Safety Bay Bowls Club By-Laws

Governance and Operational Guidelines

Revised 12 May 2026

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1. Governing Structure

The committee of Management (COM) consists of nine (9) members that are appointed in accordance with Section 8 of the Club's Constitution.

The President and the Vice President are elected positions.

The Secretary and Treasurer are appointed positions.

The other five full members are elected positions and include the Director of Bowls (Male); Director of Bowls (Female); and three (3) full members.

The major office holders' roles and responsibilities are listed in Appendix A.

Section 8.2 of the Constitution stipulates that:

- Committee positions shall be elected for terms of two (2) years and for the secretary and treasurer positions, appointed for two (2) years.
- To ensure continuity of governance, elections for committee positions and appointments for the secretary and treasurer positions, shall be conducted on a staggered basis. This approach will as far as practicable, allow for approximately one-half of the committee positions to fall vacant at each annual general meeting.

2. Role of the Executive Committee

The COM members are the persons who, as the management committee of the Safety Bay Bowling Club Incorporate (Club), have the power to manage the affairs of the Club.

Subject to the *Associations Incorporation Act 2015 (Act)*, the Constitution, the By-Laws and any resolution passed at a general meeting, the committee has power to do all things necessary for the proper management of the affairs of the Club.

The committee must take all reasonable steps to ensure that the Club complies with the Act, the Constitution rules and the By-Laws.

The COM can make decisions on any situation which arises that is not covered by these By-Laws.

3. Sub Committees and Other Teams

There are several Sub Committees and teams that support the effective management of the Club, and these are appointed in accordance with the Club's Constitution Section 8.9.

Each Sub Committees and team elects a chairperson or leader as soon as is reasonably practicable and meet as often as is necessary to conduct the affairs of the relevant committee.

The chairperson, leader or substitute is responsible to attend and report to the COM any appropriate business of the relevant Sub Committee. This is usually reported through one of the COM members.

All monies collected by Sub Committees must be provided to the bar for receipting as soon as possible after the monies are collected.

Sub Committee / Team	Up to Number of Members
Selection Committee Tuesday (Ladies)	5
Selection Committee Thursday / Saturday (open Gender and Men)	5
Match Committee / Team	5
Garden Team	10
House Committee Team	5
Social Committee Team	7
Kitchen Committee Team	5
Greens Team	10
Community Bowls Team	5

The roles and positions of many of the sub committees' members are listed in Appendix B.

There is no constitutional requirement to elect members of each Sub Committee, however given the nature of the Selection and Match Committee the COM will hold elections for members of these sub committees if there are sufficient nominations.

The COM will call for nominations for the Selection and Match Committees in February / March to meet the operational needs and planning for the new season.

Elections are not held for the other sub committees. The Club endeavours to fill the positions as best as possible by members willing to undertake the various roles.

To improve the running of Club Championships, COM will appoint Male and Female Championship Coordinators.

4. Elections

The Club must hold annual general meetings and elections for COM members in accordance with section 8.2 of the Constitution.

The COM will organise nominations and elections if required for the Selection and Match Committees.

The COM will utilise an electronic voting system where possible to reduce the workload associated with running elections and minimise costs.

5. Membership

The Club consists of Full Members, Life Members and Associate Members as outlined in Section 6 of the Club's Constitution.

Junior and Social Members are deemed to be Associate Members.

Any person that supports the objects of the Club is eligible to apply to become a member of the Club.

A membership application form is provided on the Club's website.

6. Membership Fees

Section 6.9 of the Constitution stipulates the following:

- The COM shall determine the annual membership fee and any other fees to be paid for membership of the Club.
- A person approved for membership after the first six (6) months of the financial year shall only pay 50% of the prescribed fees.
- The COM may determine at its discretion to offer fee relief and/or convert membership to another membership class.

Category	**Annual Fee**
Full Member – Eligible to enter and play any bowls events including pennants Club championships and Bowls WA events	$270
Life Member – Eligible to enter and play any bowls events including pennants Club championships and Bowls WA events	$0
Junior Member – Eligible to enter and play any bowls events including pennants Club championships and Bowls WA events	$52
Social Member - Ineligible to use the greens other than when invited by Management. No voting rights.	$62

7. Life Membership

A life member is a person who has rendered meritorious service to the Club based on criteria determined by the COM from time to time. A life member has full voting rights and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the COM. Refer to Section 6.1 of the Constitution.

Section 6.2 of the Constitution stipulates the following

- A financial voting member may propose another member for life membership and present to the committee in writing the reasons why life membership should be conferred.
- The committee may, upon a 75% majority vote at a committee meeting, confer life membership on a member who has rendered meritorious services to the Club.

The COM will take in account the following qualifications, criterion and experience when determining whether a member should be granted Honorary Life Membership. The person:

- Must have been a Full Member for a period exceeding ten (10) years and rendered especially meritorious direct and continuous services to the Club over that period.
- Must have served on one or more Club Committees for a period of three (3) or more years in an honorary capacity.
- Must have consistently performed their duties and functions at a level greater than generally expected, without seeking recognition or reward for same.
- Will have an unblemished record, and serve as a role model for others, putting the welfare of the Club above personal ambition, disappointments, likes and dislikes.

Any eligible Club Member putting forward the name of another Club Member for life membership should present their nomination in writing and delivered to the Secretary, together with a "history" of the nominated person, and preferably with details of this person's membership on committees, achievements and activities performed over the years.

Such nomination is to go before the COM for their consideration to ensure that the nominee meets the specified criteria.

Honorary Life members will be invited as a guest to various club events.

8. Membership Refunds

Refunds for annual membership fees apply only to the current financial year and must be requested in writing to the Secretary.

Full and associate members can receive a full refund if their request is made by 31 August, or a 50% refund if the request is submitted between 1 September and 31 December. No refunds are given for requests after 31 December.

9. Honorariums

Section 8.4 of the Constitution states that "A committee member may be paid an honorarium as determined by the members by special resolution at a general meeting".

The COM review and recommend the amounts yearly, if deemed necessary. All honorariums are to be approved by members at the Annual General Meeting.

It is recognised that there are many members who perform on-going and essential tasks in an honorary capacity. These tasks, although necessary and completed to acceptable standards, generally do not have the same degree of accountability or responsibility. To ensure these individuals are provided with some compensatory recognition, the COM invite all those members to a one-off yearly club funded function.

The appointment of Safety Bay Manager resulted in most honorariums being removed. Below are the current honorariums.

WHO	Q1	Q2	Q3	Q4	ANNUAL
Administration Assistant	$1,172	$1,172	$1,172	$1,172	$4,688
Greens Supervisor	$1,463	$1,463	$1,463	$1,463	$5,852
Greens Assistants	$20.50 per day	$20.50 per day	$20.50 per day	$20.50 per day	

10. Volunteer and Incentive Recognition Policy

This By-Law sets out the criteria and process by which appropriate members may be rewarded for their volunteering or sporting efforts.

Kitchen Beverages (Tea/Coffee/Biscuits).	All members, whilst actively undertaking volunteer tasks on behalf of the Club, may use the kitchen facilities and partake in these beverages at no cost. All visiting Pennant Players are to be provided with these beverages at no cost as a traditional reciprocal gesture.
Bar Beverages (Drinks)	The President may authorise appropriate bar beverages after the Annual General Meetings and Special General Meetings to attendees. In any year all volunteer committee members and any other members the COM considered worthy, are invited to attend a free recognition function organised by the COM.
Pennant Players – Highest Winning Rink	Each pennant player who was a member of the highest winning rink on any given pennant fixture day may be served one standard drink, for example a schooner of beer or glass of wine. The Chair of Selectors provides a list to the bar each week during the pennant season. The standard drinks drink excludes RTD (Ready-to-Drink) alcoholic beverages drinks and spirits.
Pennant Players – All Teams Winning	Should all the pennant teams win on a pennant day, the President may approve one standard drink, for example a schooner of beer or glass of wine for all winning players. The drinks must be provided on that day of the winning teams, cannot be a takeaway and is only to be provided to those players in attendance at the Club on that day.

11. Conduct and Behaviour of Members

Every member of the Club, whether playing at home, or competing on another club's greens shall behave in a manner that is not prejudicial to the image or good standing of the Club.

To ensure the good conduct of members, the individual members of the COM or Match Committees have the power to approach a member whose conduct or behaviour is unsatisfactory:

- To remind that person of their obligations as a Club member; or
- To request that person vacate the greens or premises, or to take whatever action the Committee member may feel is appropriate to the circumstances.

A full written report of any incident must be submitted to the President or Secretary within 24 hours of the event where practicable but no later than 48 hours.

12. Dress Code and Attire

At all times while on Club premises, Members and their guests shall be clean and neatly dressed and wearing appropriate footwear in keeping with the activities of the Club.

Club members competing or officiating in Pennants and Club Championship Events must wear the 'Club' uniform. Failure to wear Club uniform in Club championship events will result in forfeiture of that event and is regulated by the relevant Match Committee.

Once the season opens, the Club or Bowls attire must be worn for Bankers until the season closure. This is to present a professional look to visiting pennant teams on Tuesday, Thursday and Saturdays.

The Executive Committee may designate the attire to be worn for match committee organised social bowls events.

Neat Casual clothing should be worn by individuals participating in: Roll ups, Monday Handicap Pairs, Wednesday Mixed Jackpot Pairs, Sunday social bowls, Scroungers, Team Building events, Community Bowls, and coaching sessions run by authorised club coaches.

Flat soled shoes which comply with Bowls Australia policy for footwear are to be always worn on the green. Bare feet are allowed in social events.

13. Smoking, Vaping and Drug Use

The Safety Bay Bowls Club is a 'Smoke Free' Club.

Smoking is not allowed within the fenced boundary of the greens or in the clubhouse. Smoking includes any tobacco related products, vapes or artificial or e-cigarettes.

Illicit or recreational drugs, or any person under the influence of such drugs, are prohibited anywhere in the Club or on the bowling greens and surrounds at any time.

14. Social Media

Safety Bay Bowling Club welcomes all views, comments, ideas or insights on the Facebook media page. At the same time the Club expects participants to show courtesy and respect for others and therefore must not use the Facebook media page or other social media platforms to abuse others, expose others to offensive or inappropriate content, for any illegal purpose, or in any manner that may bring our Club or sport into disrepute.

Comments are to be non-discriminatory and respectful, do not include personal details e.g. email address or phone number, posts are not to promote commercial interests, posts must not bring the game of lawn bowls into disrepute and do not include internet addresses or website links.

The COM has the right to enforce this policy at its discretion. First breach of policy will result in a warning, and a second will result in the person being excluded from the page. Serious breaches may result in disciplinary action and suspension from the Club.

15. Electronic Membership Card Policy

This By-Law provides guidelines and rules for the use of and maintenance of electronic membership cards.

