

THE HILLS DISTRICT BOWLING CLUB LIMITED
A.C.N. 000 932 945

BY-LAWS

Approved by Board - 25th May 2021

Amendment to include Uniforms approved by Board on 28th February 2023

PRELIMINARY

- a. These By-laws are made by the Board of the Club pursuant to the power conferred upon the Board by Clause 29.3(a) of the Constitution of the Club.
- b. The Board may alter or repeal a By-law as it may deem necessary or expedient for the proper conduct and management of the Club.
- c. These By-laws shall come into force and be duly operative upon posting on the Notice Board of the Club and on the Club's website.
- d. These By-laws are to be read subject to the Constitution of the Club and in the event of any inconsistency, the Constitution shall prevail.
- e. These By-laws are binding on each member of the Club in the same manner as if each member had subscribed his/her name thereto.
- f. In these By-laws the expression "the Club" means the registered club known as "The Hills District Bowling Club Ltd".
- g. Words importing the singular number include the plural and vice versa and words importing any gender include every other gender.

MEMBERSHIP

- a. The membership card you have been issued allows you to take advantage of all member facilities and benefits. However, until your application for membership has been accepted at a monthly meeting of the Board of Directors this is only a temporary member card.
- b. You desire to become a Member of The Hills Club Limited and you hereby agree, if admitted, to be bound by the Constitution and By-Laws of the Club.
- c. Any member who wilfully refuses or neglects to comply with the provisions of the Club's Constitution or any by-law may be subject to disciplinary procedures – under Article 135 of the Constitution of the Club.
- d. No member shall lend his or her Membership Card to any other person for any purpose whatsoever.

TRADING HOURS

- a. The General Manager shall have the power to fix and from time to time to alter the opening and closing hours of the Club premises or any part thereof.
- b. Trading Hours will be determined by the club's board and management. Trading hours will as advertised at reception and/or on the clubs website. The club management reserves the right to adjust the operating hours as necessary in accordance with the needs of the business.
- c. Bottled and canned beer, bottled wines and spirits purchased to be taken out of the premises, may only be removed from the premises between the opening and closing hours of the Club in accordance with the Liquor Act
- d. Members and guests shall vacate the Club premises as soon as practicable after trading ceases but in any event within fifteen (15) minutes after trading ceases.

VISITORS

- a. A member bringing a guest into the Club shall sign or record their name in the Visitors Register against the name and full address of his guest and will be responsible for his guest's behaviour whilst the guest is on the premises.
- b. Any misconduct or breach of the Club's Constitution or By-laws and Regulations by the guest may be regarded as a breach by the member responsible for the guest.
- c. No visitor will be permitted to enter the premises in a state of intoxication.
- d. Persons under the age of eighteen (18) will not be permitted in areas where poker machines are played.
- e. Liquor shall not be sold, supplied or disposed of on the premises of the Club to any person under the age of eighteen (18) years.

ENTRY TO THE CLUB

- a. All persons entering the Club must be fully vaccinated for Covid-19 and must produce evidence of this vaccination to a designated club representative. Any person claiming an exemption to vaccination must show that exemption to a designated club representative. Children under 16 who are unvaccinated must be accompanied by an adult. This By-Law will remain in place until 31st January, 2022.

- b. Members entering the Club are required to produce their membership card to the designated club representative, upon request.
- c. Persons whose membership has lapsed are not permitted to enter the Club unless they become financial or as a visitor.
- d. The use of a door not designated as an entrance is an offence against The Hills Club rules and the Registered Clubs Act
- e. Visitors shall be permitted to enter the Club after being approved to do so by the Club Representative on duty.
- f. Any dispute or misunderstanding regarding entry to the Club shall be referred to the General Manager or the person acting in that position who may exclude any visitor.

MINORS

- a. Persons under the age of 18 years may subject at all times to the provisions of the Registered Clubs Act and any other legislation:-
 - i. use the non-restricted areas of The Hills Club provided they remain under the constant supervision of a parent, relative or responsible adult;
 - ii. attend special events at The Hills Club where The Hills Club agrees to provide supervision for the duration of the special event; or
 - iii. be permitted to participate in an event (eg Barefoot bowls) where The Hills Club agrees to provide supervision by qualified staff members.
 - iv. A member or guest who is responsible for supervising a person under 18 years of age and who fails to do so, may be cited to appear before The Hills Club Judiciary Committee which may result in reprimand, suspension or expulsion from The Hills Club. Such person may also be liable to penalty under the Registered Clubs Act.
 - v. Children are not to be left in cars or other vehicles while their parents, guardians or carers are in or on club premises. It is against The Hills Club rules to leave children unattended in club premises foyer or outside club building.
 - vi. All minors must vacate the Club premises by 10pm unless attending an approved function.

