



RULES AND REGULATIONS 2023

Mildura Bowls Club Inc

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TABLE OF CONTENTS

CODE OF CONDUCT _____	3
Representing the Club _____	3
Code Violations _____	3
Visiting the Club _____	4
Drugs in Sport _____	4
MANAGEMENT OF ALLEGED CODE VIOLATIONS _____	4
GRIEVANCE PROCEDURES (GENERAL) _____	5
ALTERNATIVE PROCEDURE FOR ALLEGED MINOR BREACHES _____	6
BOWLS VICTORIA DISCIPLINARY ADVICE _____	7
Breaches _____	7
Penalties _____	8
SELECTION POLICY _____	9
Organizational Chart _____	9
Objectives _____	10
Guidelines _____	10
Structure and Governance _____	11
Team Managers _____	12
Players Responsibilities _____	12
GRIEVANCE PROCESS _____	13
Related to Bowling disputes. _____	13
TIMING OF PLAY FOR CLUB CHAMPIONSHIP _____	13
NO FINALS WILL BE WON ON A FORFEIT _____	13
ATMOSPHERIC CONDITIONS REGULATIONS _____	14
Heat _____	14
Governance of Morning games where the forecast temperature is 38+ degrees. _____	14
Lightning as per Bowls Australia _____	15
Game Stoppage _____	15
SMOKING POLICY _____	16
Breach of Smoking Regulations _____	16
LIFE MEMBERSHIP _____	17
DUTIES OF THE BOARD PORTFOLIO HOLDERS _____	18
President _____	18
Executive Officer _____	18
Treasurer _____	19
Match Committee Chair / Bowls Director _____	19
Functions Manager _____	20
Greens Director _____	20
House and Grounds Coordinator _____	21
Press and Publicity Officer _____	21
Sponsorship Coordinator _____	21
OPERATING PROCEDURES FOR PRIVATE FUNCTIONS _____	23

CODE OF CONDUCT

Representing the Club

Members deemed to be representing the Mildura Bowls Club (the Club) in any of the following situations:

- (a) As part of any representative team on behalf of the Club.
- (b) When wearing the Club uniform or other dress that identifies the person as a member of the Club
- (c) When attending any function on behalf of the Club.
- (d) When playing bowls in any level of the game, including practice and social games at any venue.

Code Violations

When representing the Club, members are expected to do so in the spirit of the game and abide by this code before, during and after games.

The following are examples (but not a complete list) of unacceptable actions that would be considered a violation of this code.

- (a) Use of offensive language.
- (b) Abuse, threats or intimidation of Club Committee, staff, game officials or selectors in the course of their duties.
- (c) Refusal or failure to comply with laws relating to Clubs within Victoria, including those relating to smoking and alcohol consumption.
- (d) Any form of physical, verbal, mental, emotional and/or sexual abuse, or discrimination on the basis of gender, creed, sexual orientation, disability, or ethnic origin of a member or visitor to the Club
- (e) Willful forms of physical, verbal, mental, emotional and/or sexual abuse or discrimination on the basis of gender, creed, sexual orientation, disability or ethnic origin of a member or visitor to the Club
- (f) Acting in a manner unbecoming of a member of the Club, or prejudicial to the purposes and interests of the Club and/or the sport of lawn bowls.
- (g) Bring the Club, any other members of the Club or the sport of lawn bowls into disrepute.
- (h) The use of social media or online internet forums for what is deemed to be detrimental or defamatory to the Club, its members, or the sport of lawn bowls.

Visiting the Club

Members and visitors attending the Club must comply fully with the Constitution, Rules, and By-Laws of the Club, as well as relevant Victorian laws which control the operations of licensed premises.

Drugs in Sport

The Club condemns the use of performance enhancing drugs. The use, supply or trafficking in performance enhancing or recreational drugs in any situation where members are perceived as representing the Club is a violation of the Code.

MANAGEMENT OF ALLEGED CODE VIOLATIONS

If any member is perceived to have violated any Code, the Board of the Club will initially investigate the allegations in accordance with the Constitution.

