

DONVALE BOWLS CLUB INCORPORATED

BY-LAW 'A'

**RULES FOR THE CONDUCT OF PENNANT BOWLS
AND CHAMPIONSHIPS SECTION.**

As amended April 2024

1. NAME

The name of the Section is Pennant Bowls and Championship Section.

2. INTERPRETATION

The Section, its Committee and rules are subject and subordinate to the Club Committee and rules in accordance with Rules 15 and 28 of the Club.

In these Rules, unless otherwise stated:-

"Club" means the Donvale Bowls Club Incorporated

"Committee" means the General Committee of the Section,

"Financial year" means the year ending on 31st March.

"Annual General Meeting" means the annual general meeting of the Club.

"Section" means the Pennant Bowls and Championship Section.

3. OBJECT

The sole object of the Section is to arrange and organise all Pennant Bowls and Club Championships.

4. MANAGEMENT AND CONTROL OF THE SECTION

The Section's affairs shall be controlled and managed by a committee elected by the club members at the annual general meeting of the Club.

5. ANNUAL GENERAL MEETING

Committee shall prepare an annual report for presentation at the Annual General Meeting.

6. OFFICERS OF THE SECTION

- (1) The officers of the Section shall be:
 - (a) a President
 - (b) a Vice-President
 - (c) a Secretary
 - (d) a Treasurer
 - (e) an Assistant Secretary

- (2) The Committee of the Section shall consist of the Officers of the Section, two (2) ordinary Committee Members, each of which shall be elected at the Annual General Meeting in each year, a member of the selection committee and the Chairman/Secretary of the Championship Match Committee.

- (3) Each Committee member shall, subject to these rules, hold office until the conclusion of elections at the annual general meeting next following the date of his/her election but is eligible for re-election. If a casual vacancy occurs on the committee, the committee may appoint a member of the Club to fill the vacancy and he/she shall hold office, subject to these Rules, until the conclusion of elections at the annual general meeting next following the date of his/her appointment.

7. ELECTION OF COMMITTEE AND VACANCIES

- (1) The provisions of Rule 14 of the Club Constitution so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in By-Law 6.
 - (2) For the purpose of these rules, the office of a committee member becomes vacant if the member ceases to be a member of the Club, resigns his/her office by written notice given to the secretary, or fails to attend 3 consecutive meetings without the Committee's leave or without delivering an apology to or before the meeting.
 - (3) For the avoidance of doubt, a person elected to a position set out in By-Law 6 holds a position in the Section and not a position in the Club.

8. PROCEEDINGS AND POWERS OF THE COMMITTEE

- (1) The Committee shall meet on at least 10 occasions each year at such places and times as it may decide.
- (2) Special meetings of the committee may be convened by the President and/or Secretary, or by any 3 committee members. Seven days notice shall be given to all Committee members of any special meeting specifying the general nature of the bowls business to be transacted. No other business shall be transacted at such a meeting.
- (3) Any 5 Committee members constitute a quorum. No business shall be transacted unless a quorum is present. If no quorum is present within 30 minutes of the appointed time of the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place, unless it was a special meeting in which case it lapses.
- (4) The President or in his/her absence the Vice -President shall preside at committee meetings. If both are absent, the Committee members present shall elect one of their number to preside.
- (5) Questions arising at a Committee meeting shall be determined on a show of hands. Each member present is entitled to one vote. If votes are equal on any question, the person presiding may exercise a casting vote.
- (6) Notice of each Committee meeting shall be served on each Committee member at least 2 days before the meeting.
- (7) The Club in a general meeting may by resolution remove a Committee member before the expiration of his/her term of office and appoint another member in his/her stead for the remainder of the term. Where such member makes written representation to the President or Secretary and requests that this be notified to the members, the Secretary may send a copy to each member or, if a copy of the representation has not been sent, the member may request that it be read out at the meeting.
- (8) The Committee shall have the power to,
 - (a) fill vacancies, make appointments, create sub -committees dealing with its objects and do all such acts and things that it deems necessary for carrying out and managing the stated business and affairs of the Section. Vacancies on Sub-committees will be filled in consultation with the appropriate Sub-committee.