DINING AREAS

- a. The Bistro will be open during such hours as the General Manager will from time to time decide.
- b. Snacks will be provided in such places and at such times as the General Manager from time to time determines.

CONDUCT AND BEHAVIOUR

- a. No member or visitor shall speak or behave in a manner which is objectionable to other members, visitors or staff. Any infringement of this By-law shall be brought to the notice of the Board who shall deal with the member infringing as provided under Clause 20 of the Constitution. A member fined for the infringement of this By-law or any Clause of the Constitution shall not be entitled or permitted to claim the privileges of membership until after payment of the fine.
- b. In case of complaint or dispute under this By-law, the arbiter shall be the General Manager or the person acting in that position.
- c. In the event that any complaint or dispute regarding conduct or behaviour cannot be resolved satisfactorily at the time, the matter will be referred to the Board for determination.
- d. No betting or gambling shall be permitted on Club premises other than those activities approved by the Board.

LENDING OR BORROWING

- a. Persons attempting to borrow money on The Hills Club premises from employees, members or guests are liable to be suspended from membership.

POKER MACHINES

- a. Members or visitors are not permitted to reserve any other machine than the one they are playing and no machine will be reserved for more than three (3) minutes.
- b. A player wishing to use a machine which has been reserved for longer than the prescribed period must first request the senior staff officer to announce over the public address system that the machine will be unreserved unless the player continues immediately and then can only play the machine after receiving permission from that staff member.
- c. Legal proceedings may be instituted against any player who:-
 - i. makes any fraudulent claim;
 - ii. causes malicious damage to a poker machine;
 - iii. tilts, rocks or mishandles any machine;
 - iv. uses undue force when playing a machine;
 - v. uses any foreign object on, in or near any poker machine; or
 - vi. fails to report any malfunction of a poker machine.

- d. The Hills Club reserves the right to:
 - i. withhold any payout to any person not abiding by these By-Laws;
 - ii. withhold any payout, where such payout is in dispute or where the credentials of the player to receive the jackpot are not established;
 - iii. to refuse any person, member or guest, the right to play machines;
 - iv. place any machine "out of order"; or
 - v. ask any player to only play one machine at any one time.
- e. The practice of playing one machine and reserving another machine and alternating between machines is not permitted.
- f. No person under the age of eighteen (18) years of age shall operate or play poker machines.
- g. The Club operates a self-exclusion scheme for people who wish to exclude themselves from gaming at any of the club premises. Details of the scheme may be obtained from the Duty Manager.
- h. It is the player's responsibility to ensure that he/she has been given the correct amount of money by a cashier.
- i. Any disputes over payment or non-payment by any poker machine will be decided within one week by management.

LINKED JACKPOTS

- a. All relevant rules pertaining to poker machine operations will apply to linked jackpots. In the event of a dispute over a linked jackpot, The Hills Club reserves the right to:-
 - i. accept evidence from parties involved in the dispute;
 - ii. reserve judgement on a disputed payout for a period of one week;
 - iii. make a judgement as to which party is entitled to the disputed payout;
 - iv. make a judgement to divide the disputed payout between parties in the event that the evidence does not indicate which party is entitled to the payout; or
 - v. make a judgement that neither party is entitled to the payout; or
 - vi. refer the matter to the NSW Office of Liquor, Gaming and Racing
- b. Legal proceedings may be instituted against any person who:-
 - i. makes a false claim to a linked jackpot; or
 - ii. uses a foreign object on, in or near any link controller

PROMOTIONS

- a. All gaming promotions, unless when the rules of an individual promotion specify otherwise, are for financial members of The Hills Club.

- b. All promotions are to be conducted in strict adherence to the conditions as approved by any relevant Government Department.
- c. In the event of a dispute, the matter will be decided by The Hills Club within one week;
- d. If The Hills Club is unable to give judgment on any dispute, the matter may be referred to the NSW Office of Liquor, Gaming and Racing or any other relevant Government Department.