Any member whose actions are considered to be in breach of the Code may, after being heard, be reprimanded, suspended, or expelled from the Club or otherwise dealt with in accordance with the Constitution of the Mildura Bowls Club.

Discrimination of any kind, including.

- Racial Discrimination
- Sexual Harassment
- Discrimination of the disabled

Denial of Equal Opportunity

Child Safe Code of Conduct

If a member believes they are subject to, or observes any sort of discrimination, please refer the incident to your chairman or Board Member.

GRIEVANCE PROCEDURES (GENERAL)

- (a) The grievance procedure set out in this rule applies to disputes under the Constitution between.
 - i Member and another member.
 - ii or a Member and the Club.

- (b) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen days after the dispute comes to the attention of all the parties.

- (c) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

- (d) The mediator must be.
 - i A person chosen by agreement between the parties.

 - ii In the absence of agreement.
 - i. in the case of a dispute between a Member and another Member, or a person appointed by the Board.
 - ii. in the case of a dispute between a Member and the Club, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice)
 - iii. A Member can be a mediator. The mediator cannot be a member who is not party to the dispute.

- (e) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

- (f) The mediator, in conducting the mediation, must:
 - i Give the parties to the mediation process every opportunity to be heard.
 - ii Allow consideration by all parties of any written statement submitted by any party.
 - iii Ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
 - iv The mediator must not determine the dispute.

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

ALTERNATIVE PROCEDURE FOR ALLEGED MINOR BREACHES

If the reporting official, Club, Region, or BV believes the breach or breaches reported, after pursuing the Controlling Body's disciplinary process are of a minor nature, they may indicate this on their report.

Where it is indicated on the Disciplinary Committee Chairperson of MBC's report determines the offence as minor can, upon agreement with the Respondent, notify a MBC committee person that he/she recommends leniency.

Any breach that would not normally attract a penalty of more than 10 weeks suspension can be considered.

The Disciplinary Committee Chairperson, after discussion with a committee person may, in their absolute discretion, offer the reported person a penalty of approximately 50% of the penalty the Chairperson believes would normally be imposed. The penalty can include a severe reprimand.

If the person referred to the Disciplinary Committee is prepared to accept the penalty offered by the Chairperson (and plead guilty to the breach/es) within 24 hours of the offer, the agreed penalty will be imposed.

If the person referred to the Disciplinary Committee is not prepared to accept the penalty offered by the Chairperson within 24 hours of the offer, the case will be referred to a hearing of the Disciplinary Appeals Panel if requested by the Respondent.

Suspended Penalties

A suspended penalty could be considered for a record of exemplary behavior, serious extenuating circumstances, and involvement and contributions to the sport.

Suspended sentences will not be considered for serious breaches.

BOWLS VICTORIA DISCIPLINARY ADVICE

Search Bowls Victoria (BV) for matters related to discipline. Here are Breaches and Penalties.

Breaches

19. Breaches and Penalties

Breaches	Penalties	
	Penalties for offences which involve the Respondent and another person or persons (other than an official)	Penalties for offences which involve the Respondent and an official
	The penalties listed are maximum For the purposes of these guidelines, the suggested penalties for a person(s) (Respondent) who is reported during a bowls match or competition shall be divided into two separate categories:	
Unsportsmanlike behaviour	6 weeks suspension	6 weeks suspension
Obscene gestures	10 weeks suspension	20 weeks suspension
Offensive language: (which may include abusive, obscene or insulting language)	10 weeks suspension	20 weeks suspension
Attempting to strike	10 weeks suspension	52 weeks suspension
Assault	52 weeks suspension	2 years suspension
Striking: (eg fist, hand, object, head)	2 years suspension	Life-time suspension
Fighting	52 weeks suspension	
Threatening a person	52 weeks suspension	2 years suspension
Putting a person in fear of imminent violence	52 weeks suspension	2 years suspension
Playing, coaching or officiating while under suspension	1 week per game while suspended to be served consecutively to the original suspension period	5 weeks per game while under suspension to be served consecutively to the original suspension period
Conduct which brings the game of Bowls into disrepute	52 weeks suspension	
Failure by any person required to attend a Disciplinary Hearing without proper cause (letter of explanation) when notified	20 weeks suspension	
Failure to co-operate in, or hindering an investigation initiated by BV	20 weeks suspension	
Giving False Evidence to Disciplinary Committee	As determined by the Disciplinary Committee	
Contempt of Disciplinary Hearing	20 weeks suspension Contempt may be found against any person connected with a hearing and may be decided on by the Disciplinary Committee at that hearing without further notice or at a subsequent hearing at the discretion of the Disciplinary Committee. Any penalty imposed is in addition to any other penalty imposed on that person.	
Cheating, tanking, bribery or tampering with intent for any reason including to alter the result of a game	Life-time suspension	

