

**Redcliffs Mt Pleasant Bowling Club Incorporated  
Society No 219289**

**Club Regulations**

**Commencement Date: 1<sup>st</sup> June 2017.**

**“ providing the most successful and progressive environment  
in Canterbury for bowls and community involvement”**

# Redcliffs Mt Pleasant Bowling Club Incorporated

## Regulations

### 1. Purpose and Status of Regulations

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- 1.1 The purpose of these Regulations is to set out the procedures for Club operations.
- 1.2 These Regulations were adopted by the Club Board, in accordance with the Constitution on 31<sup>st</sup> May 2017 and should be read in conjunction with this Constitution.

### 2. Commencement Date

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- 2.1 These Regulations shall come into force on 1<sup>st</sup> June 2017 (“Commencement Date”) and shall continue in force until such time as they are revoked or amended by the Club Board in accordance with the Constitution.

### 3. Interpretation

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- 3.1 Every reference to the Constitution shall mean the Redcliffs Mt Pleasant Bowling Club Inc. constitution unless specified otherwise.
- 3.2 The words and phrases used in these Regulations shall have the same meaning as defined in the Constitution, unless otherwise specified in these Regulations.
- 3.3 In addition to clauses 3.1 and 3.2 of these Regulations, the following words and phrases used in these Regulations shall mean as follows:

“**Club**” means the Redcliffs Mt Pleasant Bowling Club Inc.

“**Club Board**” and “**Board**” means the body that is responsible for the governance and management of the Club.

“**Proceeding**” means any proceeding brought under these Regulations.

### 4. Club Disciplinary Regulations

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- 4.1 The Club Disciplinary Regulations shall form part of the Club Regulations.

### 5. Application of Regulation and Amendment

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- 5.1 **Application:** These Regulations apply to all Members, Officers and Appointed Personnel.
  - 5.2 **Amendment:** These Regulations may be amended by the Club Board, in accordance with the Constitution, provided such amendments are not inconsistent with the Constitution.
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## 6. Membership

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6.1 **Categories of Membership:** In accordance with the Constitution (Clause 6.1), the Club Board has approved the following categories of Membership:

a. **Playing Members:**

i. **Full Members:** Full Members shall be entitled to all of the playing and other privileges of membership as set out in the Constitution (Clause 7.1).

ii. **Life Members:** Life Members shall be entitled to all of the playing and other privileges of membership as set out in the Constitution (Clause 9).

b. **Associate Members:** Associate (Winter) Members shall be entitled to all playing and other privileges as set out in the Constitution (Clause 7.3).

c. **Non-Playing Members:** Non Playing Members shall be entitled to all privileges as set out in the Constitution (Clause 7.4).

d. **Casual Members:** Casual Members shall be entitled to the playing and other privileges of membership as these are set out in the Constitution (Clause 8), including the right to participate in the social and pavilion activities of the Club.

6.2 **Subcategories of Membership:** Other subcategories of membership may be approved from time to time under these regulations. Currently, the following subcategories have been approved:

a. **Student Members:** Any Person who is enrolled in a fulltime course of education at a school or tertiary institution may join as a Student Member and shall be entitled to the same privileges as a full playing member, but cannot hold office or speak or vote at General Meetings of the club. Student Membership counts as part of the 1-5 year junior status.

6.3 **Application Forms:** All applications for membership, excepting social members, shall be made on the approved application form (Appendix 2) or electronically through the website as deemed necessary.

## 7. Visitors

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7.1 **Members of Bowling Clubs affiliated to Bowls New Zealand:** The Board may grant a Member of any Club not within the Bowls Canterbury Centre and which is affiliated to Bowls New Zealand, permission to use the Club's premises and Greens for such time and upon such terms as the Board shall determine. The Visitor shall not be eligible to play in Club Championships or Trophy Events and cannot represent the Club in external competitions, tournaments and matches.

