

Port Elliot Bowling Club Inc.

By-Laws

To be read in conjunction with the PEBC Constitution

AMENDED AS AT 13 JUNE 2023

1 ADMINISTRATION

1.1 PRESIDENT

- a) The President shall officiate at all official functions of the Club.
- b) If the President is unable to attend a Vice President shall be nominated to act on his/her behalf.

1.2 VICE PRESIDENTS

- a) The male and female Vice Presidents shall be responsible for the relevant male and female Competitions and Pennant Competitions, conducted by the PEBC.

1.3 GREENS MANAGER

- a) It is the responsibility of the Board of Management to appoint a Greens Manager who shall provide the best possible playing surface for the benefit of our own members and visitors.
- b) The Greens Manager shall allocate the rinks to be played on.
- c) The Greens Manager shall provide a yearly budget of expenditure to the Treasurer to be included in the Club's overall budget.

1.4 BAR MANAGER

- a) The Bar shall be under the control of a Bar Manager appointed by the Board of Management.
- b) The Bar Manager shall be in control of all Bar activities.
- c) The Bar Manager shall make purchases and keep records in accordance with State Licensing Laws.

1.4.1 BAR MANAGEMENT COMMITTEE

- a) The Bar Management Committee will operate under the guidance of the Bar Manager and will comprise members who have Responsible Serving of Alcohol (RSA) accreditation, and the Club Treasurer.
- b) Their duties will include, helping the Bar Manager with decision making, rostering of staff to operate the bar when necessary, keeping a clean environment in the bar and any other duties that may be determined by the Bar Manager

1.5 SUB-COMMITTEES

- a) All sub-committees formed by the incumbent Board of Management shall cease to exist at the next Annual General Meeting.
- b) Any member of any such sub-committee shall be eligible for re-appointment by the newly

elected Board of Management to any sub-committee subject to a majority decision of such newly elected Board of Management.

2 PENNANT SEASONS

2.1 The Vice Presidents are required to oversee the Pennant season process and may attend any selection meeting.

2.2 Chairperson of Saturday Selectors Panel and Thursday Panel shall be elected at the PEBC AGM.

2.3 The responsibilities of the Chairperson of Selectors-

- a) Calling and managing selection meetings but always remain impartial only giving a casting vote when Selectors cannot agree.
- b) Preparation of Selection Board showing: -
 - Side Name
 - Visiting Side Name
 - Home or Away Status
 - Side Manager Allocation
 - Umpire, Measurer and Covid Marshall Allocations
- c) Recording of all selections
- d) Recording of all results in the Club record.

2.4 SATURDAY OPEN GENDER AND THURSDAY PENNANT SELECTION AND ELECTION PROCESS

- a) A minimum of three Pre-season trial matches are to be conducted with at least two of these against another club.
- b) Selection of the Pre-season Trial Games will be conducted by the existing Selectors from the previous season.
- c) At the conclusion of the first Pennant Match, all players in each division shall meet separately and elect their Selector for the coming season.
- d) Division one requires two Selectors, with each other division, one selector to form a panel

2.5 SATURDAY OPEN GENDER AND THURSDAY PENNANT SELECTION

Saturday Pennants is an Open Gender competition.

Thursday Pennants is a women's competition but able to use up to 3 opposite gender players in their lowest division when no other women players are available.

No commitment will be made to any prospective member regarding a guaranteed position or guaranteed selection in a particular division.

- a) All selections shall be Merit Based. To select on merit the following will be taken into account:
 - 1. Current form and ability
 - 2. Motivation
 - 3. Compatibility with other players in the side.
 - 4. Commitment to practice.

5. Commitment to Club success.

b) The Panel shall, in the selection process, discuss skippers request and player feedback, consider player performance and promotion based on Selectors Weekly Notes.

c) The Pennant Selection Panel shall consist of: -

The Chairperson of Selectors

First Side Two Selectors

Second Side One Selector

Third Side One Selector

Fourth Side One Selector etc.

d) All Selectors are entitled to their input. This process continues until all sides are selected.

e) Should the two selectors not agree on a selection, the Chairperson of selectors will make the final decision.

f) Any member refusing to play where selected may not be considered for future Pennant play. Such decisions to be at the discretion of the Pennant selectors.

g) The PEBC Board may remove or replace a selector if it is considered that they have proven to be unsatisfactory due to poor attendance at selection meetings, player bias, or any other reason adjudged to be detrimental to the club.

h) Pennant flags: to be eligible for a pennant flag, a player must have played a minimum of 8 matches in a side that has won a pennant, unless extenuation circumstances when the Vice President and Chairperson of Selectors agree that it is warranted to award a pennant.

2.6 Player Promotion/Demotion

a) Players may not be demoted more than one side in any one week.

b) A player may be promoted from any division on merit.

c) A player promoted shall, unless promoted as a replacement or substitute, be afforded the opportunity of a minimum of 3 games in that higher Division.

d) Any member refusing to play where selected may not be considered for future Pennant play. Such decisions to be at the discretion of the Pennant Selectors.

2.7 Selector Promotion/Demotion

a) A Selector must, generally, be available for Pennant selection

b) If a Selector plays in a Division above or below for 3 weeks in a row or other extenuating circumstances (illness/Injury) then they shall step down from their position and a new Selector is to be elected by the side.

2.8 COMMUNICATION AND FEEDBACK

a) Skippers are to consult regularly with the players in his/her rink regarding their performance

b) Selectors are to consult regularly with Skippers regarding the performance of players.

c) Selectors are to also seek feedback from players other than Skippers as required.

d) Selectors are to endeavor to personally advise players concerned, when making changes to the sides, providing feedback on the reasons for the changes.