In addition to serving as a membership identification card, the electronic card has the facility for members to credit money to their card account for use within the Club.

The cards can be used to pay for drinks, pay for bar products, pay for bowls items for sale, pay for bowls events, pay for uniforms, pay for pennant fees and pay for fees.

Monies remaining on the electronic membership cards will be refunded when a member leaves the club. Written authority must be given to the Secretary for funds to be refunded by the Treasurer.

16. Green Fee Policy

Match committees are to ensure that their committee members collect relevant green fees and hand the money to the bar as soon as is practicable after collection.

Club members who invite non club members or guests to participate in a roll up are to ensure a green fee of $10 for each non club member/guest participant is collected and paid over the bar.

There is no charge for a roll up for reciprocal members from other bowling clubs.

A green fee is applicable for all Bowls Safety Bay Club members participating in organised pennant practice games, pennant games, the first round of all championship games, banker games, Monday handicap pairs, Mixed Wednesday pairs, opening day events, Patron/Patroness Day events, Scroungers games, and any other social game organised by relevant Club match committees. These fees are determined by the COM and are listed on the relevant entry forms.

Visiting bowlers from other Clubs are welcome to participate in club activities, including social bowls and selected events, on an occasional basis. The intent of this arrangement is to provide members of

other clubs with the opportunity to enjoy our facilities and community in a casual and reciprocal manner, while maintaining their primary playing commitments with their home club. The COM reserves the right to monitor participation levels of visiting bowlers and to provide guidance where attendance is considered excessive or inconsistent and where required, the Committee may request that a visiting bowler reduce their level of participation to align with the intended occasional nature of visiting arrangements.

A green fee is applicable for all Non-Bowls Safety Bay Club members for any team building activity games, and Community bowls games.

Green Fees are exempt for Students and new Club members being coached in an organised session being conducted by an authorised Club coach; and Bowling Carnivals where an entry fee is charged.

17. Preservation of Greens / Dropping Bowls

Use of the Club's greens is limited to Full or Associate Members and their guests, or players who are on any day visiting the Club as a member of a team that is to contest a pre-arranged Bowls event.

At no time is it permissible to take drinks or food of any kind whatsoever onto the greens except in the case of medical emergency.

The playing surfaces of the greens are a valuable club asset and as such need to be protected from short and longer-term damage. Damage can be caused by the dropping (dumping) of bowls and jacks, during delivery, from a height that results in the denting of the compacted material immediately below the green surface.

Bowls and jacks that are repeatedly dumped or dropped, in either the delivery or being placed on the green, from a height of more than thirty (30) centimetres are considered to have the potential to cause damage to the greens.

The COM has appointed a Greens Protection Panel comprising of Director of Bowls male and female, Umpires Chairperson, Coaches Chairperson and the Greens Team Leader to identify bowlers who are not complying with the requirements.

Individual bowlers, who are having difficulty delivering their bowls smoothly onto the playing surface will be asked by representatives from the Greens Protection Panel to seek assistance from one of the Club coaches.

Offending bowlers will be:

- Firstly, verbally warned and given thirty (30) days to show significant improvement.
- If significant improvement has not been achieved then, advised in writing, and must use a dumping mat until the fault is rectified.
- Once they have received a written notice, they will only be permitted to resume bowling after clearance from a Club Coach and the Greens Protection Panel.

In all instances offending bowlers will be encouraged to seek the assistance of Club Coaches to rectify their problem. Coaches can assist with bowling technique, bowling aids, advice etc.

18. Club Facility Hire Policy

The Club offers the facilities for hire to the wider community for events such as seminars, team building, community bowls, and other appropriate one-off private functions.

Fees for regular users and club members shall be at the discretion of the COM.

The Club may hire the facilities for appropriate functions authorised by the COM upon receipt a fully completed Hire Facility form that is published on the Club's website.

A booking fee will be required upon acceptance of the Hire Facility Form. This fee is non-refundable unless the function is cancelled and the Club is given at least 3 days prior to the event.

The Club may charge a bond to offset any liability incurred for damage or excessive additional cleaning costs.

As the club is a licensed venue all West Australian Liquor License conditions must be fully complied with. The bar staff have been instructed to monitor patrons, and any inappropriate behaviour will be dealt with immediately.

19. Club Flag Management Policy

The Australian National Flag should be displayed only in a manner befitting the national emblem.

When the Australian National Flag is raised or lowered all present should face the Flag and remain silent.

Due consideration should be given to flag etiquette and procedure whenever the Australian National Flag or other nation's flag or State Flag or Pennant Flags are displayed.

Flags are flown at half-mast position as a sign of mourning. The Flag is brought to the half-mast position by first raising to the top of the mast and then immediately lowering it slowly to the half-mast position. The Flag should be raised again to the peak before being lowered for the day.

Where it is desired by the Club to fly the Flag at half-mast as a sign of mourning following the death of a member, it would be appropriate to do so on the day, or part of the day, of the funeral.

The above procedure to be enacted for current financial members and those who were members within 1 (one) year of their death.

20. Eight and Fifty Badges

BowlsWA Eight (8) Badges are only for players competing in Bowls WA events, State events, Pennants, League and Zone Championships as outlined in the BowlsWA Officials Handbook.

BowlsWA Fifty (50) Badges are only for players competing in Bowls WA events, State events, Pennants, League and Zone Championships as outlined in the BowlsWA Officials Handbook.

The Club will endeavour to:

- Award the Badges on the day of winning them.
- A copy of the scorecard with the names shall be given to the Office for photo and social media records.
- The Secretary will maintain a stock of badges that are held and accounted for in the locked petty cash box.

The Club will continue to grant Safety Bay (Non BowlsWA) badges for Club Championships and Bankers whilst current stocks are available. Once depleted the Club will align with other WA Clubs and discontinue 8 badges for Club Championships and Bankers.

21. Club Championships and other competitions (Handicap pairs, 100up etc.)

Bowls Australia 'Laws of the Sport of Bowls' (Crystal Mark, Fourth Edition), and the 'Bowls WA Field of Play Rules' shall govern all contests of bowls, unless the Match Committee otherwise decides.

The Club holds various Club Championship and other competitions throughout the year.

Refer to Appendix C and D that details the conditions of play, format and prizes of the various competitions.

General conditions of play (includes reference to laws of the sport, Bowls WA and heat rule etc.).

22. Amendments to By-laws

All motions and amendments to motions to vary the By-Laws shall be debated and determined by the COM.

Any repeal or amendment of or addition to these By-Laws shall be notified to members by email or notice on the Club Notice Board.

Appendix A – Office Holders Roles and Responsibilities

President

CONSTITUTIONAL REQUIREMENTS

- Shall be elected in accordance with the Club's Constitution.
- Shall preside at all meetings of the COM, regulate and keep order in the proceedings and carry into effect the rules and By-Laws of the Club.
- Shall lead by example, preside over the COM with impartiality and maintain the public image of the Club.
- Shall be eligible to exercise a deliberate vote and a casting vote.
- Shall be an ex officio of all Committees.

QUALIFICATIONS

- Be a Full or Honorary Life member of the Club.

CRITICAL COMPETENCIES

- Well-developed team leadership skills.
- Ability to communicate to all members effectively and with mutual respect.
- Ability to deal with all members with sensitivity and compassion but also maintain a clear awareness of the Clubs objectives and purpose.
- Be a passionate Bowls Safety Bay member.
- Be computer literate.

EXPERIENCE

- Preferably been a Full, or Honorary Life member of the Club for a minimum of 12 months.

DUTIES

- Lead and run Safety Bay bowls meetings.
- Attend opening days and other events at the invitation from other Clubs or arrange for representation by others if unable to attend.
- Remain accessible to coordinate with the COM for daily operations at the Club.
- Keep in contact with the Club Secretary for any urgent business requirements that arise.
- Write an annual report for the Annual General meeting and others as required.

Vice President

CONSTITUTIONAL REQUIREMENTS

- Shall be elected in accordance with the Club's Constitution.

QUALIFICATIONS

- Be a Full or Honorary Life member of the Club.

CRITICAL COMPETENCIES

- Well-developed team leadership skills.
- Ability to communicate to all members effectively and with mutual respect.
- Ability to deal with all members with sensitivity and compassion but also maintain a clear awareness of the Clubs objectives and purpose.
- Be a passionate Bowls Safety Bay member.
- Be computer literate.

EXPERIENCE

- Preferably been a Full, or Honorary Life member of the Club for a minimum of 12 months.
- Preferably have had some previous experience with business administration.

RESPONSIBILITIES

The responsibilities of the Vice President shall include but is not limited to:

- Attend all meetings of the COM as required.
- Undertake tasks, as appropriate, where determined from time to time by the COM.
- As soon as is practicable after the AGM organise and conduct separate meetings of relevant committees to ensure a Leader/Chairperson is nominated from each group. The Vice President is a conduit for Sub Committees to access the COM for any issue that may arise.
- Determine an agreed process for issues to be raised, discussed, resolved or presented to the COM for their consideration.
- Table at the COM meetings relevant reports and information from the respective committees.
- Support and coach relevant committees in their endeavours to complete their responsibilities.

FINANCE

- To have authority to spend up to the Full membership rate for the benefit of the Sub Committees under their control.

Secretary

CONSTITUTIONAL REQUIREMENTS

- Shall be appointed for a 2-year term by the COM.

QUALIFICATIONS

- Be a Full or Honorary Life member of the Club.

CRITICAL COMPETENCIES

- Ability to communicate to members effectively and with mutual respect.
- Ability to deal with all members with sensitivity and compassion but also maintain a clear awareness of the Clubs objectives and purpose.
- Be computer literate.

EXPERIENCE

- Preferably some previous experience with business administration and supervision of personnel.
- Preferably been a Full, or Honorary Life member of the Club for a minimum of 12 months.

RESPONSIBILITIES

Section 8.1 of the Constitution states the secretary has the following duties:

- Dealing with the Club's correspondence.
- Consulting with the president regarding the business to be conducted at each committee meeting and general meeting.
- Preparing the notices required for meetings and for the business to be conducted at meetings.
- Unless another member is authorised by the committee to do so, maintaining on behalf of the Club, the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act.
- Maintaining on behalf of the Club an up-to-date copy of these rules, as required under section 35(1) of the Act.
- Unless another member is authorised by the committee to do so, maintaining on behalf of the Club a record of committee members and other persons authorised to act on behalf of the Club, as required under section 58(2) of the Act.
- Ensuring the safe custody of the books of the Club, other than the financial records, financial statements and financial reports, as applicable to the Club.
- Maintaining full and accurate minutes of committee meetings and general meetings.
- Carrying out any other duty given to the secretary under these rules or by the committee.

FINANCE

- To have authority to spend up to the Full membership rate, including capitation, for the benefit of the Club

Treasurer

CONSTITUTIONAL REQUIREMENTS

- Shall be appointed for a 2-year term by the COM.

