



MELBOURNE BOWLING CLUB INC.

Regulations

INTRODUCTION

Under Section 42 of the Melbourne Bowling Club Inc. Constitution (April 2015), the board shall have the power from time to time to make regulations not inconsistent with the constitution's rules for the efficient working of the club, and

- (1) May alter, amend or rescind same as occasion may require;
- (2) All regulations shall be entered by the Secretary in a document to be kept for the purpose, and be available for inspection by the members

This document represents the accumulation of regulations passed by the board from time to time. For each regulation documented, as well as the content of the ruling, the date of the board meeting when the ruling was passed is also included for future reference.

DEFINITIONS

For the purpose of this document, the following definition(s) have been applied:

Regulation - A rule or directive made and maintained by an organization in order to regulate its own affairs and the behaviour of its members.

INTERPRETATION

Regulations in force prior to the adoption date of this document are hereby repealed.

These Regulations are adopted and should be read in conjunction with the Melbourne Bowling Club Inc. Constitution

UPDATES

This document will be maintained by the Secretary of the club, and updated as and when required when the board makes decision that add to, replace, or repeal the regulations contained within.

DUTIES OF MEMBERS

This onus is on every club member to:

- a) Be aware of and at all times observe and follow club rules in conjunction with these published regulations;
- b) Protect the club's property and to report any complaints or breaches of the club rules, and regulations to the Board.

REGULATIONS

Animals on Club Premises

- (1) No Animals are permitted in the club-house at any time, and all animals on the property must be on a leash or appropriate restraint at all times.
- (2) Animals on the grounds must be in direct control of their owner, or tethered to a fixed position, at all times

Date passed by committee: 24 April 2013.

Billiard Room

- (1) All games and play shall cease at bar closing times and members will vacate the premises. Members and guests will at all times adhere to the rules displayed in the Billiard room.
- (2) No game of Billiards or Snooker shall be played unless one of the players is a member, except with the permission of the Club Operations Manager or a member of the Board.
- (3) Members are not permitted to set aside Club cues for private use

Date passed by committee: 29 January 2015, as adapted from the Melbourne Bowling Club Operational Bylaws of March 1988.

Car park

- (1) The Club Car Park is reserved for the use of members and guests who are attending club premises, or with the express permission of the Board.
- (2) Members parking in the club grounds must park within the designated areas provided. Reserved parking areas are for the sole use of those nominated by *the* Board.
- (3) The car park is not to be used by members for long term parking (greater than 24 hours) without the express permission of the Board
- (4) The Club shall not be responsible for the loss, theft or damage to any vehicle or to the contents therein which is parked in the ground, or the vicinity of the club.

Date passed by committee: 29 January 2015, as adapted from the Melbourne Bowling Club Operational Bylaws of March 1988

Dining Area

- (1) All functions and special occasions must be booked through the Club Operations Manager.
- (2) Functions and special occasions requiring catering must receive approval from the Club Operations Manager prior to proceeding with catering arrangements.
- (3) No outside or self-catering is permitted without the express permission of the Club Operations Manager or Board
- (4) No person shall enter the kitchen or storage areas at any time without the authorisation of the Club Operations Manager, duty Manager, or a member of the Board.

Date passed by committee: 29 January 2015, as adapted from the Melbourne Bowling Club Operational Bylaws of March 1988.

General

- (1) Complaints regarding club employees or any other matter should be directed to the Club Operations Manager or the Club President, preferably in writing.
 - a. Any complaint regarding a club employee shall not be made directly to the employee concerned.
 - b. If the Club Operations Manager or the Club President cannot deal with the complaint to the satisfaction of the member the complaint shall be referred to the Board for action.
- (2) No members shall lend money to or borrow money from employees of the club.
- (3) No staff members shall partake of alcohol during their shift.
- (4) Members may not use Club stationery or equipment unless for Club business and with the consent of the Club Operations Manager or the Club President or in their absence, a member of the board.
- (5) Members may not remove Club property of any kind without the authority of the Club Operations Manager or the Club President or, in their absence, a member of the Board.
- (6) The Club shall not be responsible for the loss, damage or theft of an article left in the Club by a Member or Visitor.
- (7) No pamphlet, advertisement or personal notice of any kind shall be placed or exhibited in any part of the Club without the permission of the board.

Date passed by committee: 29 January 2015, as adapted from the Melbourne Bowling Club Operational Bylaws of March 1988.

Goodsport Transport Policy

- (1) Melbourne Bowling Club, as part of its membership of Goodsports, has adopted a Goodsports Transport Policy, details of which are contained in the separate MBC Goodsports Transport Policy Document.

Date passed by committee: 19 December 2016

Inclement Weather Policy

- (1) For the purpose of this regulation "weather" means wet weather, lightening, excessive heat, excessive wind or dust or any other similar like weather conditions that affects play.
- (2) All local bowls events, where Melbourne Bowling Club is the Controlling Body, will comply with the Inclement Weather clauses in operation in the current version of the Bowls Victoria Rules for Competition
 - a. Any decisions to be made under this policy will be made by the appointed umpire, in conjunction with the Melbourne Bowling Club tournament/event organiser.
 - b. If the umpire or the event/tournament organiser cannot make a decision, the matter will be referred to the Melbourne Bowling Club Greens Director and/or Green Keeper.