NOTE: The above list of suggested penalties is provided as a guideline to assist the Disciplinary Committee in its role of deciding suitable penalties that may need to be imposed upon a Person who is the subject of a Disciplinary Hearing. For the avoidance of doubt, the Disciplinary Committee is not bound to follow the suggested penalties and may deal with any Person found to have committed an offence in any way it considers appropriate.

Penalties

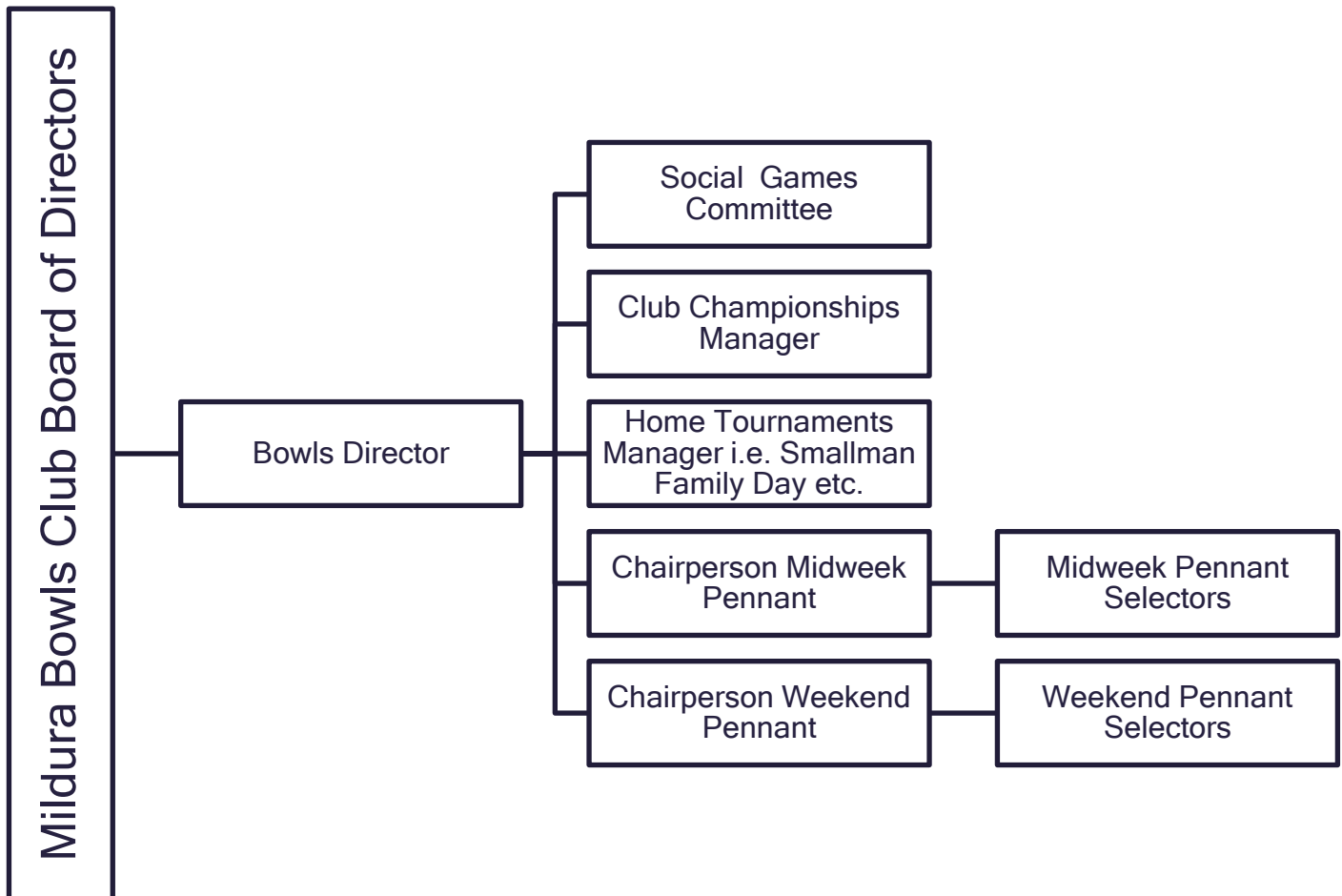
20. Definitions

Bans	If a Person, player, club official, official or spectator has been banned by the Disciplinary Committee, to the extent permitted by law, they cannot enter any bowling club within Australia. Therefore, they cannot practice, play, spectate or engage in club activity. Person(s) banned by the BV Disciplinary Committee will have their sentence forwarded to Bowls Australia.
Bowls Club / Sports Club	A club for the sport of bowls that is autonomous / a sports bowls club that has a parent body, with or without gaming facilities.
Conduct which brings bowls into disrepute	Any conduct which in the opinion of BV reflects badly on bowls or BV and may include any other of the offences.
Contempt	Conduct tending to obstruct, interfere or show disrespect to the processes of the administration of justice, including prior to, during, or immediately following the Disciplinary hearing.
Controlling Body	The sporting body (BV, Region or Club) in control of an event including taking entries, adopting conditions of play, implementing matches and completing the event.
Fighting	Fighting is any deliberate physical contact between individual bowlers, teams or sides.
Instantaneous penalties	All instantaneous penalties as prescribed in the Bowls Australia Instantaneous Penalties Policy must be reported to BV who will determine if any further action is required.
Obscene Gestures	Physical or body action of an obscene nature. This can include the raising of one or two fingers or a fist, in what are common gestures aimed at mimicking swearing in a physical way.
Offensive language	Includes abusive, insulting or obscene language but which would include personal, racist, homophobic or sexist language. Language which is considered beyond what is normally socially acceptable would be caught by this offence.