QUALIFICATIONS

- Be a Full or Honorary Life member of the Club.

CRITICAL COMPETENCIES

- Ability to communicate to members effectively and with mutual respect.
- Ability to deal with all members with sensitivity and compassion but also maintain a clear awareness of the Clubs objectives and purpose.
- Be computer literate and willing to learn the Club accounting software program.

EXPERIENCE

- Preferably experience with business and accounting administration.
- Preferably been a Full, or Honorary Life member of the Club for a minimum of 12 months.

RESPONSIBILITIES

Section 8.1 of the Constitution states the Treasurer has the following duties:

- Ensuring that any amounts payable to the Club are collected and issuing receipts for those amounts in the Club's name.
- Ensuring that any amounts paid to the Club are credited to the appropriate account of the Club, as directed by the committee.
- Ensuring that any payments to be made by the Club that have been authorised by the committee or at a general meeting are made on time.
- Ensuring that the Club complies with the relevant requirements of Part 5 of the Act.
- Ensuring the safe custody of the Club's financial records, financial statements and financial reports.
- If the Club is a tier 1 association, coordinating the preparation of the Club's financial statements before their submission to the Club's annual general meeting.
- If the Club is a tier 2 association or tier 3 association, coordinating the preparation of the Club's financial report before its submission to the Club's annual general meeting.
- Providing any assistance required by an auditor or reviewer conducting an audit or review of the Club's financial statements or financial report under Part 5 Division 5 of the Act.
- Carrying out any other duty given to the Treasurer under these rules or by the committee.

FINANCE

- To have authority to spend up to the Full membership rate, including capitation, for the benefit of the Club.
- Manage the Club's finances.

Director of Bowls - Female

CONSTITUTIONAL REQUIREMENTS

- Shall be elected in accordance with the Club's Constitution.

QUALIFICATIONS

- Be a Full or Honorary Life member of the Club.

CRITICAL COMPETENCIES

- Ability to communicate to all members effectively and with mutual respect.
- Ability to deal with all members with sensitivity and compassion but also maintain a clear awareness of the Clubs objectives and purpose.
- Be a passionate Bowls Safety Bay member.

EXPERIENCE

- Be a Full, or Honorary Life female member of the Club for a period no less than 1 year.
- Preferably some experience with bowling club match and/or selection committee responsibilities.

RESPONSIBILITIES

- Attend all meetings of the COM as required.
- After the AGM organise meetings of all members of the female match, pennant selectors and coaching panel. Ensure chairpersons are nominated for each Sub Committee.
- The Director of Bowls (female) is the conduit for Sub Committees to access the COM.
- Determine the process for issues to be raised, discussed, resolved, or presented to the COM.
- Undertake a pivotal role with the Bowls Match Committee (female) to ensure that Club Championships, Carnivals, Inter and intra club games (excluding pennants), Umpires and any food as required is organised and implemented in a timely manner:
- Liaise with the Director of Bowls (male) for state events, functions and mixed events as nominated by the COM.
- Liaise with the Greens Maintenance Supervisor for availability and allocation of greens.
- Liaise with relevant social committee for supporting social needs.
- Fulfill the bowls social role of organising trophy presentations.
- Together with the Director of Bowls (male) finalise the development of the coming years bowls program handbook and provide to the COM for approval.
- To resolve any complaints from members relative to bowls disputes.

FINANCE

- To have authority to spend up to the Full membership rate for the benefit of the Sub Committees under their control.

Director of Bowls - Male

CONSTITUTIONAL REQUIREMENTS

- Shall be elected in accordance with the Club's Constitution.

QUALIFICATIONS

- Be a Full or Honorary Life member of the Club.

CRITICAL COMPETENCIES

- Ability to communicate to all members effectively and with mutual respect.
- Ability to deal with all members with sensitivity and compassion but also maintain a clear awareness of the Clubs objectives and purpose.
- Be a passionate Bowls Safety Bay member.

EXPERIENCE

- Be a Full, or Honorary Life male member of the Club for a period no less than 1 year.
- Preferably some experience with bowling club match and/or selection committee responsibilities.

RESPONSIBILITIES

- Attend all meetings of the COM as required.
- After the AGM organise meetings of all members of the male match, pennant selectors and coaching panel. Ensure chairpersons are nominated for each Sub Committee.
- The Director of Bowls (male) is the conduit for Sub Committees to access the COM.
- Determine the process for issues to be raised, discussed, resolved, or presented to the COM.
- Undertake a pivotal role with the Bowls Match Committee (male) to ensure that Club Championships, Carnivals, Inter and intra club games (excluding pennants), Umpires and any food as required is organised and implemented in a timely manner:
- Liaise with the Director of Bowls (female) for state events, functions and mixed events as nominated by the COM.
- Liaise with the Greens Maintenance Supervisor for availability and allocation of greens.
- Liaise with relevant social committee for supporting social needs.
- Fulfill the bowls social role of organising trophy presentations.
- Together with the Director of Bowls (female) finalise the development of the coming years bowls program handbook and provide to the COM for approval.
- To resolve any complaints from members relative to bowls disputes.

FINANCE

- To have authority to spend up to the Full membership rate for the benefit of the Sub Committees under their control.

Appendix B – Other Positions Roles and Responsibilities

Club Manager

CONSTITUTIONAL REQUIREMENTS

- There is no constitutional requirement for this role, and the position is appointed by the COM.

QUALIFICATIONS

- Must hold the relevant Responsible Service of Alcohol (RSA) qualification.
- Must hold the relevant and current Approval of Manager certificate/card.
- Racing and Wagering Western Australia (RWWA) and Totalisator Agency Board (TAB) Compliance Certification.

CRITICAL COMPETENCIES

- Being organised, proactive, and people-focused who thrives in an environment with autonomy, variety, and purpose.
- Visible leader in a strong community club.
- Understand the balance of operational detail and big-picture thinking.
- Ability to communicate to members effectively and with mutual respect.
- Ability to deal with all members with sensitivity and compassion but also maintain a clear awareness of the Clubs specific bar responsibilities and objectives.
- Exceptional communication and time management.
- A flexible and can-do attitude.

EXPERIENCE

- Strong experience in venue, hospitality, or community management.
- Proven ability to manage teams, suppliers, and customers.
- Experience managing events, club socials, or seasonal activity calendars.
- A passion for sport or community service.
- A love of grassroots clubs and what they mean to people.

RESPONSIBILITIES

- To report to the COM and provide and monthly report to the COM.
- Oversee all day-to-day club activities — bar, bookings, events, facilities, staffing, and venue readiness.
- Manage budgets, MYOB, payroll, invoicing, reconciliations, and reporting.
- Increase bar profitability through smart pricing, promotions, and supplier management.
- Ignite Membership Engagement by delivering a full calendar of social activities, drive participation, and improve retention on members.
- Promote the club as a venue for community, corporate, and casual hire.
- Help deliver major upgrades, grant-funded projects, and long-term plans.

- Manage governance, liquor licensing, and RWWA/TAB regulations (including certification requirements).
- Support the Committee of Management by providing leadership support without relying on volunteers.

FINANCE

- MYOB literacy and experience.
- Manage budgets, process and carry out payroll, invoicing, reconciliations, cash handling and reporting.

Accounts Assistant

CONSTITUTIONAL REQUIREMENTS

- There is no constitutional requirement for this role, and the position is appointed by the COM.

QUALIFICATIONS

- Preferably be a member of the Safety Bay Bowling Club.

CRITICAL COMPETENCIES

- Ability to communicate to members effectively and with mutual respect.
- Ability to deal with all members with sensitivity and compassion but also maintain a clear awareness of the Clubs objectives and purpose.
- Be computer literate with or be willing to learn the current accounting software program.

EXPERIENCE

- Preferably experience with business administration.
- Preferably been a Full, or Honorary Life member of the Club for a minimum of 12 months.
- Preferably some experience with accountancy practices and processes.

RESPONSIBILITIES

- The responsibilities of the Accounts Assistant shall include:
    - Receive and receipt all monies collected by Bowls Safety Bay Inc.
    - Receive and receipt all Bingo monies and reimburse float.
    - Complete monthly Bingo returns.
    - Bank all monies received by Bowls Safety Bay Inc.
    - Maintain and reimburse Petty Cash float.
    - Assist the Treasurer with tasks as requested.
- Assist with any additional tasks necessary to ensure the efficiency of the administration office during times of increased demand as requested by COM.

Membership Officer

CONSTITUTIONAL REQUIREMENTS

- There is no constitutional requirement for this role, and the position is appointed by the COM.

QUALIFICATIONS

- Preferably be a member of the Safety Bay Bowling Club.

CRITICAL COMPETENCIES

- Ability to communicate to members effectively and with mutual respect.
- Ability to deal with all members with sensitivity and compassion but also maintain a clear awareness of the Clubs objectives and purpose.
- Be computer literate with or be willing to learn the current accounting software program.

EXPERIENCE

- Preferably experience with business administration.
- Preferably been a Full, or Honorary Life member of the Club for a minimum of 12 months.

RESPONSIBILITIES

- The responsibilities of the Administration Assistant shall include:
    - Manage Applications for Membership, recording and acceptance for all prospective new members. This includes providing new applications to the COM for review and approval.
    - Develop and maintain an up-to-date register of all members that includes their Membership Number, Surname, First Name, Address, Phone number, etc.
    - Assist the Treasurer to undertake the invoicing and collection of annual subscriptions.
    - Receive members' subscriptions and issue receipts and membership cards.
    - Compile lists of financial and unfinancial members to the Secretary as required.
    - Submit affiliation returns to Bowls WA.
    - Maintain and manage an inventory of lockers and keys for members.
    - Any with other duties as requested by COM.

Bar Manager

CONSTITUTIONAL REQUIREMENTS

- There is no constitutional requirement for this role, and the position is appointed by the COM.
- The role is primarily a full-time paid position but may be operated in a part-time capacity depending on needs and Club requirements as determined from time to time by the COM.
- The incumbent will be employed by and required to operate and comply within the arrangements outlined by a signed Workplace Agreement (WPA) or contract of employment.

ACCOUNTABILITIES AND RESPONSIBILITIES

- The position of Bar Manager is accountable and reportable in the first instance to the Club Manager.

QUALIFICATIONS

- Must hold the relevant Responsible Service of Alcohol (RSA) qualification.
- Must hold the relevant and current Approval of Manager certificate/card.
- Totalisator Agency Board (TAB) Compliance Certification.
- Must be able to provide a police clearance.
- Preferably but not essentially be computer literate.

CRITICAL COMPETENCIES

- Ability to perform and fully complete all specific duties outlined in this position description.
- Ability to communicate to members effectively and with mutual respect.
- Ability to deal with all members with sensitivity and compassion but also maintain a clear awareness of the Clubs specific bar responsibilities and objectives.

