **present** may exercise one vote.

Note 1. Section 256(2) of the law provides that a question is to be decided by a poll if a poll is required by the chairperson of the meeting or by any five (5) members present at the meeting.

Note 2. Most decisions are made by ordinary resolution, but in certain cases the law requires a special resolution.

29 Determining the outcome where equality of votes (s228)

- (1) This rule applies where the votes in favour and against a resolution are equal.
- (2) If the chairperson of the meeting is a member of the co-operative, he or she may exercise a second or casting vote.
- (3) If the chairperson is not a member of the co-operative or decides not to exercise a second or casting vote, the outcome of an equality of votes is taken to have been decided in the negative.

30 Proxy votes (s229)

Voting by proxy is not permitted at any general meeting.

31 Postal ballots (other than special postal ballots) (CNL ss247 & 250)

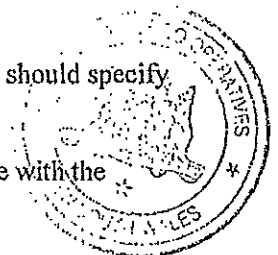
Note 1. The rules may require some decisions to be made by postal ballot.

Note 2. Section 250 of the law provides that members may require a matter to be decided by a postal ballot. The following rule will facilitate a postal ballot in these situations.

- (1) A postal ballot must be held in respect of a special resolution where members who together are able to cast at least 20% of the total number of votes able to be cast at a meeting of the co-operative may requisition the board to conduct the special resolution by postal ballot.

Note. Requisitioning members may be liable for the cost of a postal ballot if the special resolution is not passed. See section 250 of the law.

- (2) If a postal ballot is requisitioned by members under sub rule (1), the requisition should specify whether the postal ballot is to be a secret ballot.
- (3) A postal ballot requisitioned under sub rule (1) is to be conducted in accordance with the National Regulations and in the form and manner determined by the board.



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- (4) The board may determine in a particular case whether the special resolution by postal ballot should be a secret ballot and whether votes may be returnable by fax or other electronic means or both.
- (5) If the board decides to conduct a secret postal ballot, it must ensure that the method used to conduct the ballot will ensure that votes can be counted without identifying the way each member has voted.
- (6) The board is to appoint a returning officer and two (2) scrutineers to conduct the postal ballot. In default of such an appointment, the secretary is the returning officer.
- (7) Ballot papers (in such form and with such content as the board may approve) must be sent to all voting members giving:
 - (a) particulars of the business in relation to which the postal ballot is being conducted; and
 - (b) an explanation of how to lodge a valid vote and the majority required to pass the vote; and
 - (c) notice of the closing date and closing time of the postal ballot;and must be sent to members so that they arrive (assuming standard postal times) at least twenty one (21) days before the closing date of the postal ballot.
- (8) This rule does not apply in relation to special postal ballots.

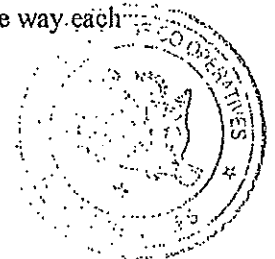
32 Special postal ballots (CNL ss248 & 249)

Note. A special postal ballot is required by the law for certain specified decisions. The majority required to pass a special postal ballot is 75%. A special postal ballot is governed by the provisions of the law and the National Regulations as well as these rules.

- (1) This rule applies where a special postal ballot is required.
- (2) Ballot papers (in such form and with such content as the board may approve) must be sent to all voting members so that they arrive (assuming standard postal times) at least twenty eight (28) days before the closing date of the special postal ballot.
- (3) The board may determine in a particular case whether the special resolution by postal ballot should be a secret ballot and whether votes may be returnable by fax or other electronic means or both.
- (4) If the board decides to conduct a secret postal ballot, it must ensure that the method used to conduct the ballot will ensure that votes can be counted without identifying the way each member has voted.

33 Special resolutions (CNL ss238–241)

- (1) A special resolution is a resolution that is passed:
 - (a) by a two-thirds majority at a general meeting; or



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- (b) by a two-thirds majority in a postal ballot (other than a special postal ballot) of members;
or
 - (c) by a three-quarters majority in a special postal ballot of members.
- (2) A notice of special resolution is required to be given to members at least twenty one (21) days before the vote or ballot time (or twenty eight (28) days' notice in the case of a special postal ballot).
- (3) The notice of special resolution must state:
- (a) the intention to propose the special resolution; and
 - (b) the reasons for proposing the special resolution; and
 - (c) the effect of the special resolution being passed.

Note. Voting majorities for ordinary and special resolutions and special postal ballots are defined in the law along with how a majority is counted and the requirements for registration of special resolutions.

Part 4 Board of directors

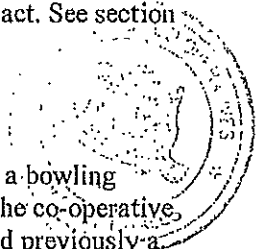
34 Board (CNL s172)

- (1) The board must have seven (7) directors one of whom shall be the President/chairman.
Comprising: President
Vice President
Games Secretary
Four (4) Directors
- (2) The business of the co-operative is to be managed by or under the direction of the board of directors, and for that purpose the board has and may exercise all the powers of the co-operative that are not required to be exercised by the co-operative in a general meeting.
- (a) The board and the members at a general meeting shall have the power to make regulations, consistent with the law, the regulations and these rules, relating to the conduct of members on the premises of the co-operative or the operation of the co-operative;
 - (b) A breach of a regulation shall be deemed to be an infringement of the rules for the purpose of rules 9 and 12;
 - (c) In lieu of such fine, or in addition to such fine, the board may suspend a member from the use of part or all of the facilities of the co-operative for a period not exceeding twelve (12) months.