Putting in fear of impending violence	This implies something more than a threat. There may be a threat accompanied by some overt gesture or aggressive behaviour leaving a person in genuine fear of an impending physical confrontation.
Region	Region means a person admitted to BV under rule 6 of the Constitution.
Serious Breach	Any breach is considered serious where the maximum penalty on the above list is more than 10 weeks.
Striking	Striking is making contact with another person either with a part of the body or an object. It would include chesting, pushing or shoving. There must be some element of intent before this charge could be proved. Physical contact should be considered to be serious, intentional or aggressive before a charge is made or found proven. Accidental contact is not a striking offence.
Suspended Penalty	A Club, Person, Individual Member(s), Club officials, officials and spectators can have their suspension partly or fully suspended by a decision of the Disciplinary Committee. Matters for consideration for a suspended sentence could include a record of exemplary behaviour, serious extenuating circumstances and involvement and contributions to the sport. Suspended sentences will not be considered for serious breaches.
Suspensions	Subject to the discretion of the Disciplinary Committee, Clubs, Persons, club officials, officials and spectators that have been suspended by a decision of the Disciplinary Committee cannot play, coach or officiate (and if suspended from attending, attend) Pennant or Region games, tournaments or competitions run by BV, Bowls Australia or World Bowls, or Club Championships leading to a BV event (eg club singles). Unless specified by the Disciplinary Committee or the Person's Club, the Person can practice at their Club and enter their clubrooms. If a Person is permitted to attend a game while under suspension, the Person must demonstrate exemplary behaviour at all times.
Threatening	This offence is designed to protect all persons involved in bowls from threatening behaviour. The threat could either a verbal, written or a gesture.
Unsportsmanlike behaviour	Any behaviour which a reasonable person would consider unsporting or contrary to the objectives of BV or the sport of bowls generally.