EXPERIENCE

- Must be able to provide evidence of adequate previous experience in a same or similar role.
- Preferably some previous experience with business administration and supervision of personnel.

RESPONSIBILITIES

- The COM have an expectation that the Club Bar facilities be maintained in a manner that:
    - Ensures Club members can enjoy an appropriate range of beverages and have access to bar snacks, limited food items and bowls items.
    - The bar be maintained in accordance with Best Practice principles and is kept in a healthy, clean and tidy state.
    - Ensures the bar facilities are presented in a manner that meets the needs of the members whilst maintaining pre-set profitability goals and objectives.
    - Work with the Club Manager to attain financial key performance indicators (KPI's).

SPECIFIC DUTIES

The Bar Manager's duties include but are not limited to:

- Being conversant with the objectives as determined and communicated by the Club Manager.
- Develop, communicate to other bar staff in a timely manner and implement a bar management roster that meets the needs of the Club.
- Be pro-active by liaising with the Club Manager, relevant match committees, other relevant Club social and sporting groups and bar chairperson to identify and accommodate all scheduled and special events. Ensuring adequate staff and stock is available.
- Actively pursue the best stock purchase deals and arrangements with suppliers
- Coach and monitor all bar staff in all aspects of their role/tasks to ensure that they maintain their personal capabilities and compliance with their responsibilities including the goals and objectives of the Club.
- Maintain a level of stock control that delivers appropriate levels and ensures bar losses are minimised.
- Ensure the security of the Club and bar facility is managed appropriately and that all staff are adequately trained and instructed to comply fully with the Club close-up times and lock-up procedure.
- Maintain and manage the bar till floats whilst ensuring adequate change is available.
- Ensure all till tapes are removed and balanced daily and all monies and tapes are stored within the safe on lock-up.
- All bar floors are to be mopped at the end of each trading day before leaving.
- Ensure all staff are trained and instructed to display the active bar manager sign.
- Ensure the coffee machine is cleaned and restocked on a weekly or as needs basis.
- Ensure that all bar staff are fully trained on the maintenance of the coffee machine.
- Do a daily reconciliation on the EFTPOS machine each morning.
- Cause the Australian Flag to be taken down after 6.00 pm and placed in the match room by bar staff daily.

Approved Duty Manager

CONSTITUTIONAL REQUIREMENTS

- The bar approved Duty Manager casual position is an appointed position and there is no constitutional requirements to be considered with the role.
- The role is primarily a qualified bar person position operated in a casual capacity depending on the needs and Club requirements as determined from time to time by the Bar Manager.
- The incumbent will be employed by and required to operate and comply within the arrangement outlined by this position description.

ACCOUNTABILITIES AND RESPONSIBILITIES

- The position of Bar Approved Duty Manager is accountable and reportable in the first instance to the Club Bar Manager.

QUALIFICATIONS

- Must hold the relevant Responsible Service of Alcohol (RSA) qualification.
- Must hold the relevant and current Approval of Manager certificate/card.
- Must be able to provide a police clearance.
- Preferably but not essentially be computer literate.

CRITICAL COMPETENCIES

- Ability to perform and fully complete all specific duties outlined in this position description.
- Ability to communicate to members effectively and with mutual respect.
- Ability to deal with all members with sensitivity and compassion but also maintain a clear awareness of the Clubs specific bar responsibilities and objectives.

EXPERIENCE

- Must be able to provide evidence of adequate previous experience in a same or similar role.
- Must be able to demonstrate competency to the Bar Manager.

RESPONSIBILITIES

- The COM have an expectation that the Club Bar facilities be maintained in a manner that:
    - The bar be maintained in accordance with Best Practice principles and is kept in a healthy, clean and tidy state.
    - Ensures the bar facilities are presented in a manner that meets the needs of the membership whilst maintaining pre-set profitability goals and objectives.

SPECIFIC DUTIES

The Bar Approved Duty Manager's duties include but are not limited to:

- Being conversant with the objectives as determined and communicated by the Club Manager.
- Liaise with the Bar Manager to identify and accommodate all scheduled and special events. In addition, ensure adequate staff and stock is available.
- Ensure the security of the Club and bar facility is managed appropriately.
- Maintain and manage the provided bar till floats whilst ensuring adequate change is available.
- Ensure all till tapes are removed and balanced daily and all monies and tapes are stored within the safe on lock-up.
- All bar floors are to be mopped at the end of each trading day before leaving.
- Ensure the coffee machine is cleaned and restocked as needed.
- Do a daily reconciliation on the EFTPOS machine each morning.
- Cause the Australian Flag to be taken down after 6.00 pm and placed in the match room by bar staff daily.

Selection Committee Member

CONSTITUTIONAL REQUIREMENTS

- There is no constitutional requirement to elect Selection Committee Members. The COM will however call for nominations and if required hold an election for Selection Committee Members.

QUALIFICATIONS

- Be a Full or Honorary Life member of the Club.

CRITICAL COMPETENCIES

- Ability to communicate to all members effectively and with mutual respect.
- Ability to deal with all members with sensitivity and compassion but also maintain a clear awareness of the Clubs objectives and purpose.
- Be a passionate Bowls Safety Bay member.

EXPERIENCE

- Preferably be a financial Full or Honorary Life member of the Club for a minimum of 12 months.
- Preferably but not essentially have had some previous experience with Club match or selection committee responsibilities.

RESPONSIBILITIES

The responsibilities of all members of the selection committee shall include but is not limited to:

- Attend all relevant meetings organised by the Bowls Directors or Chairperson of the Committee.
- Undertake to support and assist the Chairperson of Pennant Selection to:
    - Select teams to represent the club in the divisions allocated to the club in accordance with BowlsWA rules and criteria.
    - Making unbiased and objective selection decisions by selecting players on merit.
    - Appoint team managers to take care of score cards and drawing of rinks.
    - Advise Club members of the selected teams.
    - Submit the match day results to Bowls WA as soon as possible.
    - Pennant sheets and score cards are to be filed away as soon as possible in a secure location.
    - Keep records of score sheets for 2 years and score cards for 1 year in a safe location.
    - Appoint umpires for pennant play and association events.
    - Select greens for the various pennant divisions (check with greens staff for availability).
    - Keep a pennant board showing names of players in the divisions, reserve players and the weekly results of the various divisions.
    - Scrutinise the pennant draw from Bowls WA to ensure changes can be accommodated.
    - Address selection issue complaints from players and liaise with the Director of Bowls as required.
    - Keeping discussions at Selection Committee meetings in the strictest confidence.

Greens Team Leader

CONSTITUTIONAL REQUIREMENTS

- There is no constitutional requirement to elect a Greens Supervisor.
- The COM appoints the Greens Supervisor on a required basis.

QUALIFICATIONS

- Be a member of the Safety Bay Bowling Club.

CRITICAL COMPETENCIES

- Ability to communicate to members effectively and with mutual respect.
- Ability to deal with Greens Maintenance Assistants and Club members with sensitivity and compassion but also maintain a clear awareness of the Club's objectives and purpose.

EXPERIENCE

- Preferably have had some previous experience with synthetic greens management.
- Preferably but not essentially have had previous experience with supervision of workers.

RESPONSIBILITIES

The area of responsibility for the green's maintenance includes:

- The surface, ditches and banks immediately surrounding every bowling green. The shade structures and shading material installed around the greens and the greens furniture.
- The full reticulation system used to water all greens. **Does not** include the greens lighting, brick paving or garden maintenance.
- Erect the Australian Flag each morning and ensure bins are put out and brought in.
- The Greens Team Leader, attend any meetings organised by the COM or its representative.
- Determine, document, implement and manage an annual greens maintenance plan that is consistent with the requirements specified by each relevant green supplier.
- Be pro-active in ensuring that adequate greens are available to satisfy the bowling needs of the match committees/pennant selectors and for all other events conducted by the Club.
- Ensure that the maintenance shed is maintained in clean and tidy state and adequate resources are available to complete all required maintenance tasks.
- Ensure the Club trailer is maintained and a process for logging Club member use is implemented.
- Ensure an equitable roster of work is implemented for all Greens Maintenance Assistants.
- Provide adequate instruction, training, and supervision of all Greens Maintenance Assistants to ensure the safe maintenance of greens and equipment.
- Ensure all chemicals are stored appropriately and Safety Data Sheet is available for each.
- Ensure that all machinery, implements, and tools are well maintained
- Ensure that corner windsocks, mats and jacks are set out and score boards cleaned on all rinks as requested by the match committee/pennant selectors.
- Ensure that all greens furniture is well maintained.
- Ensure that rink positions are shifted as per greens manufacturers' recommendations.

Greens Team Member

CONSTITUTIONAL REQUIREMENTS

- There is no constitutional requirement to elect a Greens Maintenance Assistant.

QUALIFICATIONS

- Be a member of the Safety Bay Bowling Club.

CRITICAL COMPETENCIES

- Ability to communicate to members effectively and with mutual respect.

EXPERIENCE

- Preferably have had some previous experience with synthetic greens management.

RESPONSIBILITIES

The area of responsibility for the green's maintenance includes:

- The surface, ditches and banks immediately surrounding every bowling green. The shade structures and shading material installed around the greens and the greens furniture.
- The full reticulation system used to water all greens. **Does not** include the greens lighting, brick paving or garden maintenance.
- Ensure the Australian Flag is erected each morning.
- Attend all appropriate and relevant meetings as organised by the Greens Team Leader or COM representative.
- Comply with all directives as provided by the Greens Team Leader.
- Undertake any instruction or training as required from time to time.
- Undertake all activities in a responsible and professional manner.
- Ensure personal dress standards are appropriate for task activities and consistent with club standards.
- Maintain personal reliability with agreed rosters as determined by the Team Leader and ensure contact is made if scheduled daily attendance can't be maintained.
- Ensure that all machinery, implements, and tools are well maintained and in good working condition.
- Ensure that corner windsocks, mats and jacks are set out and score boards cleaned on all rinks as required by the match committee/pennant selectors.
- Ensure that all greens furniture is well maintained.
- Ensure that the maintenance shed is maintained in clean and tidy state.
- Ensure that rink positions are shifted as per greens manufacturers' recommendations.

Gardens Team Member

CONSTITUTIONAL REQUIREMENTS

- There is no constitutional requirement to elect a Gardens Committee Member.

QUALIFICATIONS

- Preferably be a member of the Safety Bay Bowling Club.

CRITICAL COMPETENCIES

- Ability to communicate to members effectively and with mutual respect.

EXPERIENCE

- Preferably be a member of the Safety Bay Bowling Club.

RESPONSIBILITIES

- The Chairperson, or substitute, to attend any meetings organised by the COM.
- The Chairperson to manage a seasonal maintenance plan for the gardens and lawns.
- Manage and maintain the gardens and lawns.
- Ensure that all the gardens and lawns are kept in a tidy and well-maintained condition.
- Ensure that the inside of the Gardens shed is kept in a clean and tidy condition.
- Ensure that all implements and tools are well maintained and in good working condition.
- Liaise with the Greens Supervisor to ensure that the reticulation system within the gardens and lawns area are maintained and are in good working condition.
- To receive prior approval from the Secretary for all purchases.