REWARDS PROGRAM

- a. The club's 'Rolling Rewards' program is operated under the Terms & Conditions of the program. These are available to members on request to management.
- b. This program may be terminated or altered at any time at management's discretion.
- c. The Hills Club is not liable to compensate any member as a result of any loss or perceived loss of any benefit that may arise from changes or cancellation to the 'Rolling Rewards' loyalty program.

CLUB DRESS

- a. The dress on the bowling greens must comply with the relevant regulations of the Controlling Body.
- b. Members and guests are required to be dressed in attire that is neat, clean and not offensive in all club areas.
- c. The door staff or security may determine if a person is suitable attired to enter The Hills Club.
- d. If a member or guest disagrees with the decision of the door staff, the Duty Manager or General Manager shall be the final arbiter.

CLUB PROPERTY

- a. Members will at all times take care of Club property and sporting equipment. Misuse of any Club property will be an offence.
- b. Members are not permitted to enter the Administrative Offices or Board Room unless invited by a Director, General Manager or Administration staff member.
- c. Members shall not use Club stationery or equipment unless for Club business and with the consent of the General Manager.
- d. Members will not take away or remove Club property or sporting equipment of any kind without the authority of the General Manager.

- e. Members are not permitted to enter the kitchen, cool room or go behind any bar without the permission of the General Manager.
- f. Members will at all times regard the greens and environments as Club property and as such ensure that they do not cause damage to such property. Play and practice on the Club's greens will be at the discretion of the Board or Bowls Management Committees.
- g. Members may only use the barbeque facilities in connection with an organised function. Bookings for such functions will be recorded in the Office Function Diary and a bond may be imposed.

CAR PARKING

- a. Members will at all times park their cars correctly in the Club's car park area and enter and leave in a careful manner.
- b. Members shall not park their cars in those areas reserved for Directors or other designated users.
- c. Members who park in nearby streets are requested to observe parking regulations and are not to park their cars across drive-ways of nearby properties.
- d. When a member is called to the Club office regarding the parking of his car, he will forthwith carry out any instructions given to him by the Senior staff member.
- e. Members shall refrain from undue noise and any other unnecessary disturbance whilst leaving the Club premises or parking area. Members are reminded that they are responsible for their guest's behaviour in this regard.
- f. Members will be held personally liable for any damage that may occur as a result of negligent driving. The board may suspend a member from using the club's car park or entire premises as a result of any negligence whilst using the club's car park or be cited to attend before the Board in cases of gross misconduct.
- g. Persons may only park in the Club car park at the Club's premises when they are attending the Club and/or engaged on Club business.
- h. All persons use the Club's car park at their own risk. The Club is not responsible for damage or theft to vehicles or vehicle contents
- i. Children are not to be left in cars or other vehicles while their parents, guardians or carers are in or on Club premises. It is against Club Rules to leave children unattended in Club premises or outside Club buildings.

MISCELLANEOUS

- a. Food shall only be consumed in areas approved by the Board or General Manager. Apart from special dietary requirements for medical purposes no food shall be brought into and consumed in the Clubhouse. The General Manager or person acting in his stead may waive this requirement in special circumstances.
- b. No person shall place a notice inside the Club unless sanctioned in writing by the General Manager or Board of Directors.
- c. Any matter connected with the management of the Club not provided for in these rules shall be dealt with by the Board of Directors, whose decision shall be final and binding on all matters.

STAFF

- a. No member of the Club shall reprimand any employee of the Club or direct them in their duties.
- b. The staff shall be under the control of the General Manager and any complaints regarding the staff should be directed to the General Manager who will refer the complaint to the Board of Directors, unless the matter can be satisfactorily resolved by the General Manager.

COMPLAINTS

- a. Complaints by staff concerning the conduct of members or visitors must be made to the General Manager or the person acting in that position.
- b. Any complaints by a member or visitor against a member or visitor shall be made to the General Manager or the person acting in that position.

COMMITTEES

- a. The Chairperson may allocate to members of the Board such duties and areas of responsibility within the Club as may from time to time be deemed necessary.