2.9 GRIEVANCES

a) Any complaints re selection shall be made either to a player's designated Selector or to the Panel of Selectors.

b) If the problem is not resolved then the member should approach the appropriate

Chairperson of Selectors.

- c) If the matter is still not resolved then the member should approach the appropriate Vice President.
- d) If the matter is still not resolved it will be taken to the Board.

2.10 DUTY RINK RESPONSIBILITIES

- a) The **Saturday** duty rink is expected to
 - Put up flags,
 - Set up rinks set by Greens Manager with peg numbers.
 - Place scoreboards mats and jacks in position after sanitizing items.
 - Make sure the seats are clean.
 - Make sure water fountains are available outside.
 - After the game everything is sanitized and put away and the shed is locked.
- b) In addition to the above the **Thursday** duty rink is expected to
 - set the tables for lunch.
 - Ensure the urn is filled and turned on.

3 BOWLING COMPETITIONS

3.1 OFFICIAL CLUB CHAMPIONSHIPS

3.1.1 CONDITIONS OF PLAY

- a) All Club championships are subject to the laws of the game as set down by Bowls Australia where relevant and by the club Constitution and By-Laws.
- b) Full members of the Club are eligible to play in Club championships.
- c) Club members from each gender shall be appointed as Championship Director by the Respective Vice Presidents to manage all Club championships.
- d) The dates of the championship events will be placed on the Club notice board as soon as possible after the GSBA calendar becomes available.
- e) The draw for each event will be placed on the Club notice board and all games shall be played on the date shown.
- f) Substitutes may be used (exception singles or 100 up) if an entrant finds himself/herself unable to play on the scheduled day.
- g) The relevant Championship Director` shall declare a forfeit if a fixture is not completed on the day scheduled.
- h) Where necessary it is the responsibility of players to arrange markers.
- I) If an opponent is more than 30 minutes late for the scheduled event start, a forfeit may be claimed.
- j) An up and back may be played before a player's first match using the same number of bowls and on the green to be used in that game.
- k) Players must not practice on the same rink on which they are to play an event that day.
- l) Members not playing in the competition must not practice on an adjoining rink
- m) Draws will be done by computer programs to ensure accuracy and fairness.
- n) Seeding may apply where applicable. There will be two seeds for each event, determined by the previous year's results. Seeded teams must be identical with the previous year.
- o) Ladies' and Men's events will be scheduled for Fridays.

3.1.2 DRESS CODE

The dress for all Championships will be club uniform.

3.1.3 INCLEMENT WEATHER

If the conditions and temperature on the date set down to play would dictate cancellation of an Association Pennant match, then play will be postponed and replayed at a date and time set by the relevant Championship Director.

3.1.4 DISPUTES

- a) The relevant Championship Director will have the power and discretion to decide on the dispute.
- b) If the dispute is not satisfactorily solved in this manner, it should then be referred to the appropriate Vice President.
- c) Should a conflict of interest still exist, the matter will be referred to the Board.

3.1.5 FORMAT

Singles	Opening Rounds 21 shots up, Final 25 shots up
Pairs: Women:	Minor rounds 12 ends, Semi-Final 15 ends, Final 18 ends
Men:	Minor rounds and Semi-Final 15 ends, Final 18 ends
Four Women:	Minor rounds 12 ends, Semi-Final 15 ends, Final 18 ends
Men:	Minor rounds and Semi-Final 15 ends, Final 18 ends
Triples Women	Minor rounds and Semi-Final 15 ends, Final 18 ends
Men	Minor rounds and Semi-Final 15 ends, Final 18 ends
Mixed Pairs	Minor rounds and Semi-Final 15 ends, Final 18 ends

3.2 TOURNAMENTS

- a) A Club member from each gender shall be appointed as Tournament Director by the respective Vice President to manage all Club tournaments.
- b) The Tournament Committee may co-opt other members to assist in the management of Tournaments.
- c) Tournament schedule to be prepared and submitted to Board of Management for consideration and confirmation by G.S.B.A.
- d) Tournament Directors report to the respective Vice President as required.
- e) Full members of a bowling club are eligible to play in any Tournament.

3.3 SOCIAL COMPETITION

Social competitions are open to members of other clubs as well as our own Members shall be conducted in accordance with the Annual Programme and shall be under the direction of the Board of Management and played under the Rules and By-Laws of Bowls SA.

3.4 BOOKING FOR SOCIAL PLAY

- a) All bookings for social play must be registered with the Social Club Convener.
- b) Social Club Convener will determine and arrange for the necessary assistance to support that activity including supervision of the group, Bar Attendant or any other requirement at the time.

4 EQUIPMENT

4.1 GREENS EQUIPMENT AND MACHINERY

- a) No person shall operate or use any of the Club's greens equipment or machinery without

the consent of the Greens Manager.

- b) The Greens Manager may appoint Club members who shall have the right to alter or adjust any equipment or machinery belonging to the Club.
- c) Any outside repairs to this equipment or machinery is to be authorized by the Greens Manager or the Board of Management.

4.2 KEYS

The Administrative Secretary shall be responsible for the issue of all keys to the Clubhouse, and shall keep a register of such.

4.3 CLUB NOTICE BOARD

No notice, placard, or brochure or advertisement of any kind shall be placed on or removed from the Club notice board other than by the Administrative Secretary, or with his/her Authority.

5 BYLAWS

5.1 ALTERATIONS TO THESE B-LAWS

These By-Laws may be altered, added to, or rescinded by the Board of Management or upon receipt of a request in writing from Club Members, in accordance with the Rules of the Constitution of the Club.

LAST AMENDED AT LAST MEETING 11 JUNE 2023