SELECTION POLICY

**Bowls Managers and Match Sub-Committee Organizational Chart –
overseen by Bowls Director who is Chairman of the Sub Committee**

This chart reflects and supports a Non-Gender Specific Management process.



Objectives

1. Ensure the best possible teams, regardless of gender, are selected fairly to represent the Mildura Bowls Club Inc. (the Club} in pennant Competition
2. Give the Club the best opportunity to win Grand Final flags in all divisions of the Pennant Competition in which we compete.
3. Provide a framework for members to conduct themselves in a manner that holds up the Club's values.

Guidelines

1. All selections are based on objective and current evaluation of each player's performance, which will also consider the development of a player's potential.
2. Only financial (Full) Affiliate Members will be considered for Pennant selection.
3. Selection will be made on a fair and equitable basis regardless of gender and based on the following guidelines,
 - a. Current form
 - b. Player performance
 - c. Motivation
 - d. Fitness level
 - e. Balance of the team
 - f. Experience with other members of the team
 - g. Commitment to practice and commitment to the Club's success
 - h. Success in the Club's and State performance
 - i. Participation in State squads.
4. Selection of players who are unavailable for one or more weeks, are to be selected on merit. In considering where a returning player should be selected, Selectors must take into consideration the form and ability of the player prior to their absence.
5. Appointment of a Selector shall not hinder that Selector's chances of promotion to a higher team should it be warranted. Similarly, a Selector cannot avoid demotion should a combined votes of the Selection Team deem that action warranted.

Structure and Governance

1. There shall be one Selector for each Division (Midweek Pennant or Weekend Pennant) in which the Club is fielding a team. There will be separate committees for Midweek Pennant and Weekend Pennant competitions.
2. There will no longer be a Womens selection team and a Mens selection team. Each Division's Selection Team will be Non- Gender Specific and both female and male bowlers will be selected on merit.
3. The Bowls Director will oversee the Selection Committees and will be elected to the position by the Board after the Annual General Meeting.
4. The same process will apply to the Chairperson of the Midweek and Weekend Pennant Teams, they will be elected to the position by Members at the Annual General Meeting. The members will have been invited to lodge nominations for the position prior to (the AGM)
5. The Chairperson for each Pennant Team will nominate his or her fellow selectors and the number of selectors nominated will be equal to the number of teams in the Division. The Chairperson's preferred selectors will be approved by the Bowls Director in consultation with the Mid Week or Weekend Pennant Team Chairperson and the Board.
6. The Board may remove or replace the Bowls Director and the Divisional Chairpersons of Selection if they have proved to be unsatisfactory due to instability, attendance record, player bias, or any other reason adjudged to be detrimental to the Club.
7. All matters arising and discussions from Selection shall remain confidential to the appointed members.
8. All Selectors are encouraged to contribute to any selection decision in any Division should they consider they have some knowledge which would assist in the decision.
9. The Chair should ensure the Selectors consult regularly with the Skippers under their responsibility regarding player performance and if necessary other team members and coaches. The Chair of Selectors of the Pennant Team must be consulted regarding late changes to selection changes and consultation.
10. The Chair of Selectors is responsible for ensuring his or her Notice Board is updated after each selection, and delegate selectors/ team managers or nominate a player to comply with Bowls Victoria "[Bowls link to enter player](#)

selections and results. Training to be provided for all selectors and team managers. B.V.Webinar3.

Team Managers

1. The Selector of each Division shall appoint a Team Manager on consultation with that player.

Players Responsibilities

1. Each player is responsible for their own decision to play, consistent with availability, health, weather, and any other matter the player deems relevant.
2. Players need to notify selectors of an inability to play Pennant in advance of the due date to assist with the selection process.
3. When possible, players must give at least 24 hours' notice of an inability to play.
4. Any breach of the M.B.C. "Code of Conduct" is to be referred to the relevant Chair of Selection

GRIEVANCE PROCESS

Related to Bowling disputes.

including Club Championships and other Tournaments as defined by the Board.