Kitchen Team Coordinator

CONSTITUTIONAL REQUIREMENTS

- There is no constitutional requirement to elect a Kitchen Team Coordinator.

QUALIFICATIONS

- Preferably be a member of the Safety Bay Bowling Club.

RESPONSIBILITIES

- The Kitchen Team Coordinator shall liaise with the Vice President on a as needs basis to ensure issues are raised to COM as required.
- The Kitchen Team Coordinator is responsible to facilitate all meetings of the kitchen team and to ensure all activities required to maintain the kitchen adequately and appropriately are allocated to, and completed by, the team members.
- The responsibilities of a Kitchen Team Coordinator is to:
    - Determine, implement, and manage a strategy to ensure the kitchen is maintained in a clean and hygienic state.
    - Ensure compliance with legislative health and safety requirements.
    - Conduct stock takes as required.
    - Ensure adequate stocks of required on-going grocery items are maintained.
    - Ensure adequate quantity of utensils for cooking and consuming foodstuffs are maintained.
    - Conduct a periodic audit of pantry and refrigerator consumables to ensure stocks are with the compliance date.
    - Raise issue to the COM as required.

Kitchen Team Member

CONSTITUTIONAL REQUIREMENTS

- There is no constitutional requirement to elect a Kitchen Committee Member.

QUALIFICATIONS

- Preferably be a member of the Safety Bay Bowling Club.

RESPONSIBILITIES

- The Kitchen Committee in conjunction with the Vice President shall meet as soon as is practicable after the Annual General Meeting to elect a Kitchen Team Coordinator.
- The responsibilities of a Kitchen Team Member are to support the Kitchen Team Coordinator to:
    - Determine, implement, and manage a strategy to ensure the kitchen is maintained in a clean and hygienic state.
    - Ensure compliance with legislative health and safety requirements.
    - Conduct stock takes as required.
    - Ensure adequate stocks of required on-going grocery items are maintained.
    - Ensure adequate quantity of utensils for cooking and consuming foodstuffs are maintained.
    - Conduct a periodic audit of pantry and refrigerator consumables to ensure stocks are with the compliance date.

House Committee Team Member

CONSTITUTIONAL REQUIREMENTS

- There is no constitutional requirement to elect a House Committee Member.

QUALIFICATIONS

- Preferably be a member of the Safety Bay Bowling Club.

EXPERIENCE

- Preferable but not essential, have had some previous experience as a builder, handy person or similar.

RESPONSIBILITIES

The area of responsibility for the House Committee maintenance includes:

- All buildings including the inside, outside.
- The perimeter fencing surrounding the Club including sponsors banners.
- The brick paving and pedestrian surrounds of all greens.
- External drinking fountains.
- Attend general meetings organised by the COM or its representative as needed.
- Undertake to support and assist the House Committee Chairperson to periodically inspect the condition of the premises and report all major defects to COM or its representative.
- Develop and implement a plan to repair all minor deficiencies as appropriate.
- With appropriate authorization and support from the COM or its representative, develop and implement a plan to repair or replace all major defects.
- Identify and encourage members with the appropriate skills to assist in the maintenance and repair of all deficiencies and defects. Enlist the support of members such as trades people to undertake other relevant repairs.
- Liaise and collaborate with the Greens Supervisor on common maintenance areas and issues.
- Respond to items applicable identified in the maintenance book in a timely manner.
- Ensure that health and safety standards are maintained.
- **Does not** include any greens or garden maintenance.

Match Committee Member

CONSTITUTIONAL REQUIREMENTS

- There is no constitutional requirement to elect Match Committee Members. The COM will however call for nominations and if required hold an election for Match Committee Members.

QUALIFICATIONS

- Be a Full or Honorary Life member of the Club.

CRITICAL COMPETENCIES

- Ability to communicate to all members effectively and with mutual respect.
- Ability to deal with all members with sensitivity and compassion but also maintain a clear awareness of the Clubs objectives and purpose.
- Be a passionate Bowls Safety Bay member.

EXPERIENCE

- Preferably be a financial Full or Honorary Life member of the Club for a minimum of 12 months.
- Previous experience with bowling club match committee duties is preferred but not essential.

RESPONSIBILITIES

The responsibilities of all members of the match committee shall include but is not limited to actively assist in the organisation and conducting of:

- All scheduled and COM approved Bowls Safety Bay events.
- Club Championships and Mixed Championships as required.
- Intra club events as required by the COM or selectors.
- The selection of greens and drawing of rinks for Championships and other games excluding Pennants.
- Carry out other duties as requested by the Director of Bowls for the efficient running of inter and intra club games e.g. organise markers and umpires as required, collect match fees and pass to Treasurer on a timely basis. Determining relevant winners and the issuing of prizes after scheduled events.

Appendix C - Club Championships

General Conditions of Entry

Members should only nominate for a Club Championship event if they are able to play for the duration of the competition. Team members who are subsequently unavailable to continue in a competition, will ONLY be given the opportunity to use a substitute under the conditions outlined below. The decision to allow the use of a substitute lies with the relevant Controlling Body (Match Committee).

CLUB COMPETITIONS

Bowls Australia "Laws of the Sport of Bowls" (4th edition) and the "Bowls WA Field of Play Rules" shall govern all contests of bowls, unless the Match Committee decides otherwise. One important rule is Player Protection. Section 7 of the BowlsWA General Conditions states:

- Zones, Leagues, Regions and Clubs are requested not to schedule Championships that conflict with Bowls WA Open events or Bowls Australia National events; to encourage their members to compete or officiate at State and above level.
- If Zones, Leagues, Regions or Clubs are unable to avoid concurrent scheduling, the Zone, League, Region or Club must provide player protection for their players and or officials for the period the player or official is actively engaged in; plus reasonable travelling time for International Events under the control of Bowls Australia or World Bowls, Bowls WA Open State Events and selection trials for the Australian Sides Championship(s).

CLUB CHAMPIONSHIPS

Members competing in Club competitions and Club Championships must be Full or life Members and must be financial at the time nominations are accepted. Entry fees of $15 per player must be paid before competing.

Novice:

- The BowlsWA definition is "A player who has been an active member of an affiliated club in the Bowls WA Database for no more than two (2) seasons (full or part of).
- Active member means a full member who is first or second year player.
- Winner is eligible to play in the next State Champion of Champion Novice Singles event.

Veteran:

- The BowlsWA definition is "A player aged 70 years or more".

Notices inviting entries for championships shall be posted on the Club notice board at least fourteen (14) days prior to the date the competition is scheduled to be played and shall specify the starting times and the date or dates of play. These times and dates must be adhered to and shall not be altered except for reasons beyond the control of the Match Committee.

After the draw has been completed, any competitor failing to play at the appointed time shall forfeit that match to their opponent.

Substitutes are allowed in accordance with the Laws of the Sport of Bowls and are to be approved by the Match Committee. Players/teams shall forfeit the game if they fail to obtain approval from the relevant Controlling Body (Match Committee) to use a substitute prior to the promulgated start time of the round in question.

A substitute is not permitted as an intended player enters another competition scheduled to play at the same time. If a substitute is refused on these grounds, the player/team will forfeit the game. Players will be granted dispensation where the Club Championships clash with State events.

The draw for Club competitions/championships is to be carried out at the Club, at least two (2) days prior to the commencement of the event in the presence of at least two (2) other Club members.

Competitors will be expected to play up to three (3) matches in a single day.

Club fixtures will only be altered in extreme circumstances, that is heat or other weather conditions and is at the discretion of the relevant Director of Bowls with their respective Match Committee.

Players who nominate in Club Championship events agree to play in the plate should they lose their first game of the event. Players who do not comply will face a penalty for a forfeit without valid reason.

Players who nominate in Club Championship Singles and lose their first game, must be available to mark the next scheduled game.

Prize money for each championship will be awarded to the winning player/team, runner up and winner of the plate. Prizes are awarded at the discretion of the COM. The breakdown of prizemoney is detailed in these By-Laws.

Heat Rule

It is extremely important for the safety of players, umpires and clubs that the Extreme Weather Rules are followed.

The Club follows the principles outlined in the BowlsWA Metropolitan Pennant Competitions. Below is a list that summarises these principles:

- If the temperature forecast is 41°C or over, all games shall be cancelled by the Match Committee before 5.00pm the day before the scheduled game.
- After commencement of play, when the temperature is 38°C or above, the Umpire of the Day shall call the players off the green at the completion of each rinks current end for a designated 10-minute break.
- The rest period will not begin until the last rink has left all greens in use at the venue. If a dead end occurs, players will still leave the green.
- After 10 minutes, play will recommence for a further 30 minutes.
- If the temperature is still above 38°C, then the Umpire of the Day will continue the process of 10 minutes rest and 30 minutes play until the temperature drops below 38°C.
- Should the temperature reach 40°C, then the Umpire of the Day is required to defer play.
- If after sixty (60) minutes cumulative time is reached and play has not commenced or recommenced or is again delayed, the game must be stopped and recommenced on another day organised by the Match Committee.

The decision of the Match Committee and Umpire of the Day shall be final.

The temperature for the Safety Bay Bowling Club is taken from the Bureau of Meteorology (BOM) site, Garden Island.

Club Championships – Format of Play

EVENT	FORMAT	ENDS	SEMI-FINAL	FINAL	MINIMUM NUMBER REQUIRED TO PLAY THE EVENT
SINGLES	4 Bowls each	21 up	21 up	21 up	10 Players
SINGLES Veterans Open Gender	4 Bowls each	17 up	17 up	21 up	6 Players
SINGLES Novice	4 Bowls each	17 up	17 up	21 up	2 Players
PAIRS Men's	2 x 2 x 2 x 2	15	18	18	10 Teams
PAIRS Ladies/Mixed	3 x 3	15	18	18	10 Teams
TRIPLES	2 x 2 x 2	15	18	18	10 Teams
FOURS	2 Bowls each	15	18	18	10 Teams
FOURS Mixed	2 Bowls each	15	18	18	10 Teams

If the number of entrants is less than the minimum required, the option of playing round robin may be evoked by the Match Committee.

All singles games will require a marker and an umpire. Markers are to mark games in accordance with the Laws of the Sport of Bowls.