Note. The rules of the co-operative may restrict the power of the board, but an exercise of power by the board in excess of the restriction in these rules may still be a valid act. See section 45 of the law.

35 Qualifications of directors (CNL s174)

A person is not qualified to be a director of the co-operative unless the person is a bowling member of the co-operative and has been a bowling member or life member of the co-operative for a period of two (2) years or a bowling member of WBBC for one (1) year and previously a bowling member at an affiliated bowling club prior to WBBC co-operative membership for the immediately previous consecutive two (2) years.



36 Chief executive officer (CNL ss172 & 178)

- (1) The board may, if it considers appropriate, appoint a person to be responsible for the day to day management of the co-operative. The person may be a director or the secretary or a member of the co-operative or some other person.
- (2) The appointed person is the chief executive officer of the co-operative, and may be called the chief executive officer or (if a director of the board) the managing director.
- (3) The conditions and the period of appointment including termination must be decided by the board.
- (4) The chief executive officer is not entitled to be present or to vote at a meeting of directors on a motion concerning the conditions of his or her own appointment, conditions of service or termination of service.
- (5) The chief executive officer cannot be required to be an active member of the co-operative.
- (6) In the event of any conflict between the terms of the appointment of a person as the chief executive officer and that person's obligations or privileges under the law, the terms of the law prevail over the terms of appointment.

37 First directors and election of directors (CNL ss173 & 179)

- (1) The members of the board are to be elected in the manner specified in this rule.
 - (a) at the annual general meeting in the year all the directors shall retire.
 - (b) a retiring director shall be eligible for re-election subject to the person holding the qualifications specified in rule 35.
- (2) At an annual general meeting at which a director retires or a casual vacancy occurs, the vacated office may be filled in the following manner:
 - (a) at least six (6) weeks before an annual general meeting, the board must;
 - (i) notify all members of the number of directors retiring at the annual general meeting; and
 - (ii) advise the members of:
 - their eligibility to nominate as a director; and
 - the duties and responsibilities of a director; and
 - the anticipated remuneration (if any); and
 - the nomination and election procedures.
 - (b) A notice must also be displayed at the place of business of the co-operative inviting nominations of nominees to serve as directors.
 - (c) A nomination must:
 - (i) be signed by two (2) or more bowling members; and

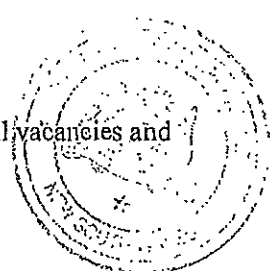


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- (ii) be accompanied by a notice in writing signed by the nominee consenting to their nomination.
- (d) The nomination and the notice of consent must be lodged with the secretary of the co-operative at least thirty (30) days before the annual general meeting.
- (e) The secretary, or an officer nominated by the board, must give details of each person who has been nominated to members with the notice of the annual general meeting. Details to be provided to members must include:
 - (i) the nominee's name; and
 - (ii) the nominee's qualifications and experience; and
 - (iii) the nominee's length of any previous service as a director of the co-operative or with any other co-operative.
- (f) members who are employees of the co-operative are not permitted to stand for the position of director of the co-operative; and former employees are not permitted to stand for election to the board of directors for a period of five (5) years after ceasing employment;
- (3) nominations for candidates to fill the vacant positions shall be sought in such a manner as the board determines, notwithstanding that members eligible for election to the board may be nominated for more than one position and in the event of their being elected to that position they shall be deemed to have been eliminated from candidature for election to any other position.
- (4) If the number of nominees equals the number of vacancies, the nominees must be declared elected at the annual general meeting.
- (5) If there are insufficient nominees to fill all vacancies, the nominees to be declared elected at the annual general meeting and nominations for people to fill the remaining vacancies are to be called from the floor and a ballot held if required.
- (6) If the number of nominees exceeds the number of vacancies, the election of directors must be conducted prior to the meeting by ballot as follows:
 - (a) If a returning officer is elected at the meeting, the directors, the secretary and anyone who has an interest in the election are not eligible to be the returning officer.
 - (b) the order of all nominees are to be listed on the ballot form as determined by lot.
 - (c) The returning officer is responsible for determining the validity of and counting of the votes.
 - (d) If there is an equality of votes, the outcome must be determined by lot.
 - (d) The returning officer is to declare the election results.
- (7) If any vacancies remain at the end of the meeting, the vacancies are to be casual vacancies and must be filled in accordance with rule 40.

38 Removal from office of director (CNL s180)

The co-operative may by resolution under section 180 of the law, with special notice as required by that section, remove a director before the end of the director's period of office, and



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may by a simple majority appoint another person in place of the removed director. The person appointed must retire when the removed director would otherwise have retired.

39 Vacation of office of director (CNL s179)

In addition to the circumstances set out in the law, a director vacates office if the director dies or resigns his/her position.

40 Casual vacancies and alternate directors (CNL ss173 & 177)

- (1) The board may appoint a qualified person to fill a casual vacancy in the office of director until the next annual general meeting.
- (2) The board may appoint a person to act as a director (an *alternate director*) in the place of an absent director.
- (3) A person is not qualified to be appointed as an alternate director for:

a member director—unless the person is qualified for appointment as a member director.
- (4) An alternate director holds office until the next annual general meeting or until the next general meeting held to elect directors to fill any vacancies (whichever is earlier).
- (5) An alternate director for a director (the *principal director*) vacates office:
 - (a) in similar circumstances or cases to those in which the principal director would vacate office (and for that purpose the provisions of these rules and Division 1 of Part 3.1 of the law accordingly apply in relation to the alternate director); or
 - (b) if the alternate director is removed from office by the board as alternate director for failure, without its leave, to attend a meeting of the board at which the principal director is absent (and for that purpose the provisions of section 179(2)(b) of the law do not apply in relation to the alternate director).