Date passed by committee: 23 March 2017

Matching Player Payments – Representative, Region, State and Bowls Australia Grand Prix Events

Melbourne Bowling Club encourages its members to represent themselves and the club in various events and tournaments.

To help encourage and assist in the members bowling aspirations the club will match some payments the player receives from either Bowls Victoria or Bowls Australia as follows.

- (1) The club will match representative daily allowance payments a player receives from Bowls Victoria or Bowls Australia for:
 - a. Representing Victoria at any level (under 18's, under 25's, senior side, over 60's, Para Sports);
 - b. Representing Australia at any level (under 18's, under 25's, senior side, over 60's, Para Sports).

- (2) The club will also match prize money a player receives from Bowls Victoria or Bowls Australia for:
 - a. Winning a Regional title (singles, pairs, triples, fours, under 25 singles, over 60 singles and over 60 pairs);
 - b. Winning a State title (as above);
 - c. Runner up in a State title (as above);
 - d. Winning one of the following Bowls Australia sanctioned events:
 - i. The Australian Open
 - ii. The Australian Indoor Open
 - iii. The Victorian Open;
 - e. Runner up in a Bowls Australia sanctioned event as identified in (2)(d) above.

- (3) To be eligible for representative payments in (1) above, the member must have a current financial Full Membership and represent the club in the Bowls Victoria Saturday pennant on a weekly basis in the current season.

- (4) To be eligible for matching prize money payments in (2) above, the member must maintain a Full Membership and represent the club in the Bowls Victoria Saturday pennant on a weekly basis in the current season, and the season following the event. Eligibility and payment to be assessed on the 31st of January in the subsequent season

- (5) There is a payment cap of \$A5,000 for any one player in each financial year, being 1 April to 31 March .

Date passed by committee: 24 April 2014, and as amended 27 October 2016.

Members Bar

- (1) Bar service shall be provided in the members' bar during the hours as laid down by the Board.
- (2) No member shall enter the bar serving or storage areas at any time unless authorised by the Club Operations Manager or a member of the Board.
- (3) Liquor supplied to members on account with the authority of the Club Operations Manager or the Club President must be paid for at the end of the day. All tabs must have a credit card guarantee in place beforehand. In the event of default future credit will be withdrawn.
- (4) No cheques will be accepted as a form of payment.
- (5) Members can make a maximum of \$500 cash withdrawal for any debit or credit card transaction each day.

Date passed by committee: 29 January 2015, as adapted from the Melbourne Bowling Club Operational Bylaws of March 1988.

Membership Card

Melbourne Bowling Club has a member card to provide an easy way for the club to recognise members, and provide a way to give members discounts at the club, as well as a points based reward system. The key conditions of use of the card are as follows:

(1) Card Allocation:

- a. All members are allocated a card upon joining the club;
- b. The cards are non-transferable, and must be returned if they leave the club.

(2) Card Usage:

- a. Every time a purchase is made over the bar they need to give staff a membership card. The staff will then enter it into the system, giving the member discount and also 3% of the sale amount will accrue as loyalty points, for use at another time;
- b. These points are accumulated at rate 1 cent for each point. Members can check how many points they have accrued at any time with staff over the bar;
- c. The membership card works like an account in the registers. They can put money on the card and draw down on it like a debit card, therefore not having to pay cash for every transaction. The card retains the credit value, as well as their loyalty points;
- d. If you don't present a member card, you will be charged member prices and not receive loyalty points;
- e. If members lose their card, there is a \$50 replacement fee, though you can still use your account with the current number.

(3) Redemption of Loyalty Points:

- a. Points can be used for all over the bar purchases;

(4) Expiry of Member Card Benefits

- a. Member cards will be inactivated on 31 July each year for any unfinancial members, meaning they will not:
 - i. get member bar prices;
 - ii. accrue reward points for purchases;
 - iii. be able to use existing reward points,
 until fees are paid up.

(5) Expiry of Loyalty Points

- a. All unused loyalty points will be cancelled once you cease to be a member of the Melbourne Bowling club.

(6) Any money placed directly on the card does not expire.

Date passed by committee: 29 January 2015.

Refund of Member Fees

Melbourne Bowling Club provides a range of member fee options for members. In some circumstances, members are unable to enjoy the benefits of membership due to a range of circumstances.

Upon application by the member, the board will consider refund of fees in the following circumstances:.

(1) Refund of Green and club championship fees:

- a. Due to illness or injury, a player is unable to play pennant and or club championships events for an extended period of time, being not less than 4 weeks;
- b. Due to non-selection as a player in a pennant side for 4 or more weeks in a year, where the player had made themselves available for selection in that period;
- c. Due to inclement weather (including heat related), 4 or more games are cancelled in any one season, in a game that the member was selected to play.