Club Championships – Prizes

Event	Prizes		$ Total	Trophy
Championship Singles	Winner	300 x 1	525	Perpetual Trophy Name on Board
	Runner Up	150 x 1		
	Plate Winner	75 x 1		
Championship Singles Veterans	Winner	100 x 1	175	Nil
	Runner Up	50 x 1		
	Plate Winner	25 x 1		
Championship Singles Novice	Winner	100 x 1	175	Name on Shield
	Runner Up	50 x 1		
	Plate Winner	25 x 1		
Championship Pairs	Winner	100 x 2	350	Perpetual Trophy Name on Board
	Runner Up	50 x 2		
	Plate Winner	25 x 2		
Championship Fours	Winner	100 x 4	700	Perpetual Trophy Name on Board
	Runner Up	50 x 4		
	Plate Winner	25 x 4		
Championship Triples	Winner	100 x 3	525	Perpetual Trophy Name on Board
	Runner Up	50 x 3		
	Plate Winner	25 x 3		

Prize money may change dependant on the number of entries.

Club Championship Singles – Conditions of Play

CONTROLLING BODY

The nominated Match Committee for that event. The decision of the Match Committee shall be final.

FORMAT OF PLAY

- Singles – four (4) bowls per player.
- Sectional Play (if numbers permit) 3 players per section whenever possible followed by knockout.
- Sectional Play shall be 21 up.
- Post sectional play shall be 21 up.
- Semi-final and final shall be 21 up.
- Veterans - knock out rounds 17 up, Final 21 up.
- There will also be a plate event held.

DEAD ENDS

- Dead ends to be replayed.

LATE ENTRIES

- Late entries will be accepted onto a waiting list up until the event draw has been published. Should withdrawals from the original draw occur, players on the waiting list will be added to the draw in the order they were received.
- Late entries accepted will be used to fill any byes in the original draw before the specific event draw has been published.
- Once the draw has been published NO late entries will be accepted.

ALLOCATION OF POINTS IN SECTIONAL PLAY

- Game results will be played in line with the “Laws of the Sport of Bowls” with the following points.

DETERMINATION OF SECTIONAL WINNER

- If two (2) or more players have equal game points at the end of sectional play, then the winner will be the player with the highest number of shots up.
- If two (2) or more players are still equal, then the winner will be determined by the number of shots for divided by the number of shots against (percentage %).
- If two or more players are still equal, then the winning player will be determined by:
    - The player that won the match between the players that are equal in sectional play.
    - If two or more players are still equal then the ‘Yardstick Rule’ will apply as follows.
- Each player shall play on a separate rink which shall not be the rink they last played on but shall be on the same green.
- The mat shall be placed 2 metres from the rear ditch and the jack 27 metres from the mat line.
- Each member of the player shall use as many bowls as they have been using in the competition.

- One end shall be played and if the jack is moved by a bowl, it shall remain where it comes to rest.
- Measuring shall proceed only after all bowls have been delivered.
- The player drawing most bowls within one metre of the jack shall be the winner.
- If two players have the same amount of bowls within one meter of the jack, extra end(s) will be played until a winner is determined.

MARKERS

- Players are required to mark as provided in these conditions of play. Defeated players may be required to mark in the following round of the same competition.
- A person with a disability may nominate a person to undertake the duties of marking on their behalf, with approval from the Controlling Body.
- The duties of a marker are as listed in Laws of the Sport of Bowls.

TRIAL ENDS

- Two (2) trial ends are permitted before the start of the first game of the day or before continuing an unfinished game on another day.
- Two trial ends are permitted if a player must change greens during the day.

PRACTICE

- If a player that has not yet played, is due to meet a player that has already played on the same day, the player that has not yet played can practice as long as the Controlling Body gives approval. In addition, that a rink is available on a different green than that on which their match is to be played. The player will still be permitted to have two (2) trial ends on the rink on which they are drawn to play.
- If a rink is only available on the green on which the player is drawn to play, the player may choose to:
    - Practice on the available rink as long as they like (but not beyond match starting time) but forfeit their right to trial ends on the rink on which they are drawn to play or;
    - Choose not to practice and have two (2) trial ends on the rink on which they are drawn to play.
- If a player has already played on the same green on the same day, that player can practise in line with the above, if they have a BYE.

FORFEIT

- In the final game of any sectional play, if the result of the singles players or players drawn to play each other will have no effect upon the final sectional winner, the opposing players or players may, with the consent of the Controlling Body, elect not to play. If one player wishes to play the final game, then the game must be played.
- A player or singles player that forfeits one or more games in sectional play will be considered as never entering the event and all previous scores shall be deleted.

CLOTHING

- All club championship events are to be played in Club Uniform.

Club Championship Pairs – Conditions of Play

CONTROLLING BODY

The nominated Match Committee for that event. The decision of the Match Committee shall be final.

FORMAT OF PLAY

- This is a knockout competition.
- 2 x 2 x 2 x 2 (Men's).
- 3x3 (Ladies and mixed pairs).
- A draw is completed by the Match Committee and followed by alignment (if required) and knockout.
- First game consists of 15 ends, semifinals and finals will consist of 18 ends.
- First game losers will play in the plate.
- Players must toss a coin; the winner of the toss has the options to keep or give the mat away.

DEAD ENDS

- Dead ends to be replayed.

LATE ENTRIES

- Late entries will be accepted onto a waiting list up until the event draw has been published. Should withdrawals from the original draw occur, players on the waiting list will be added to the draw in the order they were received.
- Late entries accepted will be used to fill any byes in the original draw before the specific event draw has been published.
- Once the draw has been published NO late entries will be accepted.

TRIAL ENDS

- Two (2) trial ends are permitted before the start of the first game of the day or before continuing an unfinished game on another day.
- Two trial ends are permitted if a player must change greens during the day.

PRACTICE

- If a player that has not yet played, is due to meet a player that has already played on the same day, the player that has not yet played can practice as long as the Controlling Body gives approval. In addition, that a rink is available on a different green than that on which their match is to be played. The player will still be permitted to have two (2) trial ends on the rink on which they are drawn to play.
- If a rink is only available on the green on which the player is drawn to play, the player may choose to:
    - Practice on the available rink as long as they like (but not beyond match starting time) but forfeit their right to trial ends on the rink on which they are drawn to play or;
    - Choose not to practice and have two (2) trial ends on the rink on which they are drawn to play.

- If a player has already played on the same green on the same day, that player can practise in line with the above, if they have a BYE.

REPLACING AN ORIGINAL TEAM MEMBER

- Refer to the By-Law on General Conditions of Play at the start of Appendix C.
- Intended players in a team, who are unable to play due to unforeseen circumstances, may be changed. However, permission to change intended players and the composition of teams MUST be approved by the Controlling Body or the Umpire of the Day prior to starting the event.

CLOTHING

- All club championship events are to be played in Club Uniform.

Club Championships Triples – Conditions of Play

CONTROLLING BODY

The nominated Match Committee for that event. The decision of the Match Committee shall be final.

FORMAT OF PLAY

- This is a knockout competition.
- Two (2) bowls per player.
- Play shall be 2 x 2 x 2.
- A draw is completed by the Match Committee and followed by alignment (if required) and knockout.
- Play will consist of 15 ends, semifinal and final shall be 18 ends.
- First game losers will play in the plate.
- Players must toss a coin; the winner of the toss has the options to keep or give the mat away.

DEAD ENDS

- Dead ends to be replayed.

LATE ENTRIES

- Late entries will be accepted onto a waiting list up until the event draw has been published. Should withdrawals from the original draw occur, players on the waiting list will be added to the draw in the order they were received.
- Late entries accepted will be used to fill any byes in the original draw before the specific event draw has been published.
- Once the draw has been published NO late entries will be accepted.

TRIAL ENDS

- Two (2) trial ends are permitted before the start of the first game of the day or before continuing an unfinished game on another day.
- Two trial ends are permitted if a player must change greens during the day.

PRACTICE

- If a player that has not yet played, is due to meet a player that has already played on the same day, the player that has not yet played can practice as long as the Controlling Body gives approval. In addition, that a rink is available on a different green than that on which their match is to be played. The player will still be permitted to have two (2) trial ends on the rink on which they are drawn to play.
- If a rink is only available on the green on which the player is drawn to play, the player may choose to:
    - Practice on the available rink as long as they like (but not beyond match starting time) but forfeit their right to trial ends on the rink on which they are drawn to play or;
    - Choose not to practice and have two (2) trial ends on the rink on which they are drawn to play.

- If a player has already played on the same green on the same day, that player can practise in line with the above, if they have a BYE.

REPLACING AN ORIGINAL TEAM MEMBER

- Refer to the By-Law on General Conditions of Play at the start of Appendix C.
- Intended players in a team, who are unable to play due to unforeseen circumstances, may be changed. However, permission to change intended players and the composition of teams MUST be approved by the Controlling Body or the Umpire of the Day prior to starting the event.

CLOTHING

- All club championship events are to be played in Club Uniform.

Club Championship Fours - Conditions of Play

CONTROLLING BODY

The nominated Match Committee for that event. The decision of the Match Committee shall be final.

FORMAT OF PLAY

- Two bowls per player.
- Mixed Fours is two men and two women.
- A draw is completed by the Match Committee and followed by alignment (if required) and knockout.
- Play will be 15 ends, semi 18 and final will be 18 ends.
- First game losers will play in the plate.
- Players must toss a coin; the winner of the toss has the options to keep or give the mat away.

DEAD ENDS

- Dead ends to be replayed.

LATE ENTRIES

- Late entries will be accepted onto a waiting list up until the event draw has been published. Should withdrawals from the original draw occur, players on the waiting list will be added to the draw in the order they were received.
- Late entries accepted will be used to fill any byes in the original draw before the specific event draw has been published.
- Once the draw has been published NO late entries will be accepted.

TRIAL ENDS

- Two (2) trial ends are permitted before the start of the first game of the day or before continuing an unfinished game on another day.
- Two trial ends are permitted if a player must change greens during the day.

PRACTICE

- If a player that has not yet played, is due to meet a player that has already played on the same day, the player that has not yet played can practice as long as the Controlling Body gives approval. In addition, a rink is available on a different green than that on which their match is to be played. The player will still be permitted to have two (2) trial ends on the rink on which they are drawn to play.
- If a rink is only available on the green on which the player is drawn to play, the player may choose to:
    - Practice on the available rink as long as they like (but not beyond match starting time) but forfeit their right to trial ends on the rink on which they are drawn to play or;
    - Choose not to practice and have two (2) trial ends on the rink on which they are drawn to play.

- If a player has already played on the same green on the same day, that player can practise in line with the above, if they have a BYE.

REPLACING AN ORIGINAL TEAM MEMBER

- Refer to the By-Law on General Conditions of Play at the start of Appendix C.
- Intended players in a team, who are unable to play due to unforeseen circumstances, may be changed. However, permission to change intended players and the composition of teams MUST be approved by the Controlling Body or the Umpire of the Day prior to starting the event.

CLOTHING

- All club championship events are to be played in Club Uniform.

Appendix D – Other Competitions

100 Up – Conditions of Play

CONTROLLING BODY

The nominated Match Committee for that event. The decision of the Match Committee shall be final.