41 Remuneration of directors (CNL s203)

Directors' shall receive such remuneration for their services as shall be determined at a general meeting, and all necessary expenses incurred by them in the business of the co-operative shall be refunded to them and must comply with the provisions of the law.

Note 1. Remuneration for directors is strictly controlled under the law and requires the approval of the co-operative at a general meeting. However, it is possible for a co-operative to specify in its rules that a director will receive particular remuneration if this is appropriate. It may still be necessary to obtain ratification or approval at a general meeting even in respect of specified remuneration under the rules.

Note 2. An alternate director is treated as a director under the law, and remuneration of an alternate director is subject to the same restrictions under the law.

42 Proceedings of the board (CNL ss175 & 176)

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- (1) Meetings of the board (including meetings conducted outside board meetings pursuant to section 176 of the law) are to be held as often as may be necessary for properly conducting the business of the co-operative and must be held at least every three (3) months.
 - (2) A meeting may be held with one or more of the directors participating by using a form of communication that allows reasonably contemporaneous and continuous communication between the directors taking part in the meeting.
 - (3) Questions arising at a meeting must be decided by a majority of votes.
 - (4) If votes are equal, the chairperson, if a member director, has a second or casting vote.
 - (5) Except in special circumstances determined by the chairperson, at least forty-eight (48) hours' notice must be given to the directors of all meetings of the board.

43 Quorum for board meetings (CNL s175)

The quorum for a meeting of the board is 50% of the number of directors (or if that percentage of the number of directors is not a whole number, the whole number next higher than one half).

Note. The co-operative may specify in the rules a greater percentage than 50% for a quorum.

44 Chairperson of meetings

- (1) The president of the board shall act as the chairperson at any meeting of the board.
- (2) If no chairperson is elected or the chairperson is not present within fifteen (15) minutes after the time fixed for holding the meeting or is unwilling to act as chairperson of the meeting, the directors present may choose one of their number to be chairperson of the meeting until the chairperson attends and is willing to act as chairperson.

45 Delegation and board committees (CNL s178)

- (1) The board may by resolution delegate to:
 - a. a director; or
 - b. a committee of two (2) or more directors; or
 - c. a committee of members of the co-operative; or
 - d. a committee of members of the co-operative and other persons if members form the majority of persons on the committee; or
 - e. a committee of directors and other persons;
- (2) the exercise of the board's powers (other than this power of delegation) specified in the resolution. The co-operative or the board may by resolution revoke all or part of the delegation.
- (3) A power delegated under this rule may, while the delegation remains unrevoked, be exercised from time to time in accordance with the delegation.
- (4) A delegation under this rule may be given on conditions limiting the exercise of the power delegated, or time or circumstances.

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- (5) Despite any delegation under this rule, the board may continue to exercise the power delegated.
 - (6) If a power is exercised by a director (alone or with another director) and the exercise of the power is evidenced in writing, signed by the director in the name of the board or in his or her own name on behalf of the board, the power is taken to have been exercised by the board. This is so whether or not a resolution delegating the exercise of the power to the director was in force when the power was exercised, and whether or not any conditions mentioned in sub-rule (3) were observed by the director exercising the powers.
 - (7) A committee may elect a chairperson of their meetings. If no chairperson is elected, or, if at a meeting the chairperson is not present within fifteen (15) minutes after the time appointed for holding the meeting, the members present may choose one of their numbers to be chairperson of the meeting.
 - (8) A committee may meet and adjourn as it thinks appropriate. Questions arising at a meeting must be decided by a majority of votes of the members present and voting and if the votes are equal, the chairperson has a second or casting vote.

46 Other committees

- (1) The board may by resolution appoint committees of members or other persons or both, to act in an advisory role to the board and to committees of directors.
- (2) Rule 45 (6) and (7) apply to committees appointed under this rule, with the changes approved by the board.
- (3) The quorum for a meeting of the committee is half the number of committee members (or if half is not a whole number the whole number next higher than one half).

47 Minutes

- (1) The board must keep minutes of meetings and, in particular, of:
 - (a) all appointments of officers and employees made by the directors; and
 - (b) the names of the directors present at each meeting of the board and of a committee of the board; and
 - (c) all resolutions and proceedings at all meetings of the co-operative and of directors and of committees of directors.

Note. Section 209 of the law also requires any declarations of interest by directors to be recorded in the minutes.

- (2) Minutes must be entered in the appropriate records within twenty eight (28) days of the meeting to which they relate was held.
- (3) The minutes are to be signed within a reasonable time after the meeting to which they relate by either the chairperson of that meeting or the chairperson of the next meeting.
- (3) All minutes are to be kept in the English language.

Part 5 Rules

48 Amendments and copies of rules (CNL ss57 & 60-63)

- (1) Any amendment of the rules must be approved by special resolution. However, if model rules are adopted in the manner specified under section 65(a) of the law, any amendments to the model rules as notified by the Registrar are included in the co-operative's rules without the need for a special resolution.

Note. Section 60 of the law permits the Registrar to specify classes of rules that must not be changed without first obtaining the approval of the Registrar. A co-operative should check whether any prior approval is required before the change is put to a special resolution vote.

- (2) A proposal to amend the rules of the co-operative must be made in a form approved by the board which clearly shows the existing rule or rules concerned and any proposed amendment to the rules.
- (3) A member is entitled to a copy of the rules upon payment of the amount of \$5 to the co-operative.

Note. The rule could instead provide that the fee payable by a member for a copy of the rules is nil (for example, for a copy that is provided electronically to the member). In any case, the fee cannot be greater than the fee that would be charged if the member obtained a copy from the Registrar.