(2) Refund of Membership Fees - Change in Membership Classification:

The board will consider a refund of fees or a change to a members classification to a lower fee category:

- a. Due to financial hardship, or
- b. Personal circumstances that preclude the member for attending the club or participating in member activities for an extended period of time;

being a period of not less than 6 months.

Date passed by board: 29 June 2015.

Social Media

- (1) This regulation has been developed to provide guidelines for the appropriate use of social media in professional and personal capacities by Melbourne Bowling Club stakeholders including full-time and part-time employees, contractors, the board, sub committees and club members when as part of a person's social media activity there is a connection to The Melbourne Bowling Club including references to Melbourne Bowling Club through a person's profile.
 - a. As a member of Bowls Victoria, Melbourne Bowling club is bound by the Bowls Victoria Social Media Policy
 - b. This regulation supplements the Bowls Victoria Social Media Policy, and this regulation should be read together with the Bowls Victoria Social Media for any interpretation.
- (2) Melbourne Bowling Club encourages positive promotional messages including (but not limited to)
 - a. Overall promotion of the sport of bowls and endorsements of decisions by Melbourne Bowling Club
 - b. Promotion of all bowls events, regardless of level
 - c. Acknowledge player successes
 - d. Melbourne Bowling Club sponsor servicing with positive brand messaging
 - e. Avoidance of personal sponsor endorsement
- (3) Stakeholders assume an ambassadorial role for Melbourne Bowling Club. They should Ensure that content they post is factually accurate and complies with the Melbourne Bowling Club constitution and regulations
- (4) When using Social Media platforms, including Twitter Facebook and similar applications, re-tweeting a message and 'Liking' a post is considered your view and an endorsement of the original tweet or post)
- (5) **Official Melbourne Bowling Club Social Media Platforms**
 - a. Melbourne Bowling Club's board is responsible for uploading all official Melbourne Bowling Club content to Melbourne Bowling Club's Facebook, Twitter account, and other social media platforms.

- b. Other sub committees and stakeholders will be given access to these platforms to contribute where relevant and necessary.

(6) What Melbourne Bowling club expects in social media messaging

a. Professional Usage

- i. Be mindful that any comments made or images, videos and photographs posted on social media platforms, irrespective of privacy settings are public remarks and can be shared, copied and distributed to a wider audience than may have been originally intended and therefore become publically published views.
- ii. As a stakeholder of Melbourne Bowling Club, when using social media, you are required to;
 1. Ensure that you do not post any content that could be considered obscene, defamatory, threatening, harassing, discriminatory, libellous or hateful to another person or entity, including Melbourne Bowling Club and its employees, its contractors, its partners, its participants, its competitors and/or any other bowls related organization or individual
 2. Be respectful of all individuals and communities with which you interact online
 3. Be polite and respectful of others people's opinions
 4. You must not make any comment or post, like or re-tweet any material that might otherwise cause damage to or bring into disrepute Melbourne Bowling Club's reputation, brand or that of the sport of bowls
 5. You must not use the Melbourne Bowling Club brand to endorse or promote any product, opinion, cause or political message/belief without prior consent
 6. Disclose only publically available information. You must not comment on or disclose confidential Melbourne Bowling Club information (such as business plans and financial information) and always respecting copyright, privacy, financial disclosure and other applicable laws when posting content on social media

b. Personal Usage

- i. Melbourne Bowling Club is aware and encourages its stakeholders (refer 1.0) to use social media in their personal lives. This regulation is not intended to discourage the personal use of social media. However, the potential to damage Melbourne Bowling Club's reputation because of the personal use of social media where a person can be identified as associated with Melbourne Bowling Club means that all stakeholders must comply with this regulation to ensure that the risk of such damage is minimised.
- ii. Melbourne Bowling Club recommends that its stakeholders remain aware of their personal online reputation at all times. You should be aware that, even when not discussing Melbourne Bowling Club or bowls related matters, if you engage in inappropriate conduct it can have an impact on your employment or engagement with Melbourne Bowling Club.
- iii. If a representative of the media contacts you via social media or by other means, in relation to Melbourne Bowling Club, you should refer the contact to the Secretary of Melbourne Bowling Club.
- iv. Accessing social media during working hours must not interfere with the performance of your work and if Melbourne Bowling Club identifies that an employee is spending excessive work time accessing social media; disciplinary action may be initiated in accordance with your employment agreement, contract agreement, or Melbourne Bowling Club constitution.

- (7) **Identifying Inappropriate Use** If you become aware of inappropriate or unlawful content in social media that relates to Bowls Victoria or individuals associated with Bowls Victoria, or that may otherwise have been published in breach of this regulation, and you would like to report these please contact the club President or Secretary.
- (8) **Breach of Regulation.** Non-compliance with this regulation may result in disciplinary action, which may include termination of employment. A written warning will be issued in the event of a breach of this regulation. A breach of this regulation may also amount to breaches of other Melbourne Bowling Club rules and regulations. Refer to the Melbourne Bowling Club Disciplinary Policy in the constitution.
- (9) **Consultation** Any persons who are unsure of their rights, liabilities or actions online can contact the club Secretary for further clarification.

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