FORMAT OF PLAY

- Singles – four (4) bowls per player.
- Sectional Play (if numbers permit) 3 players per section whenever possible followed by knockout.
- Sectional Play shall be the first player to 100.
- The player with the most points on an end will retain the mat and roll the jack. If two players have equal points on an end the player with the closest bowl to the jack will roll the jack for the next end.

DEAD ENDS

- Dead ends to be replayed.

LATE ENTRIES

- Late entries will be accepted onto a waiting list up until the event draw has been published. Should withdrawals from the original draw occur, players on the waiting list will be added to the draw in the order they were received.
- Late entries accepted will be used to fill any byes in the original draw before the specific event draw has been published.
- Once the draw has been published NO late entries will be accepted.

MARKERS

- Players are required to mark as drawn. Defeated players may be required to mark in the following round of the same competition.
- The duties of a marker are as listed in Laws of the Sport of Bowls.

PRIZES AWARDED

- Winner $100.00
- Runner up $50.00
- A perpetual trophy is awarded for this event.

TRIAL ENDS

- Two (2) trial ends are permitted before the start of the first game of the day or before continuing an unfinished game on another day.
- Two trial ends are permitted if a player must change greens during the day.

PRACTICE

- If a player that has not yet played, is due to meet a player that has already played on the same day, the player that has not yet played can practice as long as the Controlling Body gives approval. In addition, that a rink is available on a different green than that on which their match is to be played. The player will still be permitted to have two (2) trial ends on the rink on which they are drawn to play.
- If a rink is only available on the green on which the player is drawn to play, the player may choose to:
    - Practice on the available rink as long as they like (but not beyond match starting time) but forfeit their right to trial ends on the rink on which they are drawn to play or;
    - Choose not to practice and have two (2) trial ends on the rink on which they are drawn to play.
- If a player has already played on the same green on the same day, that player can practise in line with the above, if they have a BYE.

FORFEIT

- In the final game of any sectional play, if the result of the singles players or players drawn to play each other will have no effect upon the final sectional winner, the opposing players or players may, with the consent of the Controlling Body, elect not to play. If one player wishes to play the final game, then the game must be played.
- A player or singles player that forfeits one or more games in sectional play will be considered as never entering the event and all previous scores shall be deleted.

CLOTHING

- All club championship events are to be played in Club Uniform.

Monday Handicap Pairs – Conditions of Play

NOMINATION

- The names of each pair must be entered on the nomination board by 10:00 am on the day of the event. Competition is held on Monday afternoon.
- If uneven number of pairs nominate, the match organiser may attempt to identify another pair. If unsuccessful the last pair entered on the nomination board will be eliminated.

ENTRY FEE ALLOCATION AND PRIZE FUNDING

Each team will pay $20 entry fee. This is allocated to:

- Green Fees: $10 per team
- Prize Money: $10 per team

FORMAT

The competition shall consist of (2) games each of 12 ends

First game x 12 ends:	Played by 3 consecutive bowls by each team member
Second game x 12 ends:	Played 2 x 4 x 2 - (The first player on the first end will be the second player on the second end and so on)
First Game:	Opponents decided by Pop Stick draw to select green and rink number
Second Game	Winners play winners. (Highest points winner plays 2nd highest point winner etc) First game losing teams play in plate. (Least point scorer plays second least point scorer etc) (If odd number of teams, lowest winner plays smallest loser)

PLAYING CONDITION RULES

- The Jack will be rolled and centred on the first end and centred each end thereafter.
- If Jack is rolled short, out of bounds or in the ditch the opposing skipper will select the length and place the Jack on the centre line.
- If the jack is contacted by a bowl in play and goes out of bounds the jack is placed on the tee. If the tee is occupied by a bowl the jack shall be placed 1 hand span away from the tee on the centre line.
- There shall be no dead ends.
- The mat cannot be given away.
- In the case of a tie at the end of the first game one additional end shall be played to determine the winner. The winner shall not be given any additional score. The score card shall be marked with a ‘W’ to indicate the winning team.
- In the case of a tie at the end of the second game the winner shall be decided by the 2 skippers rolling one bowl each to the jack. The winner shall not be given any additional score.

SCORING

Each team shall be allocated a point score that is determined by the addition of:

- 4 points for a rink win; plus
- 1 point for each end won; plus
- 1 bonus point for a score of 4 or more in an end.

DETERMINING WINNERS/RUNNER-UP/WINNER OF LOSERS

- The overall winning team of the day is determined by the highest points score over the 2 games minus any handicap carryover by both players.
- The runner up of the day is the second highest point score over the 2 games minus any handicap by both players.
- The winner of the losers will be the highest point score gained in the second game minus any handicap by both players.
- Where 2 or more teams finish with the same point score after the deduction of any handicap, the winner shall be determined by:
    - The highest of the 'Total Shots For' in second game; then
    - The highest of the 'Total Shots For' over the teams both games.
- If the winner can't be determined by the above method, then it will be determined as follows:
    - Net shots for and against for both games. E.g.:
    - Team 'A' wins GAME 1 by 18 for and 8 against and GAME 2 wins by 20 for and 18 against. NET Shots up = 12
    - Team 'B' wins GAME 1 by 18 for and 10 against and GAME 2 wins by 20 for and 8 against. NET Shots up = 20.
    - Team 'B' is declared the winner.
    - If a winner can't be determined by this method, then it will be called a draw and the prize money split evenly between the two teams.

HANDICAP

- Each overall winner shall be handicapped 3 points for their next Monday game and the handicap added to any existing handicap points.
- Each overall runner up player shall be handicapped 2 points for their next Monday game and the handicap added to any existing handicap points.
- Each two game winner shall be handicapped 1 point for their Next Monday game and the handicap added to any existing handicap points.
- Each winner of the loser player shall be handicapped 1 point for their next Monday game and the handicap added to any existing handicap points.
- All handicap points are cumulative.
- Handicap points are reduced by 1 point for each subsequent day played where there has been no day prize win by the individual player.

Prize Money Allocation – Monday Pairs

Key Points

- $10 per team forms the prize pool
- $40 is retained each week for a jackpot
- $20 prize is allocated to the winner of the losers (means winner of first round losers)
- All teams that win both games receive a payout with a minimum payout set at $20
- Higher-ranked winners (based on margin) receive progressively larger payouts
- Sometimes where there is an uneven number of winners and losers a winning team may play a losing team in the second round. In these cases, where a first-round winner does not win the second round, the prize money is added to the jackpot.

Jackpot

- At the end of each competition, every team is assigned a jackpot number based on their total points for the day. If a team finishes with ten points, they are assigned the number 10.
- A random number between 1 and 40 (inclusive) is then drawn. If the drawn number matches a team's allocated number, that team wins the jackpot.
- If the jackpot is not won, it rolls over to the following week. The jackpot starts at $40 and increases by $40 each week if it is not won, up to a maximum of $200.
- Once the jackpot reaches $200, it remains capped at that amount. A second jackpot then begins, starting at $40 and increasing by $40 each week if the first jackpot does not go off.
- If the second jackpot also reaches $200, the first jackpot is drawn repeatedly on the day until it is won, while a new second jackpot starts again at $40.

Payout Structure – Monday Handicap Pairs

20 teams - $200 pool - 5 winners Winners: $50, $30, $20, $20, $20
22 teams - $220 pool - 6 winners * Winners: $50, $30, $20, $20, $20, $20
24 teams - $240 pool - 6 winners Winners: $60, $35, $25, $20, $20, $20
26 teams - $260 pool - 7 winners * Winners: $60, $35, $25, $20, $20, $20, $20
28 teams - $280 pool - 7 winners Winners: $70, $40, $30, $20, $20, $20, $20
30 teams - $300 pool - 8 winners * Winners: $70, $40, $30, $20, $20, $20, $20, $20
32 teams - $320 pool - 8 winners Winners: $80, $50, $30, $20, $20, $20, $20, $20
34 teams - $340 pool - 9 winners * Winners: $80, $50, $30, $20, $20, $20, $20, $20, $20
36 teams - $360 pool - 9 winners Winners: $90, $55, $35, $20, $20, $20, $20, $20, $20
38 teams - $380 pool - 10 winners * Winners: $90, $55, $35, $20, $20, $20, $20, $20, $20, $20
40 teams - $400 pool - 10 winners Winners: $100, $60, $40, $20, $20, $20, $20, $20, $20, $20
42 teams - $420 pool - 11 winners * Winners: $100, $60, $40, $20, $20, $20, $20, $20, $20, $20, $20
44 teams - $440 pool - 11 winners Winners: $110, $65, $45, $20, $20, $20, $20, $20, $20, $20, $20
46 teams - $460 pool - 12 winners * Winners: $110, $65, $45, $20, $20, $20, $20, $20, $20, $20, $20, $20
48 teams - $480 pool - 12 winners Winners: $120, $70, $50, $20, $20, $20, $20, $20, $20, $20, $20, $20
50 teams - $500 pool - 13 winners * Winners: $120, $70, $50, $20, $20, $20, $20, $20, $20, $20, $20, $20, $20

Wednesday Pairs Any Gender – Conditions of Play

NOMINATION

- A PAIR can consist of any combination of genders.
- The names of each pair must be entered on the nomination board by 11am on the day of the event. Competition is held on Wednesday afternoon.
- Must be a minimum 8 pairs nominated to conduct the event.
- If uneven number of pairs nominate, the match organiser can attempt to identify another pair. If unsuccessful the last pair entered on the nomination board will be eliminated.

ENTRY FEE ALLOCATION AND PRIZE FUNDING

Each team will pay $20 entry fee. This is allocated to:

- Green Fees: $10 per team
- Prize Money: $10 per team

FORMAT

The competition shall consist of (2) games of 12 ends.

First game x 12 ends:	Played by 3 consecutive bowls by each team member
Second game x 12 ends:	Played 2 x 4 x 2 - (The first player on the first end will be the second player on the second end and so on)
First Game:	Opponents decided by Pop Stick draw to select green and rink number.
Second Game	Winners play winners. (Highest points winner plays 2nd highest point winner etc) First game losing teams play in plate. (Least point scorer plays second least point scorer etc) (If odd number of teams, lowest winner plays smallest loser)

RULES OF PLAY

- Jack delivered out of bounds to be placed by opposing skipper.
- No dead ends – Jack to be spotted on the 'T'.

SCORING

- Winner of the first game to play each other in the second game. The top winner to play the second winner and so forth.
- In the case of draw in the first game, the winner shall be decided on the number of ends won. If the number of ends won are equal, the team that won the last end shall be the winner.
- Losers of the first game play against the other losers in the second game. The loser of the lowest differential to play the next lowest differential and so forth.
- Winners of the day is the team with 2 wins and decided on shots up over both games minus any handicaps.

- Winners of the losers to be decided on shots up only in the second game minus any handicaps.