Part 6 Administrative matters

49 Seal (CNL ss49 & 223)

- (1) This rule applies if the co-operative chooses to authenticate a document under the common seal of the co-operative.
- (2) The co-operative's name and registration number must appear on its common seal and any official seal. The common seal must be kept at the registered office in the custody that the board directs.
- (3) The co-operative may have one or more official seals for use outside the state or territory in place of its common seal. Each of the additional seals must be a facsimile of the common seal with the addition on its face of the name of the place where it is to be used.
- (4) The seal of the co-operative must not be affixed to an instrument other than under a resolution of the board. Two directors, or one director and the secretary, must be present and must sign all instruments sealed while they are present.

50 Inspection of records and registers (CNL ss214 & 215)

Members of the co-operative have free access to the records and registers referred to in section 214 (1) of the law and they may make a copy of any entry in the registers free of charge.

Note 1. The rule may instead specify an amount payable for making an entry in the registers. The amount cannot exceed the amount set down in either the National Regulations applying in this jurisdiction or in local regulations.

Note 2. Members and other persons accessing records and registers under section 214 of the law are restricted in the use of any information obtained.

Members do not have access to the minutes of board or committee meetings, but may request access to any such minutes in writing addressed to the board.

51 Safe keeping of Records

Registers and any other certificates or documents or duplicates of them pertaining to records must be safely kept by the co-operative in the way and with the provision for their security as the board directs.

52 Notices to members (CNL s611)

- (1) This rule applies in addition to section 611 of the law regarding how a notice or other document may be given to a member of the co-operative.
- (2) A notice or other document required to be given to a member of the co-operative may be given by the co-operative to any member by any form of technology (for example, by fax or email), where the member has given consent and notified the co-operative of the relevant contact details.
Note. Legislation relating to electronic transactions may also be relevant to the giving of notices or other documents.
- (3) If a notice is sent by post, service is taken to be effected at the time at which the properly addressed and prepaid letter would be delivered in the ordinary course of post. In proving service by post, it is sufficient to prove that the envelope containing the notice was properly addressed and posted.
- (4) A notice forwarded by some other form of technology is taken to have been served, unless the sender is notified of a malfunction in transmission, on the day of transmission if transmitted during a business day, otherwise on the next following business day.
- (5) A notice may be given by the co-operative to the person entitled to a share in consequence of the death, incapacity or bankruptcy of a member by sending it through the post in a prepaid letter addressed to that person by name. Alternatively, it can be addressed to the person by the title of representative of the deceased or incapacitated person, or trustee of the bankrupt, or by any like description, and:
 - (a) the address should be that supplied for the purpose by the person claiming to be entitled; or
 - (b) if no such address has been supplied, the notice can be given in the manner in which it could have been given if the death, incapacity or bankruptcy had not occurred.

Part 7 Accounting and financial matters

53 Financial year

The financial year of the co-operative ends on 30th June

54 Accounts

- (1) The board must have at least one financial institution account, electronic or otherwise, in the name of the co-operative, into which all amounts received by the co-operative must be paid as soon as possible after receipt.

- (3) All cheques drawn on the accounts, and all drafts, bills of exchange, promissory notes and other negotiable instruments, of the co-operative must be signed by two (2) authorised persons, one of whom shall be a board member.
- (3) The operation of any electronic accounts must be restricted so that there is a requirement for authorisation by two (2) authorised persons, one of whom shall be a director.
- (4) For the purposes of this rule, an **authorised person** is:
 - (a) a director; or
 - (b) a person approved by the board.

55 Appointing an auditor or reviewer for small co-operative (optional rule) (CNL s298)

Note 1. If a co-operative is a small co-operative in a particular financial year, there is no requirement to appoint an auditor, unless the co-operative is directed to prepare audited or reviewed financial statements by its members or by the Registrar. A small co-operative may choose to appoint an auditor or a reviewer to have its financial statements to members either audited or reviewed each financial year where there is no direction from members or the Registrar.

Note 2. A review may be carried out by a person who:

- is a member of the Institute of Chartered Accountants in Australia and holds a Certificate of Public Practice issued by that body.
- is a member of CPA Australia Ltd and holds a Public Practice Certificate issued by that body.
- is a member of the Institute of Public Accountants and holds a Professional Practice Certificate issued by that body.

Note 3. Large co-operatives are required to appoint an auditor in accordance with the procedures under the law. A large co-operative is one that is not classified as a small co-operative under the National Regulations.

Note 4. The following rule is suitable for a small co-operative that wishes to require its financial statements be either audited or reviewed.

- (1) The co-operative must appoint an auditor in respect of its financial statements.
- (2) An auditor appointed under this rule is to conduct an audit of the co-operative's financial statements as presented to members.
- (3) The appointment of an auditor under this rule is to be made at an annual general meeting.
- (4) The co-operative may appoint another auditor at a subsequent annual general meeting if there is a vacancy in the office of the auditor.
- (5) The provisions of section 300(2) of the law apply to an auditor appointed under this rule in the same way (but with any necessary adaptations) as they apply to an auditor appointed for a large co-operative.

Note. See section 310 of the law regarding the removal and resignation of auditors.

56 Appointing an auditor or reviewer for a small co-operative if there is a direction under the law (CNL ss271 & 272)

- (1) If a small co-operative is directed to prepare a financial report under section 271 or 272 of the law and the direction requires that the financial report be audited or reviewed, the board must appoint an auditor or reviewer (as the case may) within one month of the direction.
- (2) An auditor or reviewer appointed under this rule holds office until the financial report prepared as a result of the direction has been audited or reviewed and sent to members.

57 Disposal of surplus funds during a financial year (CNL ss19, 355 & 356)

- (1) The board may retain all or part of the surplus arising in any year from the business of the co-operative, to be applied for the benefit of the co-operative.
- (2) No part of the surplus may be paid or transferred directly or indirectly, by way of profit, to members of the co-operative.