- 7.2 **Overseas Visitors:** The Board may grant any overseas Member of a Bowling Club affiliated to an Association which is a member of World Bowls, the privilege of becoming a Playing or Non-Playing Member of the Club for a period not exceeding 12 months and upon such terms as the Board shall determine.
- 7.3 **Other Visitors:** Persons visiting for purposes not including the playing of Bowls may be admitted to the Club to use the bar facilities provided they have been granted and paid a Casual Membership fee or when accompanied by a Member and in accordance with the Sale of Liquor Act and other legislation. The Member accompanying the Visitor shall be responsible for the conduct of that Visitor.

## 8. Governance

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- 8.1 **Election of Chairperson:** The incoming Secretary shall convene the first meeting of the incoming Board immediately following the Annual General Meeting and, in accordance with the Constitution (Rule 16.3: Chairperson), shall conduct the election for the position of Chairperson.
- 8.2 **Committees and Appointed Personnel:** Following each Annual General Meeting, the Club shall call for expressions of interest for the following positions and the full Board shall be involved when appointing:
- a. **Club Captain (s):** After seeking and considering all nominations the Board shall appoint the Club Captain.
  - b. **Selectors:** After seeking nominations, the Board shall appoint 2 selectors for each of the Men's and Women's representative (senior interclub) teams, including the Convenor, and at least two selectors, including the Convenor for the Junior representative teams, and 2 selectors, including a convenor for mid-week competitions and the Board shall approve the list of competitions to be entered, as proposed by the Selectors.
  - c. **Match Committee:** After seeking nominations, the board shall appoint the 2 man and 2 women including the convenor to the Match Committee.
  - d. **Coaching Committee:** The Board shall appoint a covenor of the Coaching Committee who will be responsible for delivering a programme consistent with the club's aims and objectives.
  - e. **Tournament Committee/s:** After seeking nominations, the Board shall appoint the Convenor/s and the members of the Tournament Committee/s who will be responsible for the running of:

|                                      |           |
|--------------------------------------|-----------|
| All half day or full day tournaments | 2 persons |
| All Major Tournaments                | 2 persons |
| Winter Bowls & Tournaments           | 2 persons |
| Any Casual bowler tournaments        | 2 persons |
| Roll ups, both mid-week and weekend  | 2 persons |

It will be necessary to co-opt others persons to assist with these tournaments.

- f. **Casual & Corporate Bowls Committee:** After seeking nominations, the Board shall appoint the Convenor and the members of the Casual & Corporate Bowls Committee.
- g. **Function Centre Committee:** After seeking nominations the board shall appoint 2 persons to the Function Centre Committee and the Board Member responsible shall be the convenor.
- h. **Social Committee:** The Board Member responsible for this portfolio shall liaise with the members of the Social Committee and attend all meetings where possible.
- i. **Bar Committee:** The Board shall appoint the bar committee which shall comprise 3 persons, two of whom should be licenced managers. The Board member responsible and bar committee shall ensure that all activities are in the best interests of the Club and the licences of both the Club and Managers are not threatened at any time.
- j. **House Committee:** After seeking nominations, the Board Member responsible for this portfolio, which includes oversight of the cleaning, waste disposal, catering and interior club facilities, shall appoint the members of the House Committee and act as Convenor.
- k. **Green Superintendent:** The Board shall appoint the Greens Superintendent who will be responsible for all matters relating to the Greenkeeper and maintenance of the natural green. Ideally the chairman should be responsible for this portfolio.
- l. **Grounds and Maintenance (Works) Committee:** After seeking nominations, the Board shall appoint the members of this Committee and Convenor. Ideally, the chairman should be responsible for this portfolio also.
- m. **Health & Safety Committee:** After seeking nominations, the Chairman of the Board will be responsible for convening and appointing members to the Health & Safety Committee, and for chairing the committee meetings.
- n. **Website, Database & Communications:** The Board Member responsible for this portfolio shall appoint members to the various positions to ensure that all members

remain well informed with club matters and that the club is promoted to the public in a positive way.

