



Torquay Bowls Club

Regulations

Adopted by the Board of Management January 2014

Their Significance

1. The wording of each regulation is the responsibility of the Board of Management.
2. A member may suggest a new regulation which is believed to enhance the governance of the Club
3. Distinct from Club rules which may alter annually to meet varying needs, these regulations are a set of stable rules developed by the Board of Management that offer long term direction for the governance of the Torquay Bowls Club.
4. These regulations are binding upon the Board, the Committee, each Subcommittee and individual members, both Affiliated and Social, and visitors.
5. They apply to all club sponsored activities within or outside the bounds of the club.

Torquay Bowls Club

Regulations

January 2014

Regulation 1: Code of Conduct

- I. The Board will prescribe and apply a code of conduct which will be included in the Rules Manual of the club, and which governs all activities of the Board of Management, all Committees; all Subcommittees, Volunteer Groups, Working Parties, Employees and each individual member.
- II. This code will be consistent with all discrimination and disability legislation, require reasonable behaviour between members and visitors, require members to present the club in a positive manner and describe with the Constitution how the Board will manage breaches of the code.

Regulation 2: Gender Representation:

- I. It is understood that it will not always be possible to achieve equal gender representation on the Board of Management, the Committee or any Subcommittee, however each Board should strongly encourage the appropriate representation of each gender on the afore mentioned bodies.

Regulation 3: Administration

- I. The administrative positions in the club will be titled: Chair [Chairperson of the Board], Secretary [of the Board], Treasurer [of the Board], Director [of the Board], President [of the Committee], Coordinator [of the Committee] and Manager [of the subcommittee]
- II. There will be two levels of administration:
 - a. The Board and its subcommittees
 - b. The Bowls Committee and its subcommittees
- III. The Board will describe the function of and the relationships between each level of administration.
- IV. To meet new demands each Board will annually review its structure according to its stated policy
- V. The executive of the Board from the previous year will brief all newly appointed officers of the club in the week following the AGM in regard to the club's administrative structure, relationships between entities and officers and the current strategic plan.
- VI. The Board will delegate its responsibility to provide bowls to members to a Bowls Committee comprising: Senior President, Junior President, Secretary, Player Service Coordinator, Social Bowls Coordinator, Tournament Coordinator and one non-elected Coordinator.

Regulation 4: Principles of Governance

- I. Each Board will prescribe in the Rules Manual its policies, its perceived responsibilities and the principles it will use to govern and measure its performance and that of its Committee, Subcommittee and individual members.

Regulation 6: Strategic and Business Plan

- I. Each Board will adopt a 5 year strategic and business plan that will be used to establish financial and other directions of the club throughout the 5 year period.

Regulation 7: Delegation

- I. A delegation for a specific function within the club to a specific member must name the member and their title in the minutes and satisfy the requirements of *Delegations [II and III]*
- II. A written delegation by the Board must satisfy the following criteria: a record in the minutes of the Board, a written delegation to each officer and a role description written into the Rules Manual.
- III. In the case of delegations to the Board, the Committee and each Subcommittee a delegation will be made through the Chair [Board], President [Committee] and Manager [Subcommittee]
- IV. Those to whom responsibility is delegated will conduct their delegations in conformity with the constitution, these regulations and all policies described in the Rules Manual.

Regulation 8: Meetings

- I. Each Board, Committee and Subcommittee meeting conducted within the club must conform to the rules prescribed by the Board in the Rules Manual.

Regulation 9: Vacancies

- I. When vacancies occur on the Board, the Committee or a Subcommittee they will be filled according to the rules prescribed by the Board in the Rules Manual.
- II. Excluding all those positions prescribed in the Constitution, two types of vacancies will be advertised within the administrative structure of the club:
 - a. Positions which require an election if contested.
 - b. Positions which require self-nomination
- III. If either form of vacancy remains unfilled it shall be filled by secondment by those officers named in the Rules Manual.

Regulation 10: Volunteers

- I. The Board will survey all members annually at the time of member ship renewal to determine their ability and interests when volunteering for club duties.
- II. Each volunteer must be recorded in writing by the organizer of the activity who will lodge this list with the Secretary and also retain this record for the current season.

Regulation11: Succession

- I. The Board, the Committee and each Subcommittee will plan for the effective succession of its exiting officers by its current members and newcomers to take responsibility for the operation of the entity.

Regulation 12; Sponsorship

- I. Each Board will seek sponsors for the new season.
- II. Sponsor agreements will be made with each sponsor based upon one of the following categories [levels] of sponsorship: Platinum, Gold, Silver and Bronze and Minor Sponsor

Regulation 13: Voting Rights and the Right to stand for Election

- I. A seconded or deputizing officer may register a vote on any motion at a Board, Committee or a Subcommittee meeting except on a matter of self- interest.
- II. To vote in elections or on motions tabled at the Annual General Meeting, a Special General Meeting, and ordinary bowls meetings, or stand for election, the voter must be an affiliated member of the club who has at the appointed time paid his/her subscriptions for that season.

Regulation 14: Membership

- I. The Board will prescribe in the Rules Manual the conditions under which persons may make application for a renewal of their membership or apply for and gain and retain membership.
- II. A member must carry their allocated membership card whenever on club property.
- III. The Board will prescribe the entitlements that may be accessed by each class of member in the Rules Manual.
- IV. The Board has determined the following membership categories.
 - Determined by the Constitution
 - a. Life Members Max. 10
 - b. Affiliated Full Members Unlimited
 - Determined by the Board of Management
 - a. Special Max 10
 - b. Employee
 - c. Sponsor
 - d. Social
 - e. Social TRSL