58 Provision for loss

The board must make appropriate provision for losses in the co-operative's accounts and when reporting to members is to indicate whether the loss is expected to continue and whether there is any real prejudice to the co-operative's solvency.

59 Financial reports to members (CNL Part 3.3)

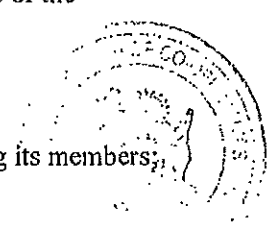
The co-operative must prepare financial reports and statements in accordance with the law, the National Regulations and these rules.

Note. The financial reports or statements required by the law to be given to members vary according to the size of a co-operative in a given year. Large co-operatives are required to prepare and lodge with the Registrar full audited financial reports as set out in Part 3.3 of the law. Small co-operatives are not required to lodge financial reports with the Registrar but are required to lodge an annual return under section 293 of the Law and provide members with basic minimum financial statements set out in the National Regulations. If the basic minimum reports prescribed in the National Regulations are not considered sufficient for a particular co-operative, the rules may include additional financial statements or information.

Part 8 Winding up

60 Winding up (CNL Part 4.5)

- (1) The winding up of the co-operative must be in accordance with Part 4.5 of the law.
- (2) If, on the winding up or dissolution, there remains any property after the satisfaction of all its debts and liabilities, this must not be paid to or distributed among the members of the co-operative but must be given or transferred to an institution or institutions:
 - (a) with objects similar to those of the co-operative; and
 - (b) whose constitution prohibits the distribution of its property among its members; and



- (c) chosen by the members of the co-operative at or before the dissolution or, in default, by a judge of the court with jurisdiction in the matter.

61 Sporting sections within the Co-operative

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

62 Insurance

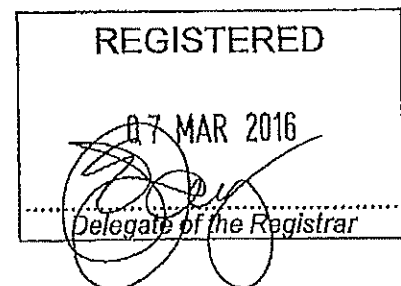
- a) The board shall arrange insurance against loss, damage to or liability of the co-operative by reason of fire, accident or otherwise.
- b) The co-operative will, indemnify an officer or auditor against any liability incurred by the officer or auditor in defending any proceedings, whether civil or criminal, in which judgment is given in the officer's or auditor's favour or in which the officer or auditor is acquitted or in connection with any application in relation to any such proceedings in which relief is under Section 228 of the act granted to the officer or auditor by the court.
- c) The board shall cause every officer or person, having the receipt or charge of any money of the club, to give security as prescribed in such amount as the board shall determine, the club shall pay all premiums in respect of any such security.

3 Schedule of Fees

Copy of Book of Rules.....\$5

Copy of Register.....\$5

Annual Subscription (maximum)\$200





WARNERS BAY BOWLING CLUB CO-OPERATIVE LIMITED

Trading as Warners Bay Sports Club

REGULATIONS

Final

REGULATIONS

The Board shall have the power to make 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, the Royal New South Wales Bowling Association and Women's 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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Appendix A – Duties of the Controlling Body as included in the RNSWBA Conditions of play.

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Appendix D – Conditions of Play, club championships