- o. **Finance, Sponsorship and Grants Committee:** After seeking nominations, the Board shall appoint the 3 members of this committee including the convenor.
- 8.3 **Annual Objectives and Board Portfolios:** The Chairperson, in consultation with the Board, shall determine and set the planned objectives for the Club and for each portfolio for the forthcoming year and shall then appoint a Board Member to manage each portfolio. The Chairperson shall inform Club Members about these appointments and objectives.
- 8.4 **Management of Board Portfolios:** Board Members shall be responsible to the Board for the management of their portfolios in accordance with the responsibilities detailed in Appendix 1 and the Board approved planned objectives and shall provide written reports detailing progress against set objectives to each monthly Board meeting.
- 8.5 **Committee Responsibilities:** Each Committee shall fulfil its duties in accordance with the responsibilities detailed in Appendix 1 and such other duties as are allocated to it by the Board. There will be occasions when various committees must co-operate and work together to reach a common goal.
- 8.6 **Bowling Operations:** The board is responsible for Bowling Operations in accordance with the Constitution. Bowling Operations shall comprise all activities associated with the playing of Bowls within, and on behalf of, the Club and shall include responsibility for (but not be limited to) the following Appointed Personnel and Committees and activities:

**Interclub & Club Championship Competitions (Men & Women)**

- (a) The Selectors.
- (b) The Coaches.
- (c) The Greens Superintendent.
- (d) The Match Committee/s.

**Tournaments, Roll ups for both and Casual Members**

- (e) Club Captain
- (f) The Tournament Committees.
- (g) The Casual & Corporate Bowls Committee.

The Board shall ensure that all new and recent Playing Members fully participate in the activities managed by the above Appointed Personnel and Committees.

## 9. General Meetings

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- 9.1 **Approval of Minutes of General Meetings:** The Board shall approve the Minutes of any General Meeting as a true and correct record of proceedings at its monthly meeting following the General Meeting. The Minutes shall be confirmed by Members present at the following Annual General Meeting.

## 10. Financial

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- 10.1 **Budgets:** Upon assuming office, the incoming Board shall review the Operating and Capital Expenditure Budgets approved by Members at the Annual General Meeting and when necessary, shall immediately advise all Members of any material revision to the Budgets in the event of any new significant operating or capital expenditure or shortfall in income (this does not include expenditure or income related to Grants).
- 10.2 **Material Transactions:** The board should not enter into any material transactions that result in the club selling, buying, or leasing major or income producing assets without consultation with the Members in the form of a referendum, or if deemed necessary, approval at a General Meeting of Members. A material transaction is defined as any transaction with a total value in excess of \$50,000 (excluding expenditure as a result of grants applications or sponsor funded projects).
- 10.3 **Borrowings:** With the exception of the current loans with SBS Bank the club shall not have total liabilities (bank or otherwise) in excess of four (4) times its annual gross membership fees without the approval of Members at a General Meeting of the Club.
- 10.4 **Board Reports:** The Treasurer shall present a written financial report to each meeting of the Board, including an analysis of revenue and expenditure against budget and an estimate of future cash requirements against expected cash holdings.

## 11. Awards

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- 11.1 **Membership Awards:** The following guidelines shall apply in considering proposals to award Life Membership:
- a. **Life Members:** Life membership may be conferred for outstanding length of service to the Club, in addition to length of membership as provided for in the Constitution (Clause 9). The Board shall give particular consideration to length and quality of service as Chairperson, President, Vice President, Secretary, Treasurer and/or Board Member or volunteer in assessing a proposal to confer life membership upon a member.