- (b) The Committee may from time to time as it sees fit delegate any of its powers to sub-committee/s and may recall or revoke any such delegation at any time. Any such sub -committee shall in the powers so delegated, conform to any regulation prescribed by the Committee. Sub -committees shall nominate a member to attend each Committee meeting as an ex-officio representative.
- (c) The Committee shall interpret the rules and regulations of the Section so as to fairly represent the purpose and rules of the Club.
- (d) The Committee shall carry out all resolutions passed at General meetings.
- (e) The Committee shall deal with all other bowls matters which may arise or which are not specifically provided for in these rules.
- (f) The Committee shall support the Committee of Management to ensure that all financial transactions and other non-financial data related to this Section are captured and recorded appropriately in the Club's Accounts and reports. The Committee shall also support the Committee of Management to ensure the Club's finances are handled responsibly with sound day to day financial management practices and policies.

9. DUTIES OF OFFICERS

- (1) **President**
The President shall preside at all Section Meetings, regulate and keep order in all proceedings in accordance with the accepted rules of debate and carry into effect the Rules of the Section.
- (2) **Vice President**
The Vice President shall act in the place of the President when that person is absent. On a notice that the Chair Person's ruling be disagreed with, the Vice President shall take the chair whilst that motion is dealt with.
- (3) **Secretary**
The Secretary shall be the executive officer of the Section Committee. The person shall attend all meetings and keep minutes of the resolutions and proceedings of these meetings in books provided for that purpose together with a record of the name of the persons present, conduct all Section correspondence, cause annual and other reports and notices of Section meetings and proceedings to be prepared and issued in accordance with the rules and control and maintain all the necessary books, documents and records.

(4) Treasurer

The Treasurer shall ensure that all monies related to Section events and activities are received promptly by the Treasurer of the Committee of Management or are promptly banked directly into the Club's bank account and appropriate details are always provided to ensure accurate recording in the Club's accounts and reports.

(5) Assistant Secretary

The Assistant Secretary shall assist the Secretary as required and perform such tasks consistent with the office.

| 10. Deleted

11. FUNDS

The Section will be responsible for certain events, activities and revenue and expenditure streams as determined from time to time by the Committee of Management.

12. REGULATIONS

The Committee may from time to time make regulations for the proper management of the Section, providing these regulations are consistent and not in conflict with the Constitution, Rules and By-laws of the Club or the laws, regulations and rules governing the game of Bowls. The Secretary shall inform each member of such regulations and they shall be binding on the member.

MATTERS RELATING TO THE GAME OF BOWLS

13. PENNANT SELECTION COMMITTEE

- (1) A Pennant Selection Committee comprising five (5) members of the Club shall be elected at each Annual General Meeting. The procedure for the nomination and election of such committee shall be the same as that for Office Bearers of the Section.

The officers of the pennant selection committee shall be:

- (a) administration selector
 - (b) Saturday contact point selector
 - (c) Saturday data entry selector
 - (d) Tuesday contact point selector
 - (e) Tuesday data entry selector
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- (2) The duties of the Selection Committee shall be:
 - (a) to select, control and manage all pennant teams.
 - (b) to arrange the handicapping of players entered in proportional events in liaison with Championship Match Committee.
 - (c) to make a recommendation to the Annual General Meeting with respect to the number of pennant and or roamer teams to be entered in the next year's competition.