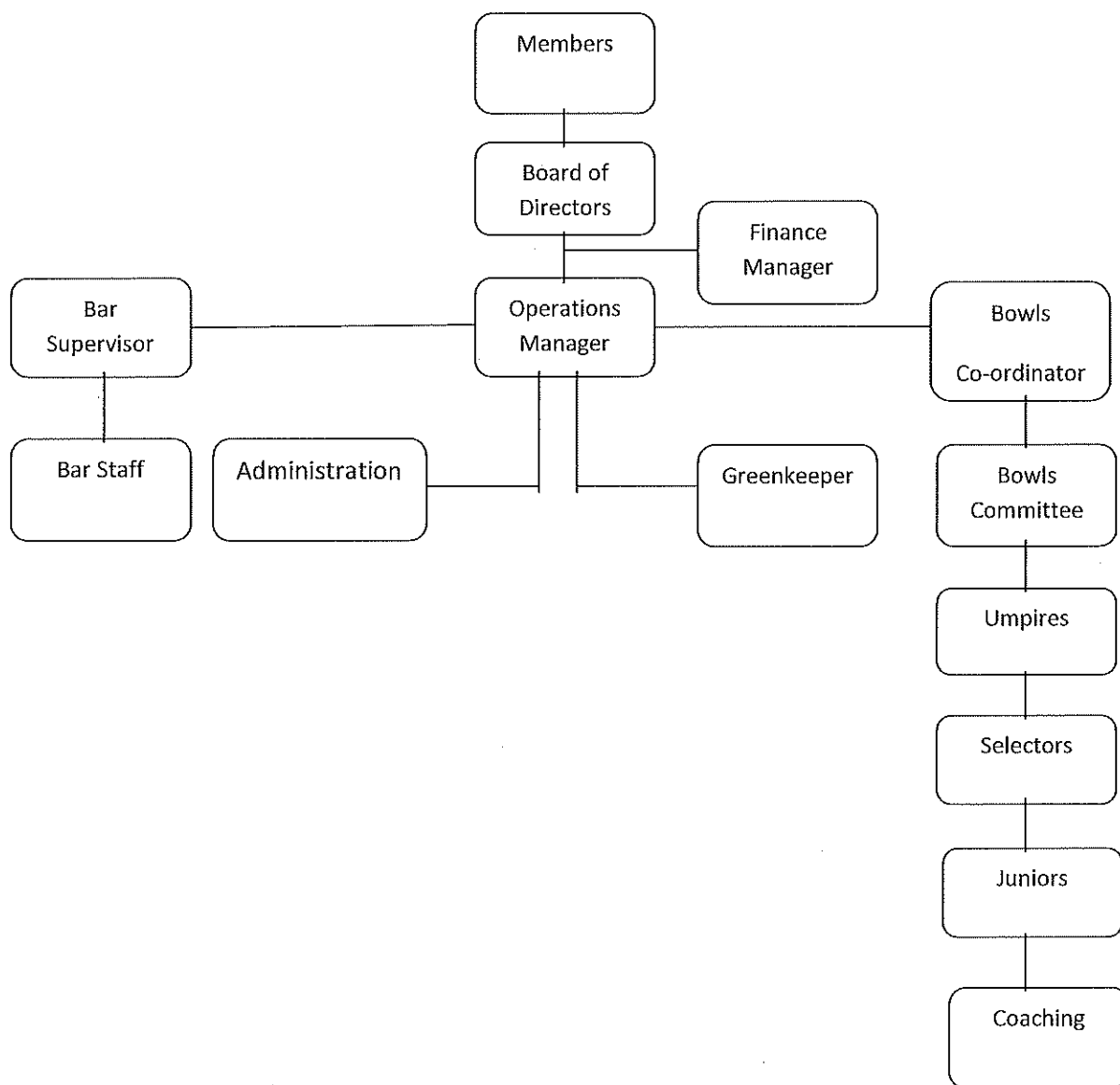
Appendix E – RNSWBA by-law 8 – Attire

Appendix F – WBNSW Uniform Code

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
- Ordinary Bowling members
- 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 relevant 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 will 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 OF STAFF & CUSTOMERS
- REFUSAL TO LEAVE WHEN DIRECTED BY STAFF 3 STRIKE RULE
- DAMAGE TO CLUB PROPERTY
- FOUL AND ABUSIVE LANGUAGE
- DISTURBING OTHER PATRONS
- FIGHTING
- GLASSING

3 MTHS	6 MTHS	12 MTHS	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 assent and such assent 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 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 Royal New South Wales Bowling Association (RNSWBA) for male members of Warners Bay Bowling Club; and
- 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 prima facie 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 men's, women's and juniors 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.
- Is a board member.

b) The Publicity Officer/s

- Is/are appointed by the bowls committees
- Organises bowls related publicity and results in appropriate media forums.

- Provides bowls copy for the club web site.

c) 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.

d) 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 RNSWBA and WBNSW.

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

e) 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 NDBA 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 35 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 35 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. In this case greens will be closed until such time as the official temperature has been at or below 35 degrees ambient for a period of at least fifteen (15) minutes.

The appropriate weather forecast will be that shown on the Bureau of Meteorology web site.

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 35 degrees for a period of at least fifteen (15) minutes. 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 under such 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.
- Approaches by individual members to the selection committee are discouraged.

d) Clothing and Apparel

- i. Men
- ii. Women

Men

Dress rules vary in different circumstances.

For galas where creams are to be worn:

- Cream coloured clothing is acceptable
- Current WBBC club colours may be worn.
- Hats – as indicated in RNSWBA by-law 8 part F (see Appendix G)
- Shoes – as indicated in RNSWBA by-law 8 part E (see Appendix G)

For Club games:

- As indicated in RNSWBA by-law 8 (see Appendix G)

Mufti galas or roll ups:

- 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.
- Suitable hats and caps may be worn.
- Proper bowls shoes as outlined for galas or 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.
- May be worn for club games as outlined above.
- May be worn for galas where creams are to be worn

Dress rules have been developed by RNSWBA and are set out in their by-law 8. This regulation is shown here as Appendix G.

Women

Dress rules vary in different circumstances.

For galas where uniform is to be worn:

- White/navy/ coloured clothing is acceptable
- Current WBWBC club colours may be worn.
- Hats – as indicated in WBNSW uniform code (see Appendix F)
- Shoes – as indicated in WBNSW uniform code (see Appendix F)

For Club games:

- As indicated in WBNSW uniform code (see Appendix F)

Mufti galas or roll ups:

- 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
- Gaudy printed T shirts, particularly with slogans and/or inappropriate words, phrases, messages or designs are not acceptable.
- Track suits are acceptable if they are in respectable, reasonable condition.
- Non- current club shirts and jackets may be worn.
- Suitable hats and caps may be worn.
- Proper bowls shoes as outlined for galas where creams are to be worn.

Current Registered Club Colours:

- Will be worn in all tournaments.
- Will be worn in all district events and higher.
- Will be worn when representing WBWBC at official events or outings.
- May be worn for club games as outlined above.
- May be worn for galas where uniform is to be worn

Dress rules have been developed by WBNSW and are set out in their State Dress Policy. This policy is shown here as Appendix F.

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.

Warners Bay Sports Club will pay the relative bowling association allocated player expenses for players who represent the district, state or country that is not paid by the relative association.

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.

Travel costs for members representing the club outside the local area will be considered on a case by case basis upon application via the Bowls Co-ordinator to the board.

It is recognised that during Pennant competition there is more frequent travel for more members than is generally the case. It is also recognised that travelling to a venue together is a convenient arrangement that

does result in an individual member incurring costs in operating a vehicle for the benefit of other members. Assistance with such expenses by the club is therefore considered appropriate and a subsidy arrangement has been put in place. For each member who transports a minimum of four (4) players to a venue, a distance based arrangement to ease administration has been adopted and is set out below.