## 12. General Regulations

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- 12.1 **Dress Code for Play:** For Ladies club days, Saturdays and weekend interclub, club uniforms of club shirts and black trousers, shorts or skirts shall be worn. Mid-week interclub or tournaments and Sunday tournaments a dress code shall be specified as appropriate for the event. At all other playing times (including winter) the dress code shall be mufti.
- 12.2 **Footwear:** At all times, anyone using the greens (natural or artificial) must wear footwear that complies with Bowls New Zealand regulations. This means all shoes or sandals must be flat soled and heel-less. Soles may be of a non-slip material with a slightly abrasive surface. Shoes or sandals must not be ridged or have indents that effectively create a heel. Any player with a physical disability may use an appropriate support, wheelchair or bowling aid, provided that the same is so made that its use causes no damage to the Greens.
- 12.3 **Smoking Policy:** The club introduced an official Smoking Policy in January 2017. Members are requested to abide by this policy and respect the rights of others when smoking outside and when requested during tournaments or functions, to only smoke in the designated areas stipulated.
- 12.4 **Alcohol Policy:** No alcohol is allowed to be consumed on any of the club's greens or outside the immediate perimeters of the club's boundaries. At all times, all members are expected to comply with the applicable alcohol laws and licences of the club and be aware of the club's Social Responsibility Policy.
- 12.5 **Complaints:** All complaints concerning staff, green(s), domestic or other arrangements of the club must be in writing, signed by the Member making the complaint and addressed to the Board, which shall investigate at the earliest convenient opportunity. In no instance, shall a servant of the Club be reprimanded or criticised directly by a Member.
- In the case of a dispute or claim of misconduct, this should be conducted in accordance with the Clubs Disciplinary Regulations which form part of these Regulations.
- 12.6 **Club Premises:** An acceptable standard of behaviour and dress should be maintained by all persons while on the Club premises. The general dress code in the clubrooms and for functions must be of a reasonable standard and appropriate for the particular event or function being held. The wearing of singlet's is not permitted on Club Nights.

Members are also reminded that the Redcliffs Mt Pleasant Bowling Club is a mixed club and offensive language is not to be used within the club's facilities.



- 12.7 **Club Property:** Reparation of any deliberate loss or damage to Club property shall be made by the member causing it unless the Board decides otherwise.
- 12.8 **Exclusion from Liability:** The club shall not be liable to any person for any injury, loss of, or damage to, any property on the club premises.
- 12.9 **Data Protection:** Members are advised that Club records are stored in hard copy and/or on computer files and cloud based services.
- 12.10 **Alterations to the Regulations:** The Board, under the powers given to it under Rule 28.3 of the Constitution, may add to, amend, or delete the Regulations as it deems appropriate.
- 12.11 **Club Registered Office:** The Registered Office of the Redcliffs Mt Pleasant Bowling Club Incorporated is 9 James Street, Redcliffs, Christchurch 8081.

### 13. Tournament Formats

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- 13.1 **Considerations for all Championship Events:** All championship events will be played on a two life system with teams to find their own replacements or substitutes if needed.
- Substitutes may already be in the event but replacements must be no longer part of that competition.
- 13.2 **Closing Dates for Competitions:** Dates will be advised at the start of the playing season and at the date advised the draws will be made and 'played by' dates specified
- 13.3 **Conditions of Play for All Club Championships:**
- Singles – 21 shots and all games to have markers
- Pairs and Triples – 21 ends with an extra end played if match is tied.
- Fours – 18 ends with an extra end if match is tied.

## APPENDIX 1

### Responsibilities of Appointed Personnel and Committees

#### Club Captain:

##### **New Members/First Year Bowlers:**

- Welcome new members to the Club and ensure they are made part of the induction programme.
- Introduce new members to the Chairman and other Board Members as appropriate.
- Introduce players to other players and members.
- Help drive new membership.

##### **Existing Members:**

- Be the liaison point between the Board and Members.
- Be personable and approachable, and always be available to hear member grievances and/or suggestions.
- Encourage members to do their fair share of duties around the club.
- Make members aware of, and encourage as many as possible, to enter club tournaments and championships as well as outside events.

##### **Other:**

- Keep members up to date with latest events and news on Club nights.
- Be proactive and enthusiastic in identifying initiatives and ideas to grow and progress the club; and making sure these are conveyed to the Executive.
- Welcome outside visitors and sponsors when asked and make sure they are looked after.
- Undertake other official duties if called upon by the President or Executive.
- Be an ambassador for the club and its values both within and outside the Club at all times.

#### Match Committee:

The responsibilities of the Match Committee are:

1. To develop a programme of events for the forthcoming season after liaising with the Convenors of other committees and representatives of neighbouring clubs, for approval by the Board and submission to the Centre.
2. To assist the Secretary to prepare the Club Handbook for approval by the Board.
3. To conduct Club Championships and other Events not under the jurisdiction of other Match and Tournament Committees, in accordance with conditions and rules determined by the Board. To generally have control of those competitions and to settle any disputes.