(d) DUTIES OF OFFICERS

(A) ADMINISTRATION SELECTOR

- Liaise with coach / coaching committee with all matters to do with the selection committee
- Attend PC&C meeting and liaise with all matters to do with the selection committee
- Participate in discussions with coaches and skips on a regular basis to update selectors
- At the beginning of the season participate (along with the club coach/coaching committee) in briefing club members regarding pennant issues
- Communicate with other clubs as required for start time changes, walkovers, venue changes etc..
- Organize practice matches as required

(B) SATURDAY CONTACT POINT SELECTOR

- be known as contact selector and shall be prepared to make themselves available for all contact between both regular and emergency bowlers and the selectors throughout the season. It is intended to publish their contact details in the handbook, on the web and on the notice board.
- The roles shall include the receiving of all phone calls pertaining to cancellations, ill health etc.
- Once an emergency player has been secured the selector shall then advise team managers as to any changes resulting from the event and request that skips be contacted to pass on the advice for team and travel purposes.

(C) SATURDAY DATA ENTRY SELECTOR

- Enter all team selections into database, one drive (the cloud) and bowlink.
- Email teams to all members.
- The day before game day, confirm there are no changes, print score cards, tick cards and visitors score card label names, put them in a plastic bag and leave them at the club.

- After the game, record and verify all scores into bowlslink, and into the database along with ticks. Email all members with the results. Place the modified database onto one drive (the cloud)

(D) TUESDAY CONTACT POINT SELECTOR

- be known as contact selector and shall be prepared to make themselves available for all contact between both regular and emergency bowlers and the selectors throughout the season. It is intended to publish their contact details in the handbook, on the web and on the notice board.
- The roles shall include the receiving of all phone calls pertaining to cancellations, ill health etc.
- Once an emergency player has been secured the selector shall then advise team managers as to any changes resulting from the event and request that skips be contacted to pass on the advice for team and travel purposes.

(E) TUESDAY DATA ENTRY SELECTOR

- Enter all team selections into database, one drive (the cloud) and bowlslink.
- Email teams to all members.
- The day before game day, confirm there are no changes, print score cards, tick cards and visitors score card label names, put them in a plastic bag and leave them at the club.
- After the game, record and verify all scores into bowlslink, and into the database along with ticks. Email all members with the results. Place the modified database onto one drive (the cloud)

- (3) In the event of any member of the Selection Committee vacating his/her position for any reason whatsoever, the vacancy shall be filled by another member of the Club appointed by the Committee.
- (4) The Selection Committee shall appoint from amongst its own members a Chairman/Secretary, who shall record all the decisions of the Committee and maintain all necessary records.
- (5) The Selection Committee is responsible to the Committee for its efficient operation.

14. DELETED

15. CHAMPIONSHIP MATCH COMMITTEE

(1) A Championship Match Committee comprising 4 Members of the club shall be elected at each Annual General Meeting. The procedure for the nomination and election of such committee shall be the same as that for Office Bearers of the Section.

(2) The duties of the Championship Match Committee shall be:

- (a) To arrange the drawing and playing of all Club Championship Events, both men and women, and Mixed events.
 - (b) To liaise with Tuesday and Saturday Selection Committees with regard to setting of handicaps for all players entered in proportional events.
 - (c) The Championship Match Committee shall also be responsible for organisation of club major invitation bowls events
 - (d) Co-ordinate club entries into Regional and State Events
- (3) The Championship Match Committee shall appoint from amongst its own members a Chairman/Secretary, who shall record all decisions of the Committee and maintain all necessary records.

(4)The Championship Match Committee is responsible to the Committee for its efficient operation.

(5)In the event of any member of the Championship Match Committee vacating his/her position for any reason whatsoever, the vacancy shall be filled by another member of the Club appointed by the Committee.

16. DELETED.

17. SECTION REPRESENTATIVE ON CLUB COMMITTEE

The Committee shall at its first meeting after the Annual General Meeting, elect one member of the Committee to be a member of the Club Committee. Wherever possible such delegate shall be the Section President.

18. LAWS OF THE GAME OF BOWLS

- (1) The laws of the game of bowls shall apply to all games played under control of the Section, except where otherwise stated. Failure to observe these laws will result in disqualification from the competition or match.
- (2) In this Rule “the laws of the game of bowls” shall mean the Laws, Domestic Regulations and affiliated association Rules which apply from time to time.