NOMINATION AND ELECTION OF BOARD

- a. The Board of Directors is elected in accordance with Section 27 & 28 of the clubs Constitution

BOWLS

- a. The Board may charge members green fees at their discretion.
- b. Bowling Members of another club shall pay a fee at the discretion of the Board. Green fees shall not be charged for Zone or State games and shall be included in entry fees.
- c. For the purpose of this section, Barefoot Bowling events are considered to be Functions and, as such, fall outside the control of the Bowls Committee

CLUB COLOURS

- a. The Board may from time to time determine or vary the colours or distinguishing badges of the Club to be worn or displayed by its members.
- b. The Club colours must conform with the requirements of Bowls NSW.

CHEQUES

- a. Members, other than Temporary or Honorary Members may cash personal cheques made payable to the Club in an amount not exceeding \$400 on any one day.
- b. If a cheque is not met on presentation, the General Manager may on behalf of the Board withdraw from the member who cashed the cheque the privilege of cashing further cheques for a specific period or at all.
- c. All cheques must prior to being cashed be approved by the General Manager or the person acting in his stead.
- d. Notwithstanding the foregoing, no cheque shall be cashed where to do so would interfere with the normal trading operations of the Club.

ANNUAL SUBSCRIPTIONS

- a. The Annual subscription for all categories of membership shall be determined by the Board.
- b. In the case of bowling members, annual subscriptions shall be determined by applying a base rate (retained by the Club to cover bowls and greens expenses, plus affiliation and other external fees payable by the Club on behalf of the member.
- c. In the case of bowling members, annual subscriptions shall include fees payable to the respective governing bodies.

PROHIBITION OF CANVASSING

- a. Except with the consent of the Board or General Manager, no person shall canvass for any purpose, dispose of raffle or other tickets or solicit donations or subscriptions for any object or institution in or upon the Club premises.
- b. No pamphlet, notice or other material shall be displayed or exhibited in or upon the Club premises without the prior approval of the General Manager, the Chairperson or the person acting in that position.

SPORT AND RECREATION

- a. Members may indulge in any form of sport or recreation on the Club premises as provided for and subject to approval by the Board and to such rules for the regulation thereof, including payment of charges by the participants therein, as the Board may declare.

REIMBURSEMENT OF EXPENSES

- a. Reimbursement of expenses may be paid to any member acting in an official capacity as the Board may from time to time determine. Proof of records for any reimbursement will be kept by the club.

SUGGESTIONS/COMPLAINTS

- a. The Board welcomes constructive suggestions to improve the operation of the Club.
- b. All suggestions or complaints should be in writing and delivered to the General Manager.
- c. The General Manager shall raise at the next Board Meeting any notice received.

PHOTOGRAPHY/VIDEOS

- a. No photographs or videos are to be taken on premises without the prior approval of Management.
- b. No audio or visual recordings are to be made within the Club which contravenes copyright or encroaches on the privacy of individuals.

PETS/ANIMALS

- a. No dogs or other animals will be allowed on the Club premises or grounds unless special permission is granted by Management or otherwise permitted by law (for example, guide dogs).

GENERAL

- a. Any breach of the Club By-laws and Regulations will be dealt with as an offence under Clause 20 of the Constitution.
- b. Any member who commits an offence under the Constitution or these By-laws and is to be cited to appear before the Board shall if so directed by the Board surrender his Club card to the General Manager until such time as he appears before the Board of Directors.
- c. Any questions as to the interpretation or application of these By-laws will be submitted in writing to the General Manager who will forthwith submit same to the Board of Directors.
- d. Where any of the By-laws are inconsistent with the provisions of any legislation that legislation shall prevail.
- e. The onus shall be placed on every member to make himself at all times acquainted with the Constitution and By-laws of the Club.
- f. A copy of the Constitution and the Register of By-laws shall be published on the Club's website and made available for inspection by any member through arrangement with the General Manager.

CLUB CASH

- a. Club Cash is to be used for rewarding members or as a means of a member establishing credit to use within the club. Club cash will be credited to a member's Membership Card as a 'stored value voucher'.
- b. Club Cash can be used for any purchases within the Club at the Bar or Restaurant, or for the payment of all or part of annual membership fees. It cannot be used for Gaming, Raffles or payment of tournament entry fees.
- c. Vouchers or cash may be credited by members to their membership cards during normal office hours and will then be deemed to be club cash.
- d. Cash deposited to a member's card other than by club rewards is limited to \$300.00 maximum per member at any one time. And if a member's balance is over \$300.00 at that time, a cash deposit to the card will not be accepted.
- e. Redemption of Club Cash to legal tender will be at the discretion of the General Manager and will only occur when a member terminates membership, in times of demonstrated hardship, or for junior members unable to trade in licensed premises.