CLUB	SUBSIDY \$per team	CLUB	SUBSIDY \$ per team
Adamstown BC	0	Marks Point BC	0
Alder Park BC	0	Mayfield BC	0
Bar Beach BC	0	Mayfield West BC	0
Bayway Village BC	10	Merewether BC	0
Belmont BC	0	Morisset Hospital BC	20
Beresfield BC	15	Nelson Bay BC	20
Boolaroo BC	0	New Lambton BC	0
		Rathmines Memorial BC	10
Cardiff BC	0	Raymond Terrace BC	15
Carrington BC	0	Redhead BC	0
Catherine Hill Bay BC	15	Soldiers Point BC	20
Charlestown BC	0	Stockton BC	10
Dora Creek Workers BC	15	Swansea Workers BC	10
Edgeworth BC	0	Tea Gardens BC	30
Fingal Bay BC	20	Teralba BC	0
Hamilton North BC	0	Tomago BC	15
Heaton-Birmingham Gardens BC	0	Toronto Workers BC	10
Hexham BC	10	Valentine BC	0
Kahibah BC	0	Wallsend BC	0
Karuah RSL BC	30	Wangi BC	15
Kotara BC	0	Warners Bay BC	0
Lambton BC	0	Water Board BC	0
Lemmon Tree Passage BC	20	Windale/Gateshead BC	0
Lowlands BC	0		

It should be noted that these subsidies relate to each rink of players. This equates to a maximum of three subsidies per team.

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.

Men's Major club championships are played by any Pennant graded players.

Men's Minor club championships are played by Pennant graded players from 4, 5, 6, and 7 grades.

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

- Minor Singles entries are restricted to No. 4, 5, 6 and 7 grade pennant players.
- A previous winner of a Club Minor Singles is ineligible to enter.

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 Minor Singles will be set after the completion of sectional play in the current season.

Conditions of play for Club Championship matches are set out in Appendix F.

Club Championship Awards – as at Feb 2016

	MEN		WOMEN	
	Winner	Runners Up	Winner	Runners Up
Major Singles (per player)	\$500	\$250	\$250	\$125
Minor Singles (per player)	\$150	\$75	\$125	\$75
Major Pairs (per player)	\$250	125	\$100	\$50
Minor Pairs (per player)	\$100	\$50		
Mixed Pairs (per player)	\$100	\$50	\$100	\$50
Triples (per player)	\$150	\$75	\$75	\$35
Major Fours (per player)	\$175	\$80	\$75	\$35
Open Handicap Consistency	\$150	\$75	\$150	\$75
Ladies Consistency			\$100	\$50

(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 / ordinary bowling members are allowed four (4) games to verify that they wish to continue playing lawn bowls, at this time the player will be required to wear approved bowling footwear as indicated in Appendix E and pay the allocated bowling member fee.

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 RNSWBA 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 insure that Association events are played in accordance with the RNSWBA 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 RNSWBA 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 NDBA 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 rinks 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 January to 31st December.

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. However, they may play handicap, consistency, open and mixed events with more than one club if they so desire.

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 a NSW Club Players Clearance form to be lodged (with the appropriate fee) to the RNSWBA or WBNSW, as required in RNSWBA 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 - RNSWBA and WBNSW.

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 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.
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 – 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
If the team captain is unable to play then the substitute will not be entitled to play in the captain's position.
 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 one (1) hour prior to the commencement of Trial Ends. In Pennants roll ups are permitted but not on the rinks of play.

APPENDIX E

RNSWBA by-law 8 – Attire

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.

Shirt

White, cream or 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

White, cream or 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

To be White, cream or 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

To be White, cream or 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.

The Bowls Australia logo is optional.

Footwear

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

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.

1. Hat

White or colour co-ordinated with optional hatband attached.

To be White or colour co-ordinated bucket hat.

2. Cap

White, cream or colour co-ordinated (legionnaire caps are permitted).

3. Eye shade

White, cream or colour co-ordinated.

4. Hatband

Optional, but if worn, bowler's blue with club name embroidered in gold or colour co-ordinated or compliant with (Officials Section).

5. Beanie

White, cream or colour co-ordinated.

Socks

White, cream or colour co-ordinated.

The Bowls Australia logo is optional.

Knitwear

White, cream or colour co-ordinated.

The Bowls Australia logo is optional.

Rainwear

White, cream or colour co-ordinated.

The Bowls Australia logo is optional.

Underwear

Should not be visible through garments!

Bowls Cloth

White, cream 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.

APPENDIX F

WBNSW Uniform Code – State Dress Policy – as revised Jan 2014

Scope of NSWBA Dress Policy

All members of affiliated clubs shall wear regulation State Uniform when playing on any green in matches and competitions controlled by WBNSW. Bowls wear brought from a supplier will usually have the BA logo, but the logo is not essential on apparel worn for social bowls. WBNSW has no jurisdiction over attire worn when playing in events run by men's bowling clubs.

Only for Association Championships at Club, District or Regional levels, and Pennants including all Playoffs:

Affiliated players must be in approved white, navy or colour garments as registered with the Association.

All team / side members to be dressed the same, (i.e. Club shirt with coloured, navy or white below waist garments -BWG) which can be a combination of slacks, shorts, pedal pushers or culottes. This does not include vests, jackets, shoes, headwear or compression garments.

Composite teams playing in the State Carnival may wear their respective Club uniforms.

BA logo must be on uniform, for all state sanctioned events, on right hand side of apparel, unless special dispensation has been given.

The BA logo is mandatory to be on all below waist garments from 1st January 2014.

REGULATION STATE UNIFORM:

The following must be adhered to:

- Slacks: Tailored White / Navy or Coloured.
- Shorts and Culottes: White / Navy or Coloured.
- Pedal Pushers: White / Navy or Coloured.
- Skirt: White / Navy or Colour co-ordinated.
- Suits: Slacks or Skirts, White / Navy.
- Dresses: White only.
- Sleeves: May be long, short or three-quarter length.
- All garments must be of non-transparent material.