1. A player / players first step in a grievance procedure is make personal contact with the relevant Championship Sub-Committee person, if the grievance is not resolved then the Bowls Director will be advised, if this occurs, the Sub-Committee person at their first available opportunity will give the Bowls Director a brief of the grievance and their decision-making process.
2. The Bowls Director will meet with the player/players and address their grievance and review Sub-Committee person's decision.
3. The Bowls Director will propose a course of action to the Sub-Committee person Selector to resolve the grievance. If agreement is reached, then the finding will be communicated with the player.
 - a. If the issue is accepted by the aggrieved the matter is resolved
 - b. If the proposal is rejected by the aggrieved the issue is referred to the Club President.
4. The last step is for the aggrieved is to write a full account of the matter for presentation to the Club President.
5. The Club President will conduct an enquiry, either personally or by delegation This may involve a Grievance meeting with all parties. The President or an independent mediator will resolve the issue in the best interests of the Club, Selectors, and the aggrieved member. All parties will be notified of the result.

TIMING OF PLAY FOR CLUB CHAMPIONSHIP

The Board recognises the need for deadlines and understands the frustration the match committee has in trying to have all participants commit to a time for the match. However, for finals the Board is adamant the rule is,

NO FINALS WILL BE WON ON A FORFEIT

It may be necessary to utilise the Selection Grievance Policy which could involve an independent mediator to speak to all involved if the match is the deciding final.

If the Bowls Director, Match Sub Committee, players, and grievance mediation cannot establish a mutually convenient time to play the game within a reasonable scope of the allotted time, the event will be cancelled, and all monies returned to the players who played in that competition.

ATMOSPHERIC CONDITIONS REGULATIONS

Heat

This regulation is to apply to all bowling activities where the Mildura BC (the Club) is the Controlling Body during periods of extreme heat.

Extreme heat is defined as days where the temperature forecast by the Bureau of Meteorology at 10 am the preceding day is equal to or exceeds 38 degrees Celsius for Mildura on the designated day of play.

Any scheduled games, (championship matches, club matches, tournaments, social bowls) will commence at 9.00 am. Where play has been scheduled for the afternoon or evening it will automatically revert to 9.00 am if appropriate.

Governance of Morning games where the forecast temperature is 38+ degrees.

- During play the club Bowls Director or his nominee will monitor the temperature using the thermometer located in the Stevenson's weather station every 30 minutes from the commencement of play.
- If the temperature reaches 38 degrees Celsius play will cease upon the completion of the end in play.
- The greens will be closed, and further play cancelled for that day. No practice of any kind will be permitted whilst the greens are closed.
- Any matches requiring an outcome will be resumed at a time arranged by the players or as determined by the controlling body if players cannot reach agreement. The controlling body's decision will be final.

This regulation has been developed in the interest of player safety and protection.

The club's insurance policy does not cover heat related illnesses or injury caused by heat stress. It removes the onus for decision making from individuals and provides clarity in processes to be followed.

Lightning as per Bowls Australia

- Lightning can strike without other typical storm characteristics (i.e.: thunder, rain and wind being present.)
- When lightning is sighted by the Competitions Manager, the Controlling Body will suspend play and all players will be required to leave the green immediately and move to a safe structure.
- When the Controlling Body deems it safe to return to the green, play should resume as per law.

Game Stoppage

If a game has been stopped after appeal to the Umpire or by the Controlling Body and all bowls have not been delivered, the end will become dead regardless of the length of stoppage.

SMOKING POLICY

The Mildura Bowls Club Board have discussed the issue of smoking and the impact of passive smoke on the health of non-smoking players. Following are regulations relative to smoking.

Smoking is banned in the area WEST of the front gates through to the RIO VISTA car park hedge to the boundary hedge on the north side of A and B Greens. This includes the bowling greens and their immediate surrounds, including all shelters and constructions. All are designated as NO SMOKING areas.