### **Roll ups Committee:**

1. To conduct all mid-week and week end Roll Ups in accordance with conditions and rules approved by the Board. To actively encourage all Members to participate in providing and

### **Tournament Committee/s:**

The responsibilities of the Tournament Committee/s are:

1. To conduct all mid-week and Sunday open and extended tournaments held in accordance with conditions and rules approved by the Board.
2. To prepare budgets for all tournaments in conjunction with the finance committee to ensure net revenue returns approved by the Board are met.
3. To liaise with neighbouring Clubs to provide a co-ordinated programme of tournaments and to have those Clubs actively encourage their members to support the programme.
4. To otherwise make every effort to fill tournaments by actively promoting tournaments to Club members and to members of other Clubs.

### **Green Superintendent:**

With the approval of the Board, the Chairman and the Green Superintendent shall negotiate the original, and any renewed, contractual terms and conditions for the services of a Greenkeeper.

The Green Superintendent shall be the manager of the Greenkeeper and his duties shall be:

1. To assist the Greenkeeper, as necessary, with organising and carrying out all work necessary to maintain the greens and ditches in first class playing condition.
2. To arrange for the green to be available and prepared for play, practice and coaching.
3. To generally liaise with the Convenors of the Match, Tournament and Grounds Maintenance committees concerning playing requirements.
4. To ensure greens are made available when requested by Bowls Canterbury or Bowls New Zealand, and are prepared in accordance with those requests.
5. To receive recommendations from the Greenkeeper concerning the annual green's maintenance programme including costings and to seek the approval of the Board for that programme.

### **Selectors:**

Prior to Opening Day, the Board and the Selectors shall agree an optimum selection programme for the season, including events to be entered and numbers of teams. The programme may vary according to circumstances.

The responsibilities of the Selectors are:

1. To select teams and players with the intention of winning the entered competitions.
2. To secure the future competitive playing strength of the Club by encouraging the development of 1 to 8 year bowlers but without prejudicing the objective to win entered competitions in the current year.
3. To nominate players for representative and other teams and for Centre organised coaching programmes.
4. To consult with the Convenor of Coaching, as necessary to better assess the potential and ability of players and also to classify and handicap players for competitions.

### **Coaching Committee:**

The responsibilities of the Coaching Committee are:

1. To run regular coaching programmes to:
  - 1.1. Introduce new bowlers to the basic skills of the game of bowls.
  - 1.2. Encourage and assist developing bowlers to continue to improve their skills and knowledge.
  - 1.3. Assist experienced bowlers improve their standard of play.
2. To assist with the induction and retention of players.
3. To assist the selectors to improve the competitive playing strength of the Club.
4. To provide advice to the selectors about the potentials and abilities of players.

### **Bar Committee:**

The responsibilities of the Bar Committee are:

- a. To ensure that all legal requirements relating to the club's and managers' licences are adhered to at all times.
- b. To ensure that the financial performance of the bar meets the targets agreed with the finance committee at all times and that any increase in retail prices take into account the trading circumstances at any time and are agreed to by the Board.
- c. To liaise with all other relevant committees to ensure that all positive opportunities for increasing business are followed through.

### **Social Committee:**

The responsibilities of the Social Committee are:

1. To organise social activities of the Club including, when requested, social activities in support of major tournaments and events and other functions.

2. To hold events that encourage Members to socialise off the greens.
3. To liaise with other committees and to carry out other duties for the purpose of achieving the objects of the Club.

#### **House Committee:**

The responsibilities of the House Committee are:

1. To manage all activities within the Clubrooms, Cleaning, Catering, Raffles and interior of the clubrooms but not including activities specifically allocated to other committees.
2. To liaise with the Bar, Function Centre and Works Committees to ensure the smooth running and management of the clubrooms and function centre at all times.
3. After consultation with the Board, to appoint and manage all catering and cleaning staff.
4. To manage the upkeep and maintenance of the interior of the Clubrooms, including fixtures, fittings and furniture.
5. To prepare a budget for each area of activity for approval by the Board and to report monthly to the Board on performance against budget.
6. To ensure that all licences required for the legal and efficient operation of clubhouse and activities are current and adhered to.
7. To liaise with other committees and carry out such other duties for the purpose of achieving the Objects of the Club.