LOGOS / MONOGRAMS:

WBNSW logos may be used on some approved garments

- Sponsor's logo (10cms x 5cms) on sleeve or back of wind jacket or shirt, or on the back or left hand side of caps or bucket hats (9cms x 2cms).
- Manufacturer's logo may be on back of neck of shirt or on sleeve or back of caps or bucket hats (9cms x 2cms).
- Club logo (9cms x 9cms) and /or personal name on left front of wind jacket / shirt.
- Club name on back of garment (22.5cms x 5cms).
- BA logo, if worn, is to be on right front side of garment, unless otherwise approved.

ALL OF THESE MEASUREMENTS ARE THE MAXIMUM SIZE ALLOWED

HEADWEAR (OPTIONAL)

- White hats or colour co-ordinated stiff-brimmed hats, eyeshades, cap or bucket hat (as approved by WBNSW) may be worn.
- Green lining and width of brim as approved.
- Cancer Council hat style No.4273 is approved.
- Knitted Caps / Visions as sold in bowls shops are approved. Hand knitted caps / visors are not allowed.
- It is no longer necessary for hats to be worn indoors when state or district representatives are invited.

CLUB NAME ON HEADWEAR:

WBNSW strongly recommends all members should wear head protection when outdoors.

- The Club name on headwear is optional.
- Hatbands if used should be white cotton / polyester with blue or colour co-ordinated embroidery.
- Any embroidery on caps / bucket hats to be (10cms x 2cms) and can be colour co-ordinated.

CARDIGANS / VESTS:

Cardigans: White / Navy plain knit (as supplied by Lawn Bowls suppliers), long sleeve or sleeveless, with a narrow gold and white stripe inside bands. State monogram on left front (optional).

Vest: Plain knit or fleece. White or Coloured (co-ordinated with club shirt only as approved by the Association).

WIND JACKETS

White / Navy / Maroon or Coloured (to match club shirt and only as approved by the Association). The State Monogram on the left front (optional).

COLOURED / SHIRTS:

- Coloured / White shirts to be worn with culottes, skirts, shorts, slacks or pedal pushers and to be worn with waistband (not tucked in). May have a self fabric band with splits up the side seam or a rib band (4 – 4.5cms) or hem only.
- Shirt to have collar and 3 – 4 buttons in front.
- Members / teams of a club must all wear the same style, colour and design, if they have a club shirt.
- An undergarment must not be worn without an over blouse.
- Coloured club shirts must be approved and registered by the association.
- All shirts must have a collar.

UMPIRES SHIRTS AS APPROVED BY NSWBA MUST BE WORN BY ACCREDITED UMPIRES AND MEASURERS WHEN OFFICIATING AT DISTRICT, REGIONAL OR STATE EVENTS.

SHIRT / PANTS APPROVAL:

To be submitted on Application for Approval of Registered Club Uniform

- Club shirt / pants for approval to be submitted together with photo and details of colour, design and name of manufacturer to WBNSW (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.

- District Shirts / jackets / pants / District Representatives Shirts: detail of design, colour etc. together with photo to be submitted to WBNSW (through the district)

COMPRESSION GARMENTS:

Are permissible and should be as colour co-ordinated to your club uniform or white garments as possible.

- Black under white uniform is not allowed
- Any undergarment worn under a short sleeved over blouse / shirt should be snug fitting in the arms similar to a lycra garment.
- Approval has been given to wearing colour co-ordinated compression sleeves with or without hand.
- The wearing of loose fitting t/shirts and skivvies under short sleeved shirts for added warmth is not allowed.
- Leg garments may be worn under long pants or shorts. Again colour co-ordinated and no black under white.

RAINWEAR:

White, navy, colour co-ordinated or clear material

FOOTWEAR

Approved by Bowls Australia

- Shoes shall be predominantly white to be worn with slacks, shorts, pedal pushers or culottes, with smooth flat soles (non-slip recommended)

HOSIERY: (Optional)

- Tights or stockings, mini beige shade

- Socks, sockettes or anklets – white
- Socks, sockettes or anklets – navy with navy slacks only
- Long socks only with slacks

BADGES: (On clothing)

- May be worn on the left side only
- One badge only to be on the left collar or lapel, none on right.
- Name badge may be worn on left or centre front of uniform.
- NSWWB Merit Pin to be above all other badges.
- RWBA Merit Pin to be worn below all other badges.
- Club badges must be worn on left side of uniform. Only club badges as approved by the Association may be worn.
- Club friendly badges may only be worn when playing with the club from which they were given.

Hat Badges

- Badges that may be worn on hats include NSW (Map) Hat Badge, NSW Interstate Bar, Round Robin Shield, Australian Stars, and BA Hat Badge which goes behind any of the above badges. These may be worn on the right hand side of the hat only.
- Affiliation Badge (optional) centre front
- Badges to be worn with discretion

DUSTERS:

May be white or coloured

SCARVES / NECKPIECES / MITTENS:

- Colour co-ordinated scarves, neckties and mittens are allowed. There is no restriction on these items being hand knitted.
- Cooling collars may be white or navy or colour co-ordinated.

WEARING OF NEAT CASUAL ATTIRE:

Is not permitted for Club Championships, President's Days, District and State fixtures.

On special days such as Carnivals etc., attire as set down by the Women's Club or Parent Body may be worn.

Please note: It is the prerogative of the President of each club to approach any affiliated player while at her club, whom she feels is not appropriately dressed, explaining the contravention of the State Dress Policy of WBNSW.

All registered coloured garments are to be co-ordinated with club shirt and only as approved by WBNSW.

JEWELLERY:

To be worn with discretion.