Breach of Smoking Regulations

1. Players will be warned and requested not to smoke in the designated area. A letter will be written to the Member informing them of the Breach. Confirming a warning has been issued to the player and outlining the actions that will occur should a subsequent breach occur.
2. A second breach of the regulation will result in the offender being notified in writing that they have breached the Smoking Regulation for the second time. Penalty will be a \$50 fine. The player will be suspended until the fine is paid in full.
3. A third breach will see the offending player suspended for 60 days.

LIFE MEMBERSHIP

Life Membership can be offered annually, when appropriate, to a member who has made a significant contribution and given support to the club. A maximum of two (2) persons per year can be nominated and recommended by the Board to the AGM for "Life Membership".

The Board's criteria for recommending Life Membership to an Annual General Meeting is as follows:

- A minimum of 20 years affiliated membership of the Club.
- A record of distinguished service to the Club.

The Board if it sees fit in exceptional circumstances, may recommend Life Membership for a member who does not meet the criteria above.

All Life Members shall have the Club pay the annual affiliation and Club membership subscription.

There is no longer a limit of allowing only 10 Life Members at any given time.

DUTIES OF THE BOARD PORTFOLIO HOLDERS

President

Chair all relevant meetings including Board, Annual General and Special General Meetings

Welcome members and guests to Club functions and events and implement any established protocol required from time to time.

Represent the Club at functions or official occasions and on invitation from other Clubs and delegate if necessary to other Board members.

In conjunction with the Executive Officer and other Board members, understand the broad functions and procedures of the Club and work to coordinate its smooth and efficient day to day organization, including assisting in resolving issues and problems which may arise. Be proactive in establishing future directions, goals, and projects for the Club to ensure its ongoing viability and success.

Executive Officer

Executive Officer of Board and responsible for Agendas, Minutes and Correspondence.

In conjunction with the Executive members of the Board, organise the Annual General Meeting including Agendas, Minutes and Resolutions.

Keep up to date and accurate records of the Club's financial members. Issue subscription notices and in conjunction with the Treasurer, organise collection of subscriptions. Arrange all clearances and Bowls Victoria affiliations.

Organise the production of the annual Club Diary.

Act as the Club's Liaison Officer for Bowls Victoria and Bowls Sunraysia.

Organise and ensure renewals of all Club registrations, contracts, licenses, and insurances.

In conjunction with the President and other Executive members, understand the broad functions and procedures of the Club and work to coordinate its smooth and efficient day to day organization, including assisting in resolving issues and problems which may arise. Assist the President in establishing future directions, goals, and projects for the Club to ensure its ongoing viability and success.

Treasurer

Supervise the collection and receipt of all monies due and make all payments authorised by the General Committee.

Keep correct accounts and books showing the financial affairs of the Club with details of all receipts and expenditure connected with the Club's activities.

Present up to date financial statements to committee Meetings. Present annual financial statements to the AGM.

Organise the auditing of the Club's financial affairs.

Assist the Executive Officer in maintaining accurate records of the Club's financial members.

Liaise With Executive members if required regarding accounts received.

Prepare the quarterly GST returns.

Provide advice to the Club on appropriate future expenditure items when required.

Assist the President in establishing future directions, goals, and projects for the Club to ensure its ongoing viability and success.

Match Committee Chair / Bowls Director

Supervise and coordinate all activities and duties of the Match Committee,

With the Match Committee organise and conduct all Club Social Bowls and other Club or Joint Club events as per the Club Calendar.

With the Match Committee annually plan and review the Club's bowling Calendar in preparation for publication in the Club's Annual Diary.

Ensure that the Club's bowling program is conducted according to the Laws of the Sport of Bowls and Bowls Victoria Rules for Competition.

Assist in the organising of sponsorships, event promotion and publicity Report monthly to the Board on all activities.

Oversee and direct the Chairpersons for Midweek Pennant and Weekend Pennant for Selection of Selectors as presented by the Chairpersons.

Review selection when requested by the Chairpersons for advice on selection issues,

Ensure Selectors are following by the guidelines as presented in the selection policy.

Functions Manager

Supervise and manage all aspects of the operation of the bar, including stock control, cash register management, stocktaking, maintenance of bar equipment and cash handling.