#### **Grounds & Maintenance (Works) Committee:**

The responsibilities of the Grounds & Maintenance Committee are:

1. To organise and carry out development and maintenance work in and around the Club's premises and grounds, other than the Greens, including gardens.
2. To maintain the exterior of the clubroom facilities.
3. To liaise with other committees and to do such other work as is required to maintain the Club's grounds in top condition.

#### **Finance, (Sponsorship & Grants) Committee:**

The responsibilities of the Finance Committee are:

1. To secure new and existing sponsors for the Club, including corporate and tournament

sponsors, for development projects and to fund general club operations.

2. To organise activities and to generally liaise with all sponsors for the purpose of building and retaining their goodwill.
3. To apply for grants to enhance club facilities or programmes, or for special projects identified by the Board.
4. To liaise with other committees and prepare a sponsorship funding budget for approval by the Board.

### **Health & Safety Committee:**

The Health and Safety Committee is responsible for overseeing the implementation of the Redcliffs Mt Pleasant Bowling Club Health and Safety Policy to ensure we maintain a safe and healthy environment for all members, visitors, and other persons within our operating facilities.

The duties of this committee include:

Developing and refining (as part of the club plan and changing legislation) the club Health and Safety Policy.

- Implementing the Health and Safety Policy by;
- Managing risks and hazards and removing/minimising/isolating risks and hazards using the Hazard Identification Checklist
- Ensuring all club members/management and other involved parties are aware of the Health and Safety Policy and how to adhere to the health and safety/emergency procedures.
- Bringing to the attention of the board any major health and safety issues on a regular basis.
- Reporting all major accidents to OSH (if required by law).
- Work with the Treasurer to develop a budget for implementing the Health and Safety Policy.
- Overseeing the implementation of the strategies in the Health and Safety Policy.
- Submitting regular reports to the Board.

### **Website, Database & Communications Committee:**

1. To maintain and regularly update the Club's website and databases.
2. To be responsible for all matters related to electronic communications.
3. To ensure that the Board's marketing plan is executed & communicated to all interested parties.

### **Function Centre Committee:**

- The Function Centre Committee is responsible for co-ordinating and liaising with all those who wish to hire and use the Club' Function Centre.
- This will involve liaising with the House, Social & Finance Committees to ensure the smooth

operation of all bookings etc.

- Advise the Treasurer of all charges to be invoiced as necessary.

## **Appendix 2**

# REDCLIFFS MT PLEASANT BOWLING CLUB INC.

9 James Street, Redcliffs, Christchurch 8081

Phone: 384 3733 Email: redcliffsbowls@xtra.co.nz

## APPLICATION FOR MEMBERSHIP

**Full Playing  
(Including Winter)**

**Associate Member  
(Winter Only)**

**Casual Member  
(Pay to Play)**

**Full Name (Please print)** .....

**Address** .....

..... **Post Code** .....

**Contact Details**      **Phone** .....      **Mobile** .....

**Email** .....

**Have you played bowls before?**      **Yes / No**

**I was a member of the** ..... **Bowling Club for** ..... **years.**

**Clearance Certificate from previous club enclosed (if applicable)**      **Yes / No**

**Signature** .....      **Date** ..... /..... /.....

**Recommended for Membership by:** .....      **Proposer**

.....      **Seconder**

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**Note: Under the terms of the Constitutions of Bowls New Zealand and Bowls Canterbury the lists of club members may be passed on to their sponsors should they require them. This does not contravene the Privacy Act and you may receive information regarding their products from time to time.**

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### For Secretary's Use:

**Date received** ..... /..... /.....      **Date approved by Board** ..... /..... /.....

**Letter / Email sent** ..... /..... /.....      **Database updated** ..... /..... /.....

**Amount paid**      \$.....      **Invoice Number** ..... /..... /.....

**Membership Card Number** .....