HANDICAPS

Each player is allocated:

- 3 points for an overall day Win.
- 2 Points for overall day Runner Up.
- 1 point for the Winner of the losers.
- Handicaps are deducted from score after second game.
- Points lost at 1 point per week played.
- Handicap sheet must be on display.

PRIZE MONEY

Major. If 2 or more teams have the same total aggregate points, a count of ends won over both games will be done to determine the winner. If the ends won are the same, then 1st and 2nd prizes will be shared between the two teams.

Winners of Losers. If 2 or more teams have the same total aggregate for the last game, then a count of the ends won for the last game will be done to determine the winner. If the ends won are the same, then a count of ends won over both games will be done. If the result is still a draw, then the prize money will be shared.

Any update of these Conditions of Play must be approved by the COM.

Scroungers Friday - Conditions of Play

NOMINATION

- Play commences at 2.30 pm. Participants should nominate not less than ten (10) minutes prior to the commencement of play.
- The entry fee is $10 per player.
- Visitors are welcome to play and compete for the weekly trophy.
- Dress is mufti, however the Club shirt is encouraged to be worn.
- Twelve (12) players are required before an official game can commence.
- The Controlling Body may be required to answer questions regarding incidents not covered by the rules. The Controlling Body decisions shall be final.

VISITORS

- Visitors are welcome to play and compete for the weekly trophy.

FORMAT OF PLAY

- The game of scroungers is designed to encourage the draw shot.
- Driving is against the spirit of scroungers.
- Three bowls shall be used by each bowler.
- A qualifying game of fourteen (14) ends will be played with a maximum number of four (4) players on a rink.
- Winners of each qualifying rink shall play a semi-final of two (2) ends, followed by a final consisting of one (1) end.
- In the event of a tie, a play-off using one (1) bowl each, with the closest bowl to the jack deciding the result. A toss up decides the order of play, but the winner of the toss may give the mat away.

ORDER OF PLAY

- A “Pop stick” draw will determine positions for the first end.
- The bowler picking a “lead” pop stick will bowl first and shall be responsible for correct scoring of the card, including players names, and recording the winner of the rink on front of the card. They will also collect the fines for the rink.
- Thereafter, the player winning the previous head shall play first in the following end, then in order second, third and fourth, if applicable.

PUTTING UP THE JACK AND PLACEMENT OF MAT

- The jack shall be played to where it lies, provided it is within the bounds of the rink.
- A player rolling the jack out of bounds, into the ditch or short of length, is to roll the jack again.
- There is a penalty for rolling the jack short, out of bounds or in the ditch, knocking the jack or another bowl out of bounds or knocking the jack or another bowl into the ditch.
- There are no dead ends and the end is to be replayed if the jack is knocked out of bounds.
- If a “challenge ” is lodged whether the length is legitimate and the Challenger loses the challenge, a twenty (20) cent fine is imposed.

- In the event of the mat being incorrectly placed on the “wrong” line and play has already commenced, the mat is to be placed on the correct line and play resumed. No penalty applies.

SCORING

- Nearest to the jack Three (3) points
- Next closest Two (2) points
- Third One (1) point
- Weekly winner incurs a handicap of six (6) points.
- A tally of weekly winners will be displayed on the Scroungers Notice Board for the entire season.

FINES

- A fine of twenty (20) cents will apply for each penalty point incurred, subject to a maximum fine of one (1) dollar.
- Fines are applicable in the first qualifying game of fourteen (14) ends only.

PENALTIES

- One (1) shot penalty
  - Rolling the jack short, out of bounds or in the ditch. The offending bowler is to rethrow the jack.
  - Knocking another bowl out of bounds or into the ditch (In this instance both bowls are to be removed from play).
  - Knocking the jack out of bounds (The end is to be replayed).
  - Knocking the jack into the ditch (The offending bowl is to be removed from play, whether it is in the ditch or not. The end will be completed by bowling to the jack where it lies.

HANDICAPS

- There is a six (6) point handicap for the main game, two (2) points for the semifinal and one (1) for the grand final.
- Handicaps stand for the next four (4) following games.
- Handicaps accrue with each subsequent win.
- Handicaps are deducted from total score after weekly qualifying game.
- Penalty Points are deducted from total score of each game.

PRIZES

- Winner. The weekly winner is awarded $10 which is placed on their membership card and presented with a mug.
- Runner Up. The weekly runner up is awarded $5 which is placed on their membership card.

Scroungers Sunday - Conditions of Play

NOMINATION

- Play commences at 10.00am. Participants should nominate not less than ten (10) minutes prior to the commencement of play.
- The entry fee is $10 per player.
- Dress is mufti, however the Club shirt is encouraged to be worn.
- Twelve (12) players are required before an official game can commence.
- The Controlling Body may be required to answer questions regarding incidents not covered by the rules. The Controlling Body decisions shall be final.

VISITORS

- Visitors are welcome to play but do not qualify for the Club Champion Play off.

FORMAT OF PLAY

- The game of scroungers is designed to encourage the draw shot.
- Driving is against the spirit of scroungers.
- Three bowls shall be used by each bowler.
- A qualifying game of fourteen (14) ends will be played with a maximum number of four (4) players on a rink.
- Winners of each qualifying rink shall play a semi-final of four (4) ends, followed by a final consisting of two (2) ends.
- In the event of a tie, a play-off using one (1) bowl each, with the closest bowl to the jack deciding the result. A toss up decides the order of play, but the winner of the toss may give the mat away.

ORDER OF PLAY

- A “Pop stick” draw will determine positions for the first end.
- The bowler picking a “lead” pop stick will bowl first and shall be responsible for correct scoring of the card, including players names, and recording the winner of the rink on front of the card. They will also collect the fines for the rink.
- Thereafter, the player winning the previous head shall play first in the following end, then in order second, third and fourth, if applicable.

PUTTING UP THE JACK AND PLACEMENT OF MAT

- The jack shall be played to where it lies, provided it is within the bounds of the rink.
- A player rolling the jack out of bounds, into the ditch or short of length, is to roll the jack again.
- There is a penalty for rolling the jack short, out of bounds or in the ditch, knocking the jack or another bowl out of bounds or knocking the jack or another bowl into the ditch.
- There are no dead ends and the end is to be replayed if the jack is knocked out of bounds.
- If a “challenge ” is lodged whether the length is legitimate and the Challenger loses the challenge, a twenty (20) cent fine is imposed.
- In the event of the mat being incorrectly placed on the “wrong” line and play has already commenced, the mat is to be placed on the correct line and play resumed. No penalty applies.

SCORING

- Nearest to the jack — Three (3) points
- Next closest — Two (2) points
- Third — One (1) point
- Weekly winner incurs a handicap of six (6) points.
- Each weekly winner is eligible, conditional of having played a handicap during the current season, to play in the "Championship Play Off".
- A tally of weekly winners will be displayed on the Scroungers Notice Board for the entire season.

CONSOLATION COMPETITION

- Competitors who do not qualify to play finals, can nominate to play in a Consolation round of four (4) ends with a (2) end final.
- An entry fee of one (1) dollar is to be paid to play.
- Handicaps and fines do not apply but penalty points off are still applicable.

MONTHLY COMPETITION

- Points will be awarded weekly over a period of each month to players who qualify to play semi-finals, including winners and placegetters of the final and Consolation Competition.
- Points will be awarded as follows:
  - All Semi Finalists: One (1) point
  - Winner of Final: Four (4) points
  - Runner Up: Three (3) points
  - Third: Two (2) points
  - Consolation Winner: Three (3) points
  - Runner Up: Two (2) points
  - Third: One (1) point

FINES

- A fine of twenty (20) cents will apply for each penalty point incurred, subject to a maximum fine of one (1) dollar.
- Fines are applicable in the first qualifying game of fourteen (14) ends only.

PENALTIES

- One (1) shot penalty
  - Rolling the jack short, out of bounds or in the ditch. The offending bowler is to rethrow the jack.
  - Knocking another bowl out of bounds or into the ditch (In this instance both bowls are to be removed from play).
- Two (2) shot penalty
  - Knocking the jack out of bounds (The end is to be replayed).
  - Knocking the jack into the ditch (The offending bowl is to be removed from play, whether it is in the ditch or not. The end will be completed by bowling to the jack where it lies.

HANDICAPS

Qualifying Games

- Each weekly winner earns a handicap of six (6) points.
- Second time winner nine (9) handicap. Three or more times winner twelve (12 handicap).
- Handicaps are deducted from total score after weekly qualifying game.
- Penalty Points are deducted from total score of each game.
- Handicaps gained during the bowling season are erased annually on the Championship Play Off competition held in August or a date determined by the Scroungers Committee.
- Handicap sheet must be on display.

Handicaps Semi-final and final

- Semi Final - Six Handicap (2 shots), Nine handicap (3 shots) and Twelve Handicap (4 shots).
- Final - Six Handicap (1 shot), Nine handicap (1 ½ shots) and Twelve Handicap (2 shots).
- Points off penalties still apply for the semi and final rounds.

PRIZES

Weekly prizes are paid out with "Take Away" beer (cans/stubbies) as detailed below:

- All raffles Three (3).
- Major Final. Winner Five (5) and Second Four.
- Consolation Final. Winner Three (3) and Second Two (2).

ANNUAL CLUB CHAMPIONSHIP – CHAMPIONSHIP PLAY OFF

- This competition will be held on the second Sunday in August, weather permitting or a date determined by the Scroungers Committee.
- To be eligible to play in the Championship Play Off, a bowler must be a financial member of the Safety Bay Bowls Club.
- Participants will play off "scratch" to decide the Champion Scrounger of the year.
- The Champion will represent Safety Bay at for the title of Champion of Champions in Western Australia.
- A social game of bowls will be held for players who do not qualify to play in the championship round.

OTHER INFORMATION

- Weekly scores are recorded for each player throughout the season to determine a winner of the aggregate over the best (10) rounds of bowls.
- Weekly scores include a deduction of points for any penalties incurred, with the exception of handicaps.
- The competition commences on the annual Championship Play Off day until the last qualifying game the following year.
- At the annual Championship Play Off day, there are awards for the Major Final, Social Final and Consolation Competition.

Community Bowls - Conditions of Play

Community Bowls is of great benefit to Bowls Safety Bay and the wider community by allowing non-members who may be interested in playing bowls to have the opportunity to play and enjoy the facilities of the club.

To enable play to occur and for non-members to enjoy our club within the Liquor Control Act 1988, the following regulations have been approved by the COM.

All non-members attending and or playing community bowls must complete a Community Bowls Application Form. This form is on the Club's website.

Community Bowls Membership is valid for the date and time of play only. During community bowls the member is entitled to avail themselves of all the facilities of the club including the purchase of alcohol.

Community Bowls members of the club who attend and play community bowls at the club, are not permitted to use the Club, its facilities, greens or equipment at any time other than during community bowls events or when invited by members of the Club.