Supervise bar staff and maintain rosters.

Train bar staff where required.

Coordinate functions and facilities hire using diary of bookings.

Ensure facilities and venue are prepared for functions and that sufficient staff and members available to assist if required.

Coordinate the conduct of some social functions for Club members from time to time.

Report to Board monthly and liaise closely with the Executive members regarding any issues and proposed functions.

Liaise with any other Committees and personnel of the Club when required (eg. Match Committee, Green Keeper)

Collect hiring fees, provide receipts, and pass on to Treasurer. Be responsible for the security of the Club premises.

Greens Director

Monitor the maintenance and upkeep of the Club's greens.

Assist the Greenkeeper by providing feedback, suggestions and ideas when required.

Act as the liaison person between the Club's needs and requirements and the work and operation of the Greenkeeper and staff.

Provide advice and recommendations to the Board on upkeep of the greens, maintenance equipment and machinery required, and any other matters/issues raised by the Greenkeeper. Understand and monitor the Greenkeeper's contract and ensure its annual review takes place.

House and Grounds Coordinator

Coordinate the members of the House and Grounds Committee.

With the other members, carry out the maintenance, repair and upgrade of the Clubhouse and other facilities around the Club's property under the direction of the Board.

Obtain quotes for specific jobs requested by the Board and purchase the necessary materials to complete the work.

Provide reports from time to time when required.

Press and Publicity Officer

Submit reports and news articles for local media on a regular basis. o

Submit advertisements and other notices when required.

Sponsorship Coordinator

Work with the Match Director and Carnival Directors to assist in obtaining and securing sponsorship for Club events and Carnivals.

Work with the Executive Officer and Treasurer, to organise and review sponsors for the Club Diary.

Work with the Executive Officer and Treasurer, to assist in organising and monitoring sponsors for the Billboards around the Club.

Organising and assisting in Club raffles and other money raising act.

Club Membership and Promotions Officer

Welcome come and induct new members to the Club. Plan and coordinate membership drives.

Liaison with community groups to build up membership and promote the Club.

Coordinate the production of a Club Newsletter.

Liaise with the Coaching Director in catering for the needs of new members. Delegate to others to assist in membership activities.

Coaching Director

Coordinate the activities of the Club's registered coaches.

Plan and coordinate a coaching program to cater for new and intending members.

Initiate and encourage the recruitment and training of new coaches.

Grant Applications Coordinator

Monitor and investigate availability of grants appropriate to our needs.

Liaise with the Executive and General Committee to ascertain the needs of the Club.

Write up applications in conjunction with the Club Executive and submit for funding.

Junior Development Coordinator

Plan, organize and conduct bowling programs for juniors with the assistance of Club members.

liaise with Grants Coordinator to apply for relevant grants to support the junior programs from time to time.

OPERATING PROCEDURES FOR PRIVATE FUNCTIONS

1. Seek a guest list from the representative hiring the function rooms & greens.
2. A copy of this is to be signed off by an RSA member of the Mildura Bowls Club and stapled into the visitor's book as per our Liquor license requirements.
3. All RSA volunteer bar staff must check the ID of people that appear underage if they are over eighteen then you can stamp the back of their hand to indicate to all other RSA Bar staff volunteers that they are allowed to purchase alcohol.
4. MBC will not accept any 18th birthday function hire.
5. If it is a 21st birthday celebration MBC must demand one security guards or crowd controller from the function hirer to monitor inside and out. Inside toilets will be closed if the Workers Bowling club is holding a function at the same time. The MBC will have a third RSA Bar person to monitor all of the above.
6. If illegal car parking has occurred, you must notify the Function hirer representative that the must make announcement to all their guest's that the police will be called if you do not shift your vehicles immediately.
7. We need to encourage all people making a function booking to use the western end car park. This will help to discourage underage drinking.
8. Do not forget our liquor licence covers drinking inside and out and we are responsible for both.
9. Can all volunteer RSA bar staff PLEASE sign in the diary you are on duty & have read this SOP instruction.