BOWLS MANAGEMENT COMMITTEES

- a. The Hills District Women's Bowling Club (HDWBC) will operate in accordance with its Constitution and By Laws and be managed by a Committee elected by bowling members of the HDWBC. Additionally, the HDWBC and its members will comply with all aspects of the Company Constitution and By Laws of The Hills District Bowling Club Ltd
- b. The Hills District Men's Bowling Club (HDMBC) will operate in accordance with its Constitution and By Laws and be managed by a Committee elected by bowling members of the HDMBC. Additionally, the HDMBC and its members will comply with all aspects of the Company Constitution and By Laws of The Hills District Bowling Club Ltd.
- c. The Bowls Coordination Committee oversees the administration of bowls. The BCC comprises three representatives from the HDMBC and three from the HDWBC as well as the Bowls Secretary who produce minutes and send the minutes to the Board. The BCC will;
 - Meet monthly
 - Liaise with and report monthly to the Club Board
 - Liaise with the Club General Manager to ensure registered club operational matters are considered during bowls events.
 - Annually review and when required update the Club's Conditions of Play for men's and mixed events in line with the NSW and Zone 10 COPs. Note, HDWBC COP will be managed by the HDWBC Management Committee.
 - In conjunction with the Ladies and Men's Committees, and Bowls Secretary, prepare the Bowls Calendar taking into account the calendars for State and Zone/District events.
 - Manage Mixed Bowls Program/Events, eg Tournaments
 - In conjunction with the HDMBC and HDWBC Committees, prepare Integrated bowls budget and submit to Board for approval
 - Oversee the implementation of the bowls budget
 - Determine and oversee the usage of greens in conjunction with Bowls Secretary and Greenkeeper
 - Liaise with the Greenkeeper on Green Maintenance requirements
 - Oversee the selection of players for mixed events, including those events classified as Gender Neutral, eg Pennants
 - Manage the implementation of policies and procedures relating to the proposed unification of men's and women's bowls.
 - In conjunction with the HDMBC and HDWBC Committees, manage the movement of bowlers to other clubs during the Club redevelopment project
 - Ensure the club maintains an adequate contingent of Coaches and Umpires
 - Provide information to the Bowls Secretary to ensure the smooth running of bowls across the club
 - With the support of the Club Board, champion and promote bowls

BOWLS UNIFORMS

The following will apply to all Open and Mens, Championship and Representative games.

The club's bowls uniform consists of the latest club shirts, club jackets, and black Bowls Australia endorsed bottom attire. Previous versions of club uniforms or accessories are not to be worn.

Upper Body Attire (shirts, jackets, vests)

Club shirts must be worn for all championship events.

The preference is for bowlers to wear the latest club black rain jackets. However alternate black or white jackets may be worn but must have the BA logo.

Vest may be worn but must have a bowls Australia Logo and be either black or white.

Any upper body wear promoting another company or club are not permitted.

Lower Body Attire (shorts, skorts, skirts, trousers)

Preference is for bowlers to wear club supplied shorts, skirts and trousers.

Alternate lower body wear may be worn but must

- be black
- display a Bowls Australia Logo
- comply with Bowls Australia National Uniform policy

Headwear

The preference is for bowlers to wear the latest black club caps or hats.

Alternate headwear may be worn for sun protection. Headwear must be black, white or cream and can only have the manufacturers logo (eg Nike, adidas etc). Any hats promoting another company or club are not permitted.

Footwear

Only footwear approved by Bowls Australia is to be worn for all Championship and representative events.

Teams and Sides

In Championship events played in a team or side format all members of the team must be similarly attired. Attire within a category, for example, trousers, shorts, skirts, leggings etc., In lower body attire must be of similar colour. Similarly attired does not mean identical or same item of clothing.

Authority to Enforce these Rules

The club's Bowls Secretary or the Event Controlling Body has the authority to enforce these requirement for